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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #R-257160	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $21,406.50
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 06/16/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $21,406.50
	CURRENT TERM TOTAL COST: $21,406.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: CDW Government, Inc.	VENDOR #: 10667	DEPT: HR/WDD	DEPT CONTACT NAME: Annie Davis
VENDOR CONTACT: Thomas Sanders	VENDOR CONTACT PHONE: (866) 245-8102	DEPT CONTACT PHONE #: (630) 955-2045	DEPT CONTACT EMAIL: adavis@worknetdupage.org
VENDOR CONTACT EMAIL: thomas.sanders@cdwg.com	VENDOR WEBSITE: https://www.cdwg.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.).
PO covers the cost of (45) Perpetual Microsoft Office LTSC (Long-Term Servicing Channel) 2024 licenses at $475.70 per license. The total cost for all licenses is $21,406.50. This procurement is executed through a Cooperative Agreement with CDW.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This procurement is necessary to maintain secure, uninterrupted access to productivity software on client-facing systems following the October 13, 2025 end-of-support date for Office LTSC 2021. Purchasing Office LTSC Professional Plus 2024 ensures these systems remain protected with current security updates while continuing to provide participants access to industry-standard tools that build workforce-ready digital literacy skills.

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. Sourcewell Contract R-257160
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). 1. Retain existing Office LTSC 2021 licenses without upgrading. 2. Transition to an alternative such as Google Workspace or LibreOffice. It is our recommendation to purchase 45 perpetual Microsoft Office LTSC Professional Plus 2024 licenses to replace the existing Office LTSC 2021 licenses, which reach end-of-support on October 13, 2025. Microsoft Office is the industry-standard productivity suite, and providing participants access to these tools supports workforce-ready digital literacy skills aligned with current employer expectations. This is a one-time cost with no recurring annual expense.

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: CDW Government, Inc.	Vendor#: 10667	Dept: HR	Division: WDD
Attn: Thomas Sanders	Email: thomas.sanders@cdwg.com	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address: 200 N. Milwaukee Avenue	City: Vernon Hills	Address: 2525 Cabot Dr. Suite 302	City: Lisle
State: Illinois	Zip: 60061	State: Illinois	Zip: 60532
Phone: (866) 245-8102	Fax: (312) 705-9402	Phone: (630) 955-2044	Fax: (630) 955-2059
Send Payments To:		*Ship to:*	
Vendor: CDW Government, Inc.	Vendor#: 10667	Dept: HR	Division: WDD
Attn:	Email:	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address: 75 Remittance Drive, Suite 1515	City: Chicago	Address: 2525 Cabot Dr. Suite 302	City: Lisle
State: Illinois	Zip: 60675-1515	State: Illinois	Zip: 60532
Phone: (866) 782-4239	Fax:	Phone: (630) 955-2044	Fax: (630) 955-2059
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 16, 2026	Contract End Date (PO25): Jun 15, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	45	EA	8107484	Microsoft Office LTSC Professional Plus 2024 License - 25-681006		5000	2840	53807	25-681006	475.70	21,406.50
FY is required, ensure the correct FY is selected.										Requisition Total	$ 21,406.50

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. Contact Annie Davis (630) 955-2044 or Tabassum Haleem x6145 with questions
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Do not send PO to vendor. Send to Annie Davis, who will place the order with the vendor.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.