



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: SC294-1213670	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$8,304.18
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 08/14/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$8,304.18
	CURRENT TERM TOTAL COST: \$8,304.18	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Viavi Solutions LLC	VENDOR #: 24817	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Bob Stewart	VENDOR CONTACT PHONE: 937-620-7950	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: robert.stewart2@viavisolutions.com	VENDOR WEBSITE: viavisolutions.com	DEPT REQ #: 924026	
<i>Overview</i>			
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 924026 to Viavi Solutions LLC for full maintenance, calibration and return shipping on three (3) calibration monitors for the Motorola APX4000/6000/7000/8000/Next series radios in the 9-1-1 System. The maintenance period will run from September 8, 2024 through September 7, 2025. Total amount of annual calibration is \$8,304.18.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Maintenance and calibration services ensure ETSB radio calibration equipment is functioning properly. The 3920B series units are end of service as of May 31, 2025, after which the service will be time and material until the end of the contract. ETSB is sourcing options for replacement.			

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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. As the manufacturer, Viavi is equipped to provide service on the units, including enhancements and engineering change notice updates.
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 924026 to allow for the continued maintenance and calibration of the units used to maintain the radios in the 9-1-1 system. 2. Deny Purchase Order 924026 and not allow for the continued maintenance or upgrade of the equipment.

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: ViaviSolutions Inc.	Vendor#: 24817	Dept: ETSB	Division:
Attn: Bob Stewart	Email: robert.stewart2@viavisolutions.com	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 20250 Century Blvd, FL 5	City: Germantown	Address: 421 N. County Farm Road	City: Wheaton
State: MD	Zip: 20874	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Viavi Solutions Inc.	Vendor#: 24817	Dept: ETSB	Division:
Attn:	Email:	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 20250 Century Blvd, FL 5	City: Germantown	Address: 421 N. County Farm Road	City: Wheaton
State: MD	Zip: 20874	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 8, 2024	Contract End Date (PO25): Sep 7, 2025

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	84723	ANSI Full Maintenance Contract on Aeroflex 3920B Units A, B and C for September 8, 2024-May 31, 2025 FY24-25	FY24	4000	5820	53370		7,550.70	7,550.70
2	1	EA	85597	ANSI Term Maintenance Contract on Aeroflex 3920B Units A, B and C for June 1, 2024-September 7, 2025 FY24-25	FY24	4000	5820	53370		753.48	753.48
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 8,304.18

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Per Quote SC294-1213670. Full ANSI service 9/8/24-5/31/25; time and material service 6/1/25-9/7/25.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return 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. For serial numbers 1000681566, 1001682286, 1001682313.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 8/2/24