



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#: 26-0626	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$40,630.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,630.00
	CURRENT TERM TOTAL COST: \$40,630.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Zoho Manage Engine	VENDOR #:	DEPT: DuPage County Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Abinesh Kumar N	VENDOR CONTACT PHONE: +1 360 245 4213	DEPT CONTACT PHONE #: 630-405-2071	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: abinesh@manageengine.com	VENDOR WEBSITE:	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.). Zoho ManageEngine handles support tickets, change management, endpoint management, MDM, software deployment, patch deployment, and automation for some items (we are expanding the automation). This is the yearly renewal for our suite of systems.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished We have had most of these apps in place for four plus years. We are building and have built core functions around these systems.			

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	<p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>MANUFACTURER</p>
NECESSITY AND UNIQUE FEATURES	<p>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.</p> <ol style="list-style-type: none"> 1. This procurement is a support and licensing renewal, not a new system acquisition. 2. The currently deployed platform is fully integrated and operational across: <ul style="list-style-type: none"> o Endpoint management, AD automation workflows, Compliance auditing, IT service management 3. The architecture includes cross-system automation that would require significant redevelopment if replaced. 4. There have been no material changes in operational requirements that would justify replacing a functioning enterprise platform. 5. Transitioning to another vendor would require: <ul style="list-style-type: none"> o Full system migration, Workflow redevelopment, Data migration, Staff retraining, Increased cost and operational disruption
MARKET TESTING	<p>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.</p> <ol style="list-style-type: none"> 1. This procurement is a support and licensing renewal, not a new system acquisition. 2. The currently deployed platform is fully integrated and operational across: <ul style="list-style-type: none"> o Endpoint management, AD automation workflows, Compliance auditing, IT service management 3. The architecture includes cross-system automation that would require significant redevelopment if replaced. 4. There have been no material changes in operational requirements that would justify replacing a functioning enterprise platform. 5. Transitioning to another vendor would require: <ul style="list-style-type: none"> o Full system migration, Workflow redevelopment, Data migration, Staff retraining, Increased cost and operational disruption
AVAILABILITY	<p>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.</p> <ol style="list-style-type: none"> 1. Requirements Inventory Review <ul style="list-style-type: none"> o Documented operational requirements, including: AD provisioning workflows with approval routing, Application deployment triggered by AD group membership, On-premise MDM, OS imaging (on-premise), Patch management, CJIS-aligned AD auditing, Self-service password reset + MFA, Asset auto-discovery feeding ITSM CMDB, Role-based delegation without Domain Admin privileges, Cross-platform automation between identity and endpoint systems 2. Vendor Capability Comparison <ul style="list-style-type: none"> o Reviewed vendor documentation, feature matrices, and architecture diagrams. Conducted product demonstrations where applicable. Contacted vendor representatives to confirm integration capabilities and deployment models. Evaluated whether equivalent functionality required multiple third-party products. 3. Integration & Architecture Analysis <ul style="list-style-type: none"> o Determined whether vendors provided: Native workflow engines, Native AD automation tied to endpoint actions, Unified licensing across modules, On-premise deployment (required for CJIS-sensitive operations) o Assessed migration complexity and compliance impact. 4. Total System Replacement Assessment <ul style="list-style-type: none"> o Estimated impact to: Workflow automation, Asset management integration, Compliance auditing, Staff retraining <p>The following manufacturers and product suites were reviewed for functional equivalency:</p> <ol style="list-style-type: none"> 1. Microsoft Products Reviewed: Microsoft Intune, Microsoft Configuration Manager, Microsoft Entra ID, Microsoft Sentinel Findings: Would require multiple cloud subscriptions, additional licensing tiers, Sentinel SIEM deployment, and separate workflow tooling to replicate AD automation and auditing functions currently integrated within ManageEngine. 2. Ivanti Products Reviewed: Ivanti Endpoint Manager, Ivanti Neurons for ITSM, Ivanti Identity Director Findings: Equivalent functionality requires multiple product modules and additional integration licensing. Workflow automation and AD provisioning are not natively unified under a single architecture, as in the current deployment. 3. SolarWinds Products Reviewed: SolarWinds Service Desk, SolarWinds Access Rights Manager, SolarWinds Patch Manager Findings: Would require separate endpoint, auditing, and ITSM modules. Limited native AD workflow automation compared to the current ADManager deployment. No unified on-premise workflow engine equivalent.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Zoho Manage Engine	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Civil Department
Attn: Abinesh Kumar N	Email: abinesh@manageengine.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 4141 Hacienda Drive	City: Pleasanton	Address: 501 N County Farm RD	City: Wheaton
State: CA	Zip: 94588	State: IL	Zip: 60187
Phone: +1 360 245 4213	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Zoho Manage Engine	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT Department
Attn: Abinesh Kumar N	Email: abinesh@manageengine.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 4141 Hacienda Drive	City: Pleasanton	Address: 501 N County Farm RD	City: Wheaton
State: CA	Zip: 94588	State: IL	Zip: 60187
Phone: +1 360 245 4213	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 6, 2026	Contract End Date (PO25): Jan 5, 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		ManageEngine Endpoint Central Security Edition - Perpetual Model - Single Installation License Fee for additional 150 (total 750) endpoints and Single User License	FY26	1000	4404	53806		5,962.00	5,962.00
2	1	EA		ManageEngine Endpoint Central Security Edition - AMS Model - Annual Maintenance and Support Fee for 750 endpoints and Single User License	FY26	1000	4404	53806		8,352.00	8,352.00
3	1	EA		ManageEngine Endpoint Central Security Edition - Perpetual Model - Single Installation License fee for additional 50 (total 150) Servers	FY26	1000	4404	53806		3,500.00	3,500.00
4	1	EA		ManageEngine Endpoint Central Security Edition - AMS Model - Annual Maintenance and Support fee for 150 Servers	FY26	1000	4404	53806		3,057.00	3,057.00
5	1	EA		ManageEngine Endpoint Central Security Edition - AMS Model - Annual Maintenance and Support fee for additional 7 users	FY26	1000	4404	53806		810.00	810.00
6	1	EA		ManageEngine Endpoint Central Security Edition - Perpetual Model - DEX Manager Add-on - Single Installation License fee for 900 Endpoints	FY26	1000	4404	53806		6,512.00	6,512.00
7	1	EA		ManageEngine Endpoint Central Security Edition - AMS Model - DEX Manager Add-on - Annual Maintenance and Support fee for 900 Endpoints	FY26	1000	4404	53806		1,410.00	1,410.00
8	1	EA		ManageEngine Endpoint Central Security Edition - AMS Model - Annual Maintenance and Support fee for Secure Gateway Server	FY26	1000	4404	53806		190.00	190.00
9	1	EA		ManageEngine Service Desk Plus Enterprise Edition - AMS Model - Annual Maintenance and Support fee for 8 Technicians (600 nodes)	FY26	1000	4404	53806		3,311.00	3,311.00
10	1	EA		ManageEngine ADAudit Plus Professional Edition - Subscription Model - Annual Subscription fee for 5 Domain Controllers valid	FY26	1000	4404	53806		1,795.00	1,795.00
11	1	EA		ManageEngine ADAudit Plus Professional Edition - Subscription Model - Annual subscription fee for 80 Windows Servers	FY26	1000	4404	53806		2,775.00	2,775.00
12	1	EA		ManageEngine ADAudit Plus Professional Edition - Subscription Model - Annual Subscription Fee for 500 Workstations valid	FY26	1000	4404	53806		945.00	945.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
13	1	EA		ManageEngine ADAudit Plus Professional Edition - Subscription Model - Annual subscription fee for 15 File Servers	FY26	1000	4404	53806		3,174.00	3,174.00
14	1	EA		ManageEngine ADAudit Plus Professional Edition - Subscription Model - Annual subscription fee for 1 Cloud Account or Azure AD tenant account	FY26	1000	4404	53806		995.00	995.00
15	1	EA		ManageEngine ADManager Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 1 Domain (Unrestricted Objects) with 8 help desk technicians	FY26	1000	4404	53806		1,441.00	1,441.00
16	1	EA		ManageEngine ADManager Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 1500	FY26	1000	4404	53806		218.00	218.00
17	1	EA		ManageEngine ADSelfService Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 600	FY26	1000	4404	53806		698.00	698.00
18	1	EA		Edu/Gov/Non-profit Discount	FY26	1000	4404	53806		-4,515.00	-4,515.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 40,630.00

<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.
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.