



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>	
FILE ID#: JPS-P-0035-24	RFP, BID, QUOTE OR RENEWAL #: PDJV492	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$51,030.84
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$51,030.84	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CDWG	VENDOR #:	DEPT: DuPage Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Meagan McKone	VENDOR CONTACT PHONE: (866) 245-8102	DEPT CONTACT PHONE #: 6304057021	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: meaganm@cdwg.com	VENDOR WEBSITE:	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.). This is to furnish the Sheriff's office backup plan. This is part of the 3,2,1 backup plan. This is a tape media that provides us the second form of backup media and off-line backup. This is on Contract National IPA Technology Solutions (2018011)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is part of the 3,2,1 backup plan. This is a tape media that provides us the second form of backup media and off-line backup.			

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. Contract National IPA Technology Solutions (2018011)
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). Quantum Tape Drive is a verified system with our current backup software. They do not sell directly; they utilize resellers to sell their systems. CDWG is on a government pricing contract. Other resellers are higher in cost.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: CDWG	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Budget
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 75 Remittance Drive Suite 1515	City: Chicago	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone: (866) 245-8102	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CDWG	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT Division
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 75 Remittance Drive Suite 1515	City: Chicago	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone: (866) 245-8102	Fax:	Phone: 630-407-2072	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 12, 2024	Contract End Date (PO25): Nov 11, 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	1	EA		Quantum Scalar i3 Tape Library	FY24	1000	4400	52100		7,787.57	7,787.57
2	2	EA		Quantum Scalar i3 LTO-9 Tape Drive	FY24	1000	4400	52100		9,699.88	19,399.76
3	1	EA		Quantum - power supply - hot-plug redundant	FY24	1000	4400	52100		495.59	495.59
4	2	EA		Quantum SAS external cable - 6.6 ft	FY24	1000	4400	52100		201.79	403.58
5	1	EA		Quantum upgrade license	FY24	1000	4400	53806		3,923.28	3,923.28
6	1	EA		Quantum Scalar i3 Advanced Reporting Option - license	FY24	1000	4400	53806		2,269.50	2,269.50
7	1	EA		Quantum Scalar i3 Active Vault - license - 1 license	FY24	1000	4400	53806		9,461.07	9,461.07
8	1	EA		Quantum StorageCare Bronze Support Plan Zone 1 - extended service agreement	FY24	1000	4400	53806		1,628.68	1,628.68
9	2	EA		Quantum StorageCare Bronze Support Plan Zone 1 - extended service agreement	FY24	1000	4400	53806		1,511.25	3,022.50
10	1	EA		Quantum LTO-9 Data Cartridge	FY24	1000	4400	52100		2,384.86	2,384.86
11	5	EA		Quantum LTO Cleaning Cartridge - Single Pack, Custom Barcode Label	FY24	1000	4400	52100		50.89	254.45
										Requisition Total	\$ 51,030.84

**FY is required, ensure the correct FY is selected.**

<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.