



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#: 26-0620  | RFP, BID, QUOTE OR RENEWAL #: Quotation# 27096969 | INITIAL TERM WITH RENEWALS: OTHER      | INITIAL TERM TOTAL COST: \$25,200.00               |
| COMMITTEE: TECHNOLOGY  | TARGET COMMITTEE DATE: 02/17/2026                 | PROMPT FOR RENEWAL: 3 MONTHS           | CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,200.00 |
|  | CURRENT TERM TOTAL COST: \$25,200.00              | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM                  |
| <i>Vendor Information</i>  |   | <i>Department Information</i>          |  |
| VENDOR: SHI International Corp.  | VENDOR #: 14389                                   | DEPT: Information Technology           | DEPT CONTACT NAME: Joe Hamlin                      |
| VENDOR CONTACT: Travis Oberweis  | VENDOR CONTACT PHONE: 888-764-8888                | DEPT CONTACT PHONE #: 630-407-5063     | DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov    |
| VENDOR CONTACT EMAIL: Travis_Oberweis@shi.com  | VENDOR WEBSITE: www.shi.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.).<br>Procurement of NinjaOne Advanced via Sourcwell Contract #121923-SHI. |   |  |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>NinjaOne Advanced offers a streamlined solution for enterprise endpoint patching.                                      |   |  |  |

**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.<br>SHI International via Sourcwell Contract #121923-SHI.  |
| 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).<br>1. Take no action.<br>2. Approve the procurement and use the robust patching platform. |

## 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:<br>SHI International Corp.  | Vendor#:<br>14389                 | Dept:<br>Information Technology             | Division:                                 |
| Attn:<br>Travis Oberweis            | Email:<br>Travis_Oberweis@shi.com | Attn:<br>Sarah Godzicki                     | Email:<br>ITAP@dupagecounty.gov           |
| Address:<br>290 Davidson Ave        | City:<br>Somerset                 | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:<br>NJ                        | Zip:<br>08873                     | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>888-764-8888              | Fax:                              | Phone:<br>630-407-5037                      | Fax:<br>630-407-5001                      |
| <i>Send Payments To:</i>            |                                   | <i>Ship to:</i>                             |   |
| Vendor:<br>SHI International Corp   | Vendor#:                          | Dept:<br>Information Technology             | Division:                                 |
| Attn:                               | Email:                            | Attn:<br>Joe Hamlin                         | Email:<br>Joe.Hamlin@dupagecounty.gov     |
| Address:<br>P.O. Box 952121         | City:<br>Dallas                   | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:<br>TX                        | Zip:<br>75395-2121                | State:<br>IL                                | Zip:<br>60187                             |
| Phone:                              | Fax:                              | Phone:<br>630-407-5000                      | Fax:<br>630-407-5001                      |
| <b>Shipping</b>                     |                                   | <b>Contract Dates</b>                       |   |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination               | Contract Start Date (PO25):<br>Feb 17, 2026 | Contract End Date (PO25):<br>Feb 16, 2027 |

**Purchase Requisition Line Details**

| LN | Qty  | UOM | Item Detail<br>(Product #) | Description   | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
|----|------|-----|----------------------------|---|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| 1  | 2100 | EA  | NinjaOne                   | Ninja Advanced Licensing for one (1) year, upon approval. | FY26 | 1000    | 1110 | 53807     |                             | 12.00             | 25,200.00    |
|    |      |     |                            |   |      |         |      |           |                             | Requisition Total | \$ 25,200.00 |

***FY is required, ensure the correct FY is selected.***

**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. Please send PO to Sarah Godzicki & Joe Hamlin and copy both when emailing PO to vendor.<br><br>Please make First Invoice Allowed Date 02/17/2026. |
| 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.  |