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 #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $51,480.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 04/09/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $51,480.00
	CURRENT TERM TOTAL COST: $51,480.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: CDW Government LLC	VENDOR #: 10667	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Meagan McKone	VENDOR CONTACT PHONE: meaganm@cdwg.con	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: meaganm@cdwg.com	VENDOR WEBSITE: cdwg.com	DEPT REQ #: 925011	

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.). Recommendation for approval Purchase Order 925011 to CDW Government LLC for a Crowdstrike Services Retainer agreement per the OMNIA Mesa 2024056-1-GOV (2024056) contract. The Tier 1 agreement is for 110 hours and will cover the period from April 13, 2025 through April 12, 2026. Total Contract: $51,480.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Having a retainer services agreement allows for rapid engagement of technical professional services for cyber security breach assistance in order to mitigate the situation immediately and restore 9-1-1 services as promptly as possible.

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. This procurement is being made through the OMNIA Mesa 2024056-1-GOV (2024056) 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). 1. Approve Purchase Order 925011 to allow for the service agreement. 2. Deny Purchase Order 925011 and the system have to contract professional outside technical assistance in the case of a breach delaying critical services to mitigate a breach and restore services.

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. N/A
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: CDW-Government	Vendor#: 10667	Dept: DuPage ETSB	Division:
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 230 N. Milwaukee Avenue	City: Vernon Hills	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60061	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
Send Payments To:		*Ship to:*	
Vendor: CDW-Government	Vendor#: 10667	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 230 N. Milwaukee Avenue	City: Vernon Hills	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60061	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 13, 2025	Contract End Date (PO25): Apr 12, 2026

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	110	EA	NR.PSO,ENT.C ROF	CrowdStrike 1YR IR Retainer	FY25	4000	5820	53020		445.50	49,005.00
2	1	EA	PSO.RTR.FEE	CrowdStrike 12-Month Professional Services - Custom Prepaid Retainer Order	FY25	4000	5820	53020		2,475.00	2,475.00

FY is required, ensure the correct FY is selected.

Requisition Total $ 51,480.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per Quote #PJRR243.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return the PO to ETSB to send to the vendor.
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. LMZ 3/31/25