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

## SECTION 1: DESCRIPTION

| *General Tracking* | | *Contract Terms* | |
|---|---|---|---|
| FILE ID#:<br>JPS-P-0017-24 | RFP, BID, QUOTE OR RENEWAL #:<br>0227436881 | INITIAL TERM WITH RENEWALS:<br>OTHER | INITIAL TERM TOTAL COST:<br>$47,819.00 |
| COMMITTEE:<br>JUDICIAL AND PUBLIC SAFETY | TARGET COMMITTEE DATE:<br>06/18/2024 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>$47,819.00 |
| | CURRENT TERM TOTAL COST:<br>$47,819.00 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: |
| *Vendor Information* | | *Department Information* | |
| VENDOR:<br>Insight Public Sector | VENDOR #:<br>10809 | DEPT:<br>Sheriff | DEPT CONTACT NAME:<br>Commander John Putnam |
| VENDOR CONTACT:<br>Bob Erwin | VENDOR CONTACT PHONE:<br>480-366-7058 | DEPT CONTACT PHONE #:<br>630-407-2050 | DEPT CONTACT EMAIL:<br>john.putnam@dupagesheriff.org |
| VENDOR CONTACT EMAIL:<br>bob.erwin@insight.com | VENDOR WEBSITE: | DEPT REQ #: | |

*Overview*

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).
One time purchase of equipment necessary to implement electronic medical records for the Correctional Center. All items are on the OMNIA OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
In order to utilize electronic medical records and use to its full capacity, staff will need rugged equipment capable of being utilized in a mobile format throughout the facility.

## 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. |
| DECISION MEMO REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.<br>COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING |

## SECTION 3: DECISION MEMO

| | |
|---|---|
| SOURCE SELECTION | Describe method used to select source.<br>OMNIA PARTNERS IT PRODUCTS & SERVICES(# 23-6692-03). |
| 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).<br>Proceed with purchase or maintain status quo and discontinue EMR implementation |

| 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 | | | |
|---|---|---|---|
| *Send Purchase Order To:* | | *Send Invoices To:* | |
| Vendor:<br>Insight Public Sector | Vendor#:<br>10809 | Dept:<br>Sheriff | Division:<br>Budget support |
| Attn:<br>Bob Erwin | Email:<br>bob.erwin@insight.com | Attn:<br>Colleen Zbilski | Email:<br>collee.zbilski@dupagesheriff.org |
| Address:<br>2701 E insight way | City:<br>Chandler | Address:<br>501 N County Farm RD | City:<br>Wheaton |
| State:<br>AZ | Zip:<br>85286-1930 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>480-366-7058 | Fax: | Phone:<br>630-407-2122 | Fax: |
| *Send Payments To:* | | *Ship to:* | |
| Vendor:<br>Insight Public Sector | Vendor#:<br>10809 | Dept:<br>Sheriff | Division:<br>Corrections |
| Attn: | Email: | Attn:<br>Commander John Putnam | Email:<br>john.putnam@dupagesheriff.org |
| Address:<br>2701 E Insight Way | City:<br>Chandler | Address:<br>501 N County Farm RD | City:<br>Wheaton |
| State:<br>AZ | Zip:<br>85286-1930 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>800-467-4448 | Fax: | Phone:<br>630-407-2050 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination | Contract Start Date (PO25):<br>Jun 25, 2024 | Contract End Date (PO25):<br>Jun 24, 2025 |

## Purchase Requisition Line Details

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/ Activity Code | Unit Price | Extension |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 15 | EA | VSCPPJABDBA | Getac V110 Convertible tablet | FY24 | 1000 | 4410 | 52100 | | 2,802.00 | 42,030.00 |
| 2 | 15 | EA | GE-SVTBNFX4Y | Getac bumper to bumper +extended warranty-extended service agreement | FY24 | 1000 | 4410 | 53806 | | 258.00 | 3,870.00 |
| 3 | 10 | EA | GBM3X1 | Getac notebook battery | FY24 | 1000 | 4410 | 52100 | | 79.00 | 790.00 |
| 4 | 1 | EA | GCECUC | Getac Multi bay charger | FY24 | 1000 | 4410 | 52100 | | 1,129.00 | 1,129.00 |
| ***FY is required, ensure the correct FY is selected.*** | | | | | | | | | | Requisition Total | $ 47,819.00 |

| *Comments* | |
|---|---|
| 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. |