



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-1445	RFP, BID, QUOTE OR RENEWAL #: 1CK8759	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$56,281.58
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$56,281.58
	CURRENT TERM TOTAL COST: \$56,281.58	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: CDW Government, Inc.	VENDOR #: 10667	DEPT: HR/WDD	DEPT CONTACT NAME: Lisa Schvach/Annie Davis
VENDOR CONTACT: Thomas Sanders	VENDOR CONTACT PHONE: 866-245-8102	DEPT CONTACT PHONE #: 630-955-2044	DEPT CONTACT EMAIL: adavis1@worknetdupage.org
VENDOR CONTACT EMAIL: thomas.sanders@cdwg.com	VENDOR WEBSITE: https://www.cdwg.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.). This procurement covers the purchase of various technology equipment for WDD staff, including laptops, docking stations, monitors, a TV and cart for conference room use, and an all-in-one desktop computer. Equipment was sourced through a cooperative agreement, but is also lowest responsible. Total procurement cost is \$56,281.58.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This procurement provides updated hardware capable of supporting current applications and AI-intensive tools that may be adopted in the future, while enabling the WDD to retire aging equipment and implement a streamlined single-device policy. The conference room display supports public-facing workshop delivery. The all-in-one PC will upgrade the current accessible technology workstation in the resource room for participant use, supporting equal access obligations.			

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. Priced equipment from 3 vendors. All offer pricing through cooperative agreements, but CDW had lowest price.
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. Do not buy equipment 2. Select different equipment It is our recommendation to purchase the equipment as specified. Current WDD staff equipment is underperforming relative to the demands of existing workforce tools and case management systems, with hardware limitations — including insufficient memory — that present a barrier to adopting emerging technologies, including AI-enabled tools the county is actively exploring. Replacement now positions WDD to meet current and near-term operational needs without further performance degradation.

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			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CDW-G LLC	Vendor#: 10667	Dept: HR	Division: WDD
Attn: Thomas Sanders	Email: thomas.sanders@cdwg.com	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address: 200 N. Milwaukee Avenue	City: Vernon Hills	Address: 2525 Cabot Dr. Suite 302	City: Lisle
State: Illinois	Zip: 60061	State: Illinois	Zip: 60532
Phone: 866-245-8102	Fax: 312-705-9402	Phone: 630-955-2044	Fax: 630-955-2059
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CDW-G LLC	Vendor#: 10667	Dept: HR	Division: WDD
Attn:	Email:	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address: 75 Remittance Drive, Suite 1515	City: Chicago	Address: 2525 Cabot Dr. Suite 302	City: Lisle
State: Illinois	Zip: 60675-1515	State: Illinois	Zip: 60532
Phone: 866-782-4239	Fax:	Phone: 630-955-2044	Fax: 630-955-2059
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 26, 2026	Contract End Date (PO25): Nov 30, 2026

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	8443437	(30) - ASUS ExpertBook B5 Laptops		5000	2840	52100	25-681006	41,221.50	41,221.50
2	1	EA	8304345	(30) - HP Thunderbolt 4 100W G6 Docking Stations		5000	2840	52100	25-681006	7,270.50	7,270.50
3	1	EA	6763787	(20) - ViewSonic Ergonomic VG2448a - 1080p IPS Monitors		5000	2840	52100	25-681006	3,116.80	3,116.80
4	1	EA	9128100	(1) - Samsung UN65M70HAF M70H Series - 65" LED-backlit LCD		5000	2840	52100	25-681006	498.19	498.19
5	1	EA	7840908	(1) - Chief Fit Mobile Cart - For 55-89 Inch Displays		5000	2840	52100	25-681006	470.20	470.20
6	1	EA	8117388	(1) - Lenovo ThinkCentre neo 50a 27 Gen 5 - all-in-one PC		5000	2840	52100	25-681006	1,689.75	1,689.75
7	1	EA	MJ3E4LL/A	(1) - Apple MacBook Pro, 14" M5		5000	2840	52100	25-681006	2,014.64	2,014.64
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 56,281.58

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. Contact Annie Davis (630)-955-2044 or Tabassum Haleem x6145
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Do not send PO to vendor. Send to Annie Davis, who will place the order with the vendor.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.