



Procurement Review Checklist

Procurement Services Division

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

Date: Oct 16, 2023

MinuteTraQ (IQM2) ID #: _____

Vendor: Dell Marketing, LP	Vendor #: 10850	Contract Term: 12/1/23-12/31/24	Contract Total: \$30,000.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	This open purchase order 923028 in the amount of \$30,000 will allow the ETSB to purchase computer equipment with value less than \$5,000, through Contract #MHEC-04152022 with the vendor.		
Reason for Procurement	ETSB maintains an open purchase order to allow technicians the ability it purchase new or replacement items that support the 9-1-1 system in a timely manner.		
FUNDING SOURCE			

☒ Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-52100

☐ 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)

☒ Under Government Joint Purchasing Act (30ILCS525) select one below

Other Government Entity

MHEC-04152022

☐ 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	Oct 16, 2023	LMZ	Oct 16, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

Date

REVIEWED BY (Initials Only)

Buyer	Date	<i>dkc</i>	10/18/23
		Procurement Officer	Date

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