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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0146	RFP, BID, QUOTE OR RENEWAL #: 353235 v11	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $687,565.74
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $687,565.74
	CURRENT TERM TOTAL COST: $687,565.74	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Heartland Business Systems	VENDOR #:	DEPT: DuPage Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Mike Carroll	VENDOR CONTACT PHONE: 608-444-7994	DEPT CONTACT PHONE #: 630-405-2071	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: mcarroll@hbs.net	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.).
The Sheriff’s Office wants to do an E.A. (Enterprise Agreement) with Fortinet. The E.A. work is similar to the county’s Microsoft License E.A. This will consolidate most of the service agreements into a single five-year agreement. There are some online services we use that are year-to-year. This covers the majority of systems. There are multiple benefits to this in terms of service and cost. The first benefit is that we would receive a 15-minute response time for critical items and 2 hours for non-critical items. Currently, we are experiencing delays of over an hour for critical issues and one day or more for non-critical issues. The E.A. also locks in the price of hardware and services for five years upon the day of signing. The current estimated cost per year is about $211,000 for our current needs. That totals about $1,055,000 for 5 years. The E.A. and other non-E.A. items for the five years are about $970,000.00. The most significant advantage is the cost savings and the upgraded support. We would save approximately $84,000 over the five years. The Fortinet ECO system provided the Sheriff’s Office with Edge Security (Web Filtering, IPS, DNS, Firewall, etc.), networking, wireless, Web Application Firewall, Sandbox, Email Filtering, SOCaaS, Log Collection, Network Access Control, MDR/XDR, Endpoint security, Dark web Monitoring, and Authentication. All these services require a subscription for the items to operate and a warranty on the hardware in case something goes wrong that needs to be fixed or replaced.

They are on the TIPS Contract 220105

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
If we stay with the current year-to-year approach, we would not receive the benefits of the upgraded support and the cost savings between the E.A. contract and price locking for the 5 years.

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. We have already invested heavily in the Fortinet Eco system. We have had their Firewall, network infrastructure, and endpoint security for many years. We are working towards establishing their security operation center to gain end-to-end visibility of our systems, which we achieved this year. This will enable us to provide better services and save the county money over the next five years.
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). If we go with another company, the system will be unable to integrate. If we stay status quo, we would still have to pay for the support services but on a yearly bases with no benifits of that come from the E.A,

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: Heartland Business Systems	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Civil Department
Attn: Mike Carroll	Email: mcarroll@hbs.net	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 5400 Patton Drive Suite 4B	City: Lisle	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 608-444-7994	Fax:	Phone: 630-407-2122	Fax:
Send Payments To:		*Ship to:*	
Vendor: Heartland Business Systems	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT Department
Attn: Mike Carroll	Email: mcarroll@hbs.net	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 5400 Patton Drive Suite 4B	City: Lisle	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 608-444-7994	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 13, 2026	Contract End Date (PO25): Jan 13, 2031

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		5 Years Fabric Enterprise License Agreement. Tier XXG1	FY26	1000	4404	53807		362,368.65	362,368.65
2	1	EA		5 Years Premium Enterprise Support Agreement. Tier XXV1	FY26	1000	4404	53807		325,197.09	325,197.09
FY is required, ensure the correct FY is selected.										Requisition Total	$ 687,565.74

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.