



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

## SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: JPS-P-0004-24	RFP, BID, QUOTE OR RENEWAL #: 23-101-CCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$455,466.60
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/09/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$455,466.60
	CURRENT TERM TOTAL COST: \$455,466.60	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Logicalis	VENDOR #: 12232	DEPT: Clerk of the Circuit Court	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Sandy Shute	VENDOR CONTACT PHONE: 630-777-3708	DEPT CONTACT PHONE #: 630-407-8647	DEPT CONTACT EMAIL: Kevin.Vaske@18thJudicial.org
VENDOR CONTACT EMAIL: Sandy.Shute@us.logicalis.com	VENDOR WEBSITE: us.logicalis.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.). Provide the Judicial Microsoft 365 tenant, related Microsoft user licensing, and managed services for the environment. Procured through RFP 23-101-CCC, 5-year contract totalling \$455,466.50.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Judges, Circuit Clerk, Court Reporters and Jury Commission Offices have been using Microsoft 365 for the past 5 years, and require continued use of Microsoft 365 applications, particularly Microsoft Outlook, Teams, Sharepoint, and One Drive.			

## 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.
RFP (REQUEST FOR PROPOSAL)	

## 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. RFP 23-101-CCC Microsoft 365 Hosting and Managed Services for the DuPage Clerk of the Circuit Court Clerk
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). Recommend continuing use of Microsoft 365 which has been in place for 5 years, and users have integrated into how they perform their job duties.  Other alternatives involve replacing the Microsoft 365 applications functions for email, internal chat, video-conferencing, personal cloud storage, office-wide cloud storage and document management, and remote document access with new solutions, along with related network security implementations.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Logicalis	Vendor#: 12232	Dept: Clerk of the Circuit Court	Division: Accounting
Attn: Sandy Shute	Email: Sandy.Shute@us.logicalis.com	Attn: Julie Ellefsen	Email: Julie.Ellefsen@18thjudicial.org
Address: 3500 Lacey Rd, Suite 200	City: Downers Grove	Address: 505 N County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-777-3708	Fax:	Phone: 630-407-8590	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Logicalis	Vendor#: 12232	Dept: Clerk of the Circuit Court	Division:
Attn: Sandy Shute	Email: Sandy.Shute@us.logicalis.com	Attn: Kevin Vaske	Email: Kevin.Vaske@18thJudicial.org
Address: 3500 Lacey Rd, Suite 200	City: Downers Grove	Address: 505 N County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-777-3708	Fax:	Phone: 630-407-8647	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2024	Contract End Date (PO25): Jan 31, 2029
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	10	MO		Microsoft 365 Subscription	FY24	1400	6720	53020		5,415.73	54,157.30
2	10	MO		Monitored & Managed Service	FY24	1400	6720	53020		2,175.38	21,753.80
3	12	MO		Microsoft 365 Subscription	FY25	1400	6720	53020		5,415.73	64,988.76
4	12	MO		Monitored & Managed Service	FY25	1400	6720	53020		2,175.38	26,104.56
5	12	MO		Microsoft 365 Subscription	FY26	1400	6720	53020		5,415.73	64,988.76
6	12	MO		Monitored & Managed Service	FY26	1400	6720	53020		2,175.38	26,104.56
7	12	MO		Microsoft 365 Subscription	FY27	1400	6720	53020		5,415.73	64,988.76
8	12	MO		Monitored & Managed Service	FY27	1400	6720	53020		2,175.38	26,104.56
9	12	MO		Microsoft 365 Subscription	FY28	1400	6720	53020		5,415.73	64,988.76
10	12	MO		Monitored & Managed Service	FY28	1400	6720	53020		2,175.38	26,104.56
11	2	MO		Microsoft 365 Subscription	FY29	1400	6720	53020		5,415.73	10,831.46
12	2	MO		Monitored & Managed Service	FY29	1400	6720	53020		2,175.38	4,350.76
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	<b>\$ 455,466.60</b>

<i>Comments</i>	
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. Invoiced monthly cost will vary month to month depending on the exact number of licensed users
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