



Procurement Review Checklist

Procurement Services Division

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

Date: Aug 9, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: AT&T Inc.	Vendor #: 10008	Contract Term: 4 years	Contract Total: \$52,000.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Request for approval of PO 923022 to encumber funds in the County finance software for payment of utility phone service invoices for AT&T Plain Old Telephone Service (POTS) lines installed in the DU-COMM PSAP. This will be an ongoing monthly utility cost with funds encumbered in the amount of \$13,000.00 for each fiscal year. There is no contract associated with this service other than the CompleteLink pricing contract which locks in costs. Amount requested for FY23-27: \$52,000.00.		
Reason for Procurement	Since 2019, DU-COMM has had a total of fifteen (15) POTS lines. Phone utility services, POTS lines, are necessary for redundancy in the operation of the Public Safety Answering Points (PSAPs). Finance recommended this procurement be four years.		
FUNDING SOURCE			

- Procurement budgeted for (FY and budget code(s)): FY24-27 4000-5820-53250
- 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:

This is a phone utility service for the time period of July 3, 2023 through July 2, 2027.

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- 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)					
Eve Kraus	Aug 9, 2023	LMZ	Aug 9, 2023	NA	
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>LMZ</i>	Procurement Officer	8/11/23	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		