



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Nov 1, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> Alliant Insurance Services, Inc.	<b>Vendor #:</b> 12104 R02	<b>Contract Term:</b> 12/19/23-12/19/24	<b>Contract Total:</b> \$110,265.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB

**Description of Procurement/ Scope of Work/ Background** Request for approval of PO 923024 to Alliant Insurance Services, Inc. for insurance services for one (1) year. The contract period runs from December 19, 2023 through December 19, 2024. The recommended renewal option of the VFIS policy is \$89,760.00. The renewal policy for cyber liability is \$20,505.00. The total recommended contract value is \$110,265.00.

**Reason for Procurement** Insurance coverage for liability, damage, and cybersecurity.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY24 4000-5820-53130
- Budget Transfer (Date) \_\_\_\_\_ Add'l Information \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # \_\_\_\_\_ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # \_\_\_\_\_  Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00  Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:  
\_\_\_\_\_

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # \_\_\_\_\_
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Nov 1, 2023	LMZ	Nov 1, 2023	N/A	
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

### REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date