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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-1195	RFP, BID, QUOTE OR RENEWAL #: Quote #27056413	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $19,979.19
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/21/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $19,979.19
	CURRENT TERM TOTAL COST: $19,979.19	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: SHI International Corp.	VENDOR #: 14389	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Mark Brum	VENDOR CONTACT PHONE: 732-652-4760	DEPT CONTACT PHONE #: 630-407-5063	DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: Mark_Brum@shi.com	VENDOR WEBSITE: www.shi.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.).
Procurement of iboss, which allows for web traffic to be filtered on devices accessing our network from beyond the DuPage County campus perimeter. While this is exempt from bidding as an IT purchase under $35,000, we are utilizing the Sourcewell Coop pricing. It will be $19,979.19 for three years.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This software allows the IT department to filter websites while county laptops are off network. This is part of our cybersecurity stack.

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.
PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER $35,000.00

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.
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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: SHI International Corp.	Vendor#: 14389	Dept: Information Technology	Division:
Attn: Mark Brum	Email: Mark_brum@shi.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 290 Davidson Ave	City: Somerset	Address: 421 N. County Farm Rd.	City: Wheaton
State: NJ	Zip: 08873	State: IL	Zip: 60187
Phone: 888-591-3400	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
Send Payments To:		***Ship to:***	
Vendor: SHI International Corp.	Vendor#: 14389	Dept: Information Technology	Division:
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupagecounty.gov
Address: P.O. Box 952121	City: Dallas	Address: 421 N. County Farm Rd.	City: Wheaton
State: TX	Zip: 75395-2121	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
Shipping		**Contract Dates**	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 17, 2026	Contract End Date (PO25): Jun 16, 2029

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	IB-ZT-CORE-PKG-SLG-3YR	iBoss zero trust core package year 1	FY26	1000	1110	53807		5.83	5,830.00
2	1	EA	IB-SUPPORT-MCS-3YR	Mission critical support year 1	FY26	1000	1110	53806		829.73	829.73
3	1000	EA	IB-ZT-CORE-PKG-SLG-3YR	iBoss zero trust core package year 2	FY26	1000	1110	53807		5.83	5,830.00
4	1	EA	IB-SUPPORT-MCS-3YR	Mission critical support year 2	FY26	1000	1110	53806		829.73	829.73
5	1000	EA	IB-ZT-CORE-PKG-SLG-3YR	iBoss zero trust core package year 3	FY26	1000	1110	53807		5.83	5,830.00
6	1	EA	IB-SUPPORT-MCS-3YR	Mission critical support year 3	FY26	1000	1110	53806		829.73	829.73
FY is required, ensure the correct FY is selected.										Requisition Total	$ 19,979.19

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. Please send PO to Sarah Godzicki & Joe Hamlin and copy both when emailing vendor.
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.