



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1860	RFP, BID, QUOTE OR RENEWAL #: Service Order #Q-00321401	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$156,908.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$156,908.00
	CURRENT TERM TOTAL COST: \$156,908.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Gartner, Inc.	VENDOR #: 13100	DEPT: IT	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Tim Olsen	VENDOR CONTACT PHONE: 312-730-9040	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: Richard.Burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: tim.olsen@gartner.com	VENDOR WEBSITE: gartner.com	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.). Two (2) subscriptions, one (1) for "Executive Programs Leadership Team Leader" and one (1) for "Executive Programs Leadership Team Advisor Member", totaling \$156,908.00 per NASPO Contract #186840.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. These subscriptions will provide access to a large library of world class, objective, independent research reports, personal interaction with some of the best analysts in their fields, training webinars, and other resources on a variety of IT topics.			

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.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Gartner holds a NASPO agreement with multiple states including the State of Illinois to provide a service not offered by any other vendor.
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). Staff recommends a continued partnership with Gartner as they provide access to an online database containing IT research articles, business advice, research, and data, as well as advisory services, workshops, and conferences on IT related topics, which has proven beyond beneficial for our IT department and staff.

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: Gartner, Inc.	Vendor#: 13100	Dept: IT	Division:
Attn: Tim Olsen	Email: purchaseorders@gartner.com tim.olsen@gartner.com	Attn: Sarah Godzicki	Email: itap@dupagecounty.gov
Address: 56 Top Gallant Road	City: Stamford	Address: 421 N. County Farm Road	City: Wheaton
State: CT	Zip: 06904	State: IL	Zip: 60187
Phone: 312-730-9040	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Richard Burnson	Email: Richard.Burnson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5064	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Sep 30, 2026

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		Executive Programs Leadership Team Leader and Executive Programs Leadership Team Advisor Member 10/01/25 - 09/30/26	FY25	1000	1110	53020		156,908.00	156,908.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 156,908.00

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. Please send PO to Sarah Godzicki & Richard Burnson and copy both when emailing PO to vendor.
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.