



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: FI-P-0004-26	RFP, BID, QUOTE OR RENEWAL #: RFP #26-010-ROE	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$55,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 2/24/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$220,000.00
	CURRENT TERM TOTAL COST: \$55,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: DIPLEX TECHNOLOGIES INC d/b/a Global Point	VENDOR #:	DEPT: Regional Office of Education	DEPT CONTACT NAME: Janet Gierman
VENDOR CONTACT: Andrea Long	VENDOR CONTACT PHONE: 847-464-3900	DEPT CONTACT PHONE #: 630-407-5777	DEPT CONTACT EMAIL: jgierman@dupageroe.org
VENDOR CONTACT EMAIL: andrea.long@globalpointllc.com	VENDOR WEBSITE: globalpointllc.com	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.). Managed IT monitoring and support.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Global Point will monitor servers and work stations and help desk support.			

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. RFP (REQUEST FOR PROPOSAL)

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. County Procurement Department process.
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). The ROE prefers Global Point due to their qualifications and location within DuPage County. They also have the lowest reasonable bid. One option would be to remain with the current MSP, but changing the contract from multi-year to annual and another option would be to forego an MSP, which is not safe or secure.

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: DIPLEX TECHNOLOGIES INC d/b/a Global Point	Vendor#:	Dept: Regional Office of Education	Division:
Attn: Andrea Long	Email: andrea.long@globalpointllc.com	Attn: Janet Gierman	Email: jgierman@dupageroe.org
Address: 1100 Jorie Blvd	City: Oak Brook	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60523	State: IL	Zip: 60187
Phone: 847-464-3900	Fax:	Phone: 630-407-5777	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: DIPLEX TECHNOLOGIES INC d/b/a Global Point	Vendor#:	Dept:	Division:
Attn: Andrea Long	Email: andrea.long@globalpointllc.com	Attn:	Email:
Address: 1100 Jorie Blvd	City: Oak Brook	Address:	City:
State: IL	Zip: 60187	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 25, 2026	Contract End Date (PO25): Feb 24, 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		MSP	FY25	1000	5700	53090		31,450.00	31,450.00
2	1	EA		MSP	FY26	1000	5700	53090		23,550.00	23,550.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 55,000.00

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.