



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Mar 27, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> AT&T, Inc.	<b>Vendor #:</b> 10008	<b>Contract Term:</b> 3 years	<b>Contract Total:</b> \$345,000.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB
<b>Description of Procurement/ Scope of Work/ Background</b>	Request for approval of Purchase Order 924015 to AT&T, Inc. for a three year pricing agreement to continue Session Initiated Protocol (SIP) services in the Addison Consolidated Dispatch Center (ACDC) and DU-COMM PSAPs. Total amount not to exceed \$345,000.00.		
<b>Reason for Procurement</b>	NG911 relies on IP-based structure to provide an array of emergency communications services that encompass the core functionalities of legacy E911 and additional functionalities that capitalize on the enhanced capabilities of IP-based devices and networks.		

### FUNDING SOURCE

- ☒ Procurement budgeted for (FY and budget code(s)): FY24-27 4000-5820-53250
- ☐ Budget Transfer (Date) \_\_\_\_\_ Add'l Information \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

- ☐ LOWEST RESPONSIBLE QUOTE # or BID # \_\_\_\_\_ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- ☐ RENEWAL, Enter Bid and/or PO# \_\_\_\_\_ ☐ Intergovernmental Agreement
- ☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00
- ☒ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

This is a continuation of SIP utility services and adds a redundant circuit in each of the PSAPs.

### BASIS OF DECISION MEMO (attach Decision Memo)

- ☐ EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- ☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- ☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- ☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- ☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- ☐ OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Mar 27, 2024	LMZ	Mar 27, 2024	N/A	
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

### REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

3/28/2024