



218
100

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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-1021	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$210,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$210,000.00
	CURRENT TERM TOTAL COST: \$210,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Parsons Transportation Group Inc.	VENDOR #: 23350	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Zulkowski
VENDOR CONTACT: Daniel Gibbons	VENDOR CONTACT PHONE: 847-485-1057	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: stephen.zulkowski@dupagecounty.gov
VENDOR CONTACT EMAIL: daniel.gibbons@parsons.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.). Professional Engineering Services to provide Network Support and Integration Services for the DuPage County Central Signal System field network communication system. (Various Locations) Section #26-00008-01-TL, for the periods April 14, 2026 through October 31, 2027, not to exceed \$210,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The signal systems expansion will establish and maintain shared network operations with regional partner agencies.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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

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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. Parsons Transportation Group (PTG) developed a traffic camera feed distribution system that relies upon proprietary software to continue to operate.
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. Traffic camera feeds are shared with law enforcement agencies, a change in the system would involve an interruption of service. DOT tested the market in September 2023 as part of QBS and found other responsive firms lacked video management tool experience.
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. Due to the interrelated services related to camera network security, network management, PTG has expertise in both network engineering services and a safe and secure camera distribution software which interfaces securely between DuPage Co. I.T. Network and the DOT traffic network.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: DO NOT SEND TO VENDOR	Vendor#: DOT WILL ISSUE NTP	Dept: DOT Finance	Division:
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 6900	Fax: 6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Parsons Transportation Group	Vendor#: 23350	Dept:	Division:
Attn: Daniel Gibbons	Email:	Attn:	Email:
Address: 650 E. Algonquin Road, Suite 400	City: Schaumburg	Address:	City:
State: IL	Zip: 60173	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 14, 2026	Contract End Date (PO25): Oct 31, 2027

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		26-00008-01-TL FY2026	FY26	1500	3500	54040	DCCSS_NE TSUP	105,000.00	105,000.00
2	1	EA		26-00008-01-TL FY2027	FY27	1500	3500	54040	DCCSS_NE TSUP	105,000.00	105,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 210,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Professional Engineering Services to provide Network Support and Integration Services for the DuPage County Central Signal System field network communication system. (Various Locations) Section #26-00008-01-TL
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. Please send copies of PO to DOTFinance and Joan.McAvoy
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.