



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#: 23-3446	RFP, BID, QUOTE OR RENEWAL #: 22-124-IT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$149,468.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$314,581.00
	CURRENT TERM TOTAL COST: \$165,113.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: BDO USA Solutions Provider, LLC	VENDOR #: 30951	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Julie Engers	VENDOR CONTACT PHONE: 630-371-9487	DEPT CONTACT PHONE #: 630-407-5000	DEPT CONTACT EMAIL: Joe.Hamlin@dupageco.org
VENDOR CONTACT EMAIL: jengers@bdo.com	VENDOR WEBSITE: www.bdodigital.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.). Renewal of software maintenance for FireEye Security software and the Cloud security essentials. This is the first renewal option per bid #22-124-IT.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished As part of the County's Cyber Security protection, FireEye protects the County's network and endpoints against malware attacks. Keeping current maintenance is required to get the latest software updates.			

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

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.
SOURCE SELECTION	Describe method used to select source.
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).

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: BDO USA Solutions Provider, LLC	Vendor#: 30951	Dept: Information Technology	Division:
Attn: Julie Engers	Email: jengers@bdo.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 1420 Kensington Rd Suite 110	City: Oak Brook	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60523	State: IL	Zip: 60187
Phone: 630-371-9487	Fax: 630-572-0390	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: BDO USA, LLP	Vendor#: 30951	Dept: Information Technology	Division:
Attn: Sarah Lavery	Email: Sarah.Lavery@bdo.com	Attn: Joe Hamlin	Email: Joe.Hamlin@dupageco.org
Address: P.O Box 642743	City: Pittsburgh	Address: 421 N. County Farm Rd.	City: Wheaton
State: PA	Zip: 15264	State: IL	Zip: 60187
Phone: 262-565-8941	Fax: 630-572-0390	Phone: 630-407-5000	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 10, 2023	Contract End Date (PO25): Dec 9, 2024
Contract Administrator (PO25): Joe Hamlin			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1000	EA		Renewal Network Security Enterprise NX Edition, with 2-Way and Platinum Support, per Mbps-1Y, CM 2500 Data Center support, Network Enterprise NX support	FY24	1000	1110	53806		44.50	44,500.00
2	2500	EA		Renewal Endpoint Security Enterprise Essentials Edition, with 2-Way and Platinum Support, per Endpoint-4999-1Y, Endpoint Security Cloud Edition support	FY24	1000	1110	53806		20.70	51,750.00
3	3000	EA		Renewal Email Security, Enterprise Cloud Edition, with Antivirus/Antispam and Platinum Support, per Mailbox-4999-1Y	FY24	1000	1110	53806		17.50	52,500.00
4	1	EA		Renewal CM 2500 Cloud-1 Year Serial No.: 86FEF6600231, Email Threat Prevention Cloud w/AV/AS support	FY24	1000	1110	53807		16,363.00	16,363.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 165,113.00

<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. Please send PO to Sarah Godzicki & Joe Hamlin and copy both when emailing PO to 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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement