



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-0006-24	RFP, BID, QUOTE OR RENEWAL #: 211-Q4-12142023-1	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$98,446.20
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/16/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$98,446.20
	CURRENT TERM TOTAL COST: \$98,446.20	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Alliance Technology Group, LLC	VENDOR #:	DEPT: DuPage County Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Steve Gerlach	VENDOR CONTACT PHONE: 410-712-0270	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: steve.gerlach@alliance-it.com	VENDOR WEBSITE: www.alliance-it.com	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 solution is to backup our virtual servers. We are working on the 3-2-1 backup strategy. The strategy is broken down to 3 copies of your data (production data and 2 backup copies) on two different media (disk and tape) with one copy off-site for disaster recovery. We have one copy of the data. This is the second copy that will be offsite. The solution is on the GSA account: GSA Contract Number: GS-35F-303DA			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished We are working on the 3-2-1 backup strategy. The strategy is broken down to 3 copies of your data (production data and 2 backup copies) on two different media (disk and tape) with one copy off-site for disaster recovery. This will help with our Cyber security hygiene			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. The solution is on the GSA contract.
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 recommendation is to proceed with this purchase. The only other option is not to move forward and continue to risk cyber security and not have a viable back up solution

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: Alliance Technology Group, LLC	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Budget
Attn: Steve Gerlach	Email: steve.gerlach@alliance-it.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 7010 Hi Tech Drive	City: Hanover	Address: 501 N County Farm RD	City: Wheaton
State: MD	Zip: 21076	State: IL	Zip: 60187
Phone: 410-712-0270	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Alliance Technology Group, LLC	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT
Attn: Steve Gerlach	Email: steve.gerlach@alliance-it.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 7010 Hi Tech Drive	City: Hanover	Address: 501 N County Farm RD	City: Wheaton
State: MD	Zip: 21076	State: IL	Zip: 60187
Phone: 410-712-0270	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 24, 2024	Contract End Date (PO25): Jan 23, 2025
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	3	EA		1X XEON SP CPU 12X HDD 2U CTLR HC5200 CHASSIS	FY24	1000	4400	54100		13,200.00	39,600.00
2	3	EA		8C/16T 3.2GHZ 2400MT/S INTEL CPNT XEON SILVER 4215R	FY24	1000	4400	52100		0.01	0.03
3	12	EA		32GB DDR4 2933 MHZ RDIMM 32GB CPNT DDR4 RDIMM	FY24	1000	4400	52100		0.01	0.12
4	36	EA		16TB 3.5IN SAS HDD 16TB 3.5IN CPNT SAS HDD	FY24	1000	4400	52100		0.01	0.36
5	3	EA		4-PORT INTEL/LENOVO X722 4-PORTCPNT 10GB SFP+	FY24	1000	4400	52100		0.01	0.03
6	3	EA		SC//HYPERCORE - 8C BRS LICs	FY24	1000	4400	54107		5,835.83	17,507.49
7	1	EA		5YRS HW WARRANTY SVCS	FY24	1000	4400	53807		3,809.24	3,809.24
8	3	EA		NODE INSTALL REMOTE SUP REMOTE SVCS INSTALLATION	FY24	1000	4400	53020		250.20	750.60
9	8	EA		5YRS SUP ACRONIS BACKUP ADV LICs PERNODE	FY24	1000	4400	53807		3,191.43	25,531.44
10	1	EA		ACRONIS BACKUP QUICKSTART LICs POWERED BY SCALE COMPUTING	FY24	1000	4400	54107		1,200.97	1,200.97
11	1	EA		Shipping	FY24	1000	4400	52100		420.00	420.00
12	32	EA		32GB DDR42933MHZ RDIMM	FY24	1000	4400	52100		288.30	9,225.60
13	1	EA		Zero Downtime MemRecFg	FY24	1000	4400	53020		400.32	400.32
FY is required, assure the correct FY is selected.										Requisition Total	\$ 98,446.20

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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement