



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-1595	RFP, BID, QUOTE OR RENEWAL #: 24-052-ETSB	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$110,440.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 06/12/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$110,440.00
	CURRENT TERM TOTAL COST: \$110,440.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 732-234-5367	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: teamil@insight.com	VENDOR WEBSITE:	DEPT REQ #: 924018	
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.). Recommendation for approval of Purchase Order 924018 to Insight Public Sector, Inc. for three (3) years of an Absolute Secure subscription for 1000 users per bid #24-052-ETSB. This subscription will cover the period from August 14, 2024 through August 13, 2027.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Absolute Secure software allows ETSB staff to manage the security and permission level of devices connecting to the 9-1-1 System network. This is a continuation of licensing that was implemented in 2018.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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. N/A
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). N/A

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
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. N/A
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: ETSB	Division:
Attn: Bob Erwin	Email: teamil@insight.com	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 2701 E. Insight Way	City: Chandler	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85286	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: ETSB	Division:
Attn:	Email:	Attn:	Email: etsb911@dupagecounty.gov
Address: 2701 E. Insight Way	City: Chandler	Address:	City:
State: AZ	Zip: 85286	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 14, 2024	Contract End Date (PO25): Aug 13, 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	1000	EA	NMCOMPCON RNW-1-D	Full Access to the NetMotion platform of its features, powering security, visibility and connectivity use-cases for 1000 users for FY24-27.		4000	5820	53807		110.44	110,440.00
Requisition Total											\$ 110,440.00

FY is required, ensure the correct FY is selected.

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. LMZ /