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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0991	RFP, BID, QUOTE OR RENEWAL #: 21-104 IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $292,200.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $717,200.00
	CURRENT TERM TOTAL COST: $425,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: SECOND RENEWAL

Vendor Information		*Department Information*	
VENDOR: AT&T	VENDOR #: 10008	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Glen Shine	VENDOR CONTACT PHONE: 630-718-1569	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: gs0293@att.com	VENDOR WEBSITE:	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.).
This is AT&T service to the radio towers for the 800mhz system.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Without this procurement there would be no service. This service must support the continued requirement of the radio towers.

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 RENEWAL OF RFP	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP #21-104-IT was issued requesting proposals for Telecommunication and Internet services to include analog business lines and circuits used throughout the Sheriff's Office. Three vendor responses were received and AT&T was selected as the vendor of chose based on cost and minimized risk to business continuity.
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. Staff recommends AT&T for analog services ensuring business continuity maintaining needed connectivity to various agency facilities across the County. 2. Do not contract with AT&T and go back out for bid. Not recommended due to the history and lines currently being with AT&T. 3. Do not award and remove all lines. Not recommended due to the need in the Sheriff's Office

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: AT&T	Vendor#: 10008	Dept: Sheriff's Office	Division: Budget
Attn: Glen Shine	Email: gs0293@att.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 20 N. Main St	City: Lombard	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: 630-718-1569	Fax:	Phone: 630-407-2122	Fax:
Send Payments To:		*Ship to:*	
Vendor: AT&T	Vendor#: 10008	Dept: Sheriff's Office	Division: IT
Attn:	Email:	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: P.O. Box 5080	City: Carol Stream	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60197-5080	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 17, 2026	Contract End Date (PO25): Feb 16, 2028

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Wired Service	FY26	1000	4404	53250		145,000.00	145,000.00
2	1	EA		Wired Service	FY27	1000	4404	53250		220,000.00	220,000.00
3	1	EA		Wired Service	FY28	1000	4404	53250		60,000.00	60,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 425,000.00

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.
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.