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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 0228702371	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $30,814.35
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 10/08/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $101,444.89
	CURRENT TERM TOTAL COST: $30,814.35	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Insight Public Sector, Inc.	VENDOR #: 10809	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 480-366-7058	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: teamil@insight.com	VENDOR WEBSITE: insight.com	DEPT REQ #: 925035	

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 925035 to Insight Public Sector, Inc. for a renewal of Solarwinds Observability, DameWare Mini Remote Control, Engineer's Toolset, and Security Event Manager for a period from October 13, 2025 through October 13, 2028. Standard contracts are being structured as three-year agreements, with the flexibility to bill annually, to allow for better planning and budgeting, while also locking in pricing and service levels for the next three years. Total amount of $101,444.89.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The SolarWinds Observability license provides the ability to monitor hardware components for troubleshooting and advanced alerting. Security Event Monitoring is a software that is currently being use for CAD, Absolute Secure (formerly NetMotion) and other ETSB 9-1-1 systems to notify IT staff of various security related issues (unauthorized logins attempts, AD objects creation/modifications, suspicious traffic activity, etc.). This software works in conjunction with Network Performance Monitor and allow preventative action to be taken before a system failure.

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.

COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This renewal is being made through the OMNIA PARTNERS (COBB COUNTY) IT PRODUCT AND SERVICES (#23-6692-03) contract. Two other quotes were requested, one from CDW-G ($123,516.00) and the other from SHI International Corp. ($113,106.06), purchasing through Insight offered the lowest cost.
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). 1. Approve Purchase Order 925035 to allow for the continued maintenance of enhanced network monitoring and configuration software. 2. Deny Purchase Order 925035 and not allow for the continued maintenance of network monitoring.

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. 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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: DuPage ETSB	Division:
Attn: Bob Erwin	Email: teamil@insight.com	Attn: 9-1-1 System Manager	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:
Send Payments To:		*Ship to:*	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn:	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:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 13, 2025	Contract End Date (PO25): Oct 13, 2028

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	2256004	SolarWinds Observability Self-Hosted Essentials E250 (up to 250 nodes) - Subscription Conversion Year 1	FY25	4000	5820	53807		9,538.36	9,538.36
2	1	EA	2061001	SolarWinds Engineer's Toolset Per Seat License (includes one desktop install & one web named user) - Subscription Conversion Year 1	FY25	4000	5820	53807		1,769.21	1,769.21
3	5	EA	2119001	SolarWinds DameWare Mini Remote Control Per Technician License - Subscription Conversion Year 1	FY25	4000	5820	53807		175.09	875.45
4	1	EA	2116007	SolarWinds Security Event Manager SEM250 (up to 250 nodes) - Subscription Conversion Year 1	FY25	4000	5820	53807		18,631.33	18,631.33
5	1	EA	2256004	SolarWinds Observability Self-Hosted Essentials E250 (up to 250 nodes) - Subscription Conversion Year 2	FY26	4000	5820	53807		10,491.05	10,491.05
6	1	EA	2061001	SolarWinds Engineer's Toolse Per Seat License (includes one desktop install & one web named user) - Subscription Conversion Year 2	FY26	4000	5820	53807		1,769.21	1,769.21
7	5	EA	2119001	SolarWinds DameWare Mini Remote Control Per Technician License - Subscription Conversion Year 2	FY26	4000	5820	53807		192.59	962.95
8	1	EA	2116007	SolarWinds Security Event Manager SEM250 (up to 250 nodes) - Subscription Conversion Year 2	FY26	4000	5820	53807		20,494.18	20,494.18
9	1	EA	2256004	SolarWinds Observability Self-Hosted Essentials E250 (up to 250 nodes) - Subscription Conversion Year 3	FY27	4000	5820	53807		11,540.44	11,540.44
10	1	EA	2061001	SolarWinds Engineer's Toolset Per Seat License (includes one desktop install & one web named user) - Subscription Conversion Year 3	FY27	4000	5820	53807		1,769.21	1,769.21
11	5	EA	2119001	SolarWinds DameWare Mini Remote Control Per Technician License - Subscription Conversion Year 3	FY27	4000	5820	53807		211.87	1,059.35
12	1	EA	2116007	SolarWinds Security Event Manager SEM250 (up to 250 nodes) - Subscription Conversion Year 3	FY27	4000	5820	53807		22,544.15	22,544.15
FY is required, ensure the correct FY is selected.										Requisition Total	$ 101,444.89

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per Quote 0228702371.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send the PO to ETSB to send to the 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. LMZ 9/23/25