



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Feb 13, 2024

MinuteTraq (IQM2) ID #: _____

Vendor: Insight Public Sector	Vendor #: 10809	Contract Term: One year	Contract Total: \$34,265.61
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Recommendation for approval of Purchase Order 924010 to Insight Public Sector for SolarWinds Log and Event Manager licensing and one year of maintenance for a period running March 13, 2024 through March 12, 2025. This purchase is being made through the Omnia Partners (Cobb County) IT Products and Services (#23-6692-03) Contract at a 13.506% discount. Total amount of \$34,265.61.		
Reason for Procurement	This is a security monitoring software that will be used for CAD, Absolute Secure (formerly NetMotion) and other ETSB 9-1-1 Systems.		

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-53807
- Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # _____ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
 - Per Coop (DPC4-107) select one below
 - National IPA/TCPM # _____
 - Omnia Partners IT Products and Services (#23-6692-03)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # _____
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Feb 13, 2024	LMZ	Feb 28, 2024	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date		Procurement Officer	Date <u>2-26-2024</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date