



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
MINUTETRAQ ID#: 23-3583	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,238.20
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,238.20
	CURRENT TERM TOTAL COST: \$39,238.20	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: COMCAST BUSINESS SERVICES	VENDOR #: 12382	DEPT: Human Resources - WDD	DEPT CONTACT NAME: Lisa Schvach & Annie Davis
VENDOR CONTACT: ERICA ZASPAL	VENDOR CONTACT PHONE: (630) 824-8123	DEPT CONTACT PHONE #: (630) 955-2066	DEPT CONTACT EMAIL: lschvach@worknetdupage.org
VENDOR CONTACT EMAIL: erica_zaspal@comcast.com	VENDOR WEBSITE: https://business.comcast.com/	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Ethernet Dedicated Internet (EDI) interface providing 100 Mbps Internet service for a service term renewal of 36 months from 12/1/23 to 11/30/26 in the amount of \$39,238.20. Same internet service provider that DuPage County currently utilizes.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This service is required to provide Internet connectivity for the WDD. An active Internet circuit is critical for day-to-day business of the WDD.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: COMCAST BUSINESS	Vendor#: 12382	Dept: Human Resources	Division: Workforce Development
Attn: ERICA ZASPAL	Email: erica_zaspal@comcast.com	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address:	City:	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State:	Zip:	State: IL	Zip: 60532
Phone: (630) 824-8123	Fax:	Phone: (630) 955-2044	Fax: (630) 955-2059
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: COMCAST	Vendor#: 12382	Dept: Human Resources	Division: Workforce Development
Attn:	Email:	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address: PO BOX 8587	City: PHILADELPHIA	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State: PA	Zip: 19101-8587	State: IL	Zip: 60532
Phone:	Fax:	Phone: (630) 955-2044	Fax: (630) 955-2059
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2026
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		INTERNET DATA SERVICES	FY24	5000	2840	53250	23-681006	13,079.40	13,079.40
2	1	EA		INTERNET DATA SERVICES	FY25	5000	2840	53250	23-681006	13,079.40	13,079.40
3	1	EA		INTERNET DATA SERVICES	FY26	5000	2840	53250	23-681006	13,079.40	13,079.40
FY is required, assure the correct FY is selected.										Requisition Total	\$ 39,238.20

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement