



Procurement Review Checklist

Procurement Services Division

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

Date: May 5, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Hexagon Safety & Infrastructure	Vendor #: 25029	Contract Term: 5/10/23-5/9/24	Contract Total: \$150,000.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Recommendation for approval of PO 923011 to Hexagon Safety & Infrastructure for a time and materials statement of work for ancillary development services and software. This contract is for a period of one year with an option to extend. Total amount of \$150,000.00.		
Reason for Procurement	Hexagon has indicated that time and material format would allow them to move more quickly with their pricing because the contract for work is already in place versus having to go through the Hexagon financial process for individual interface requests which is typically 60-90 days for a proposal.		

FUNDING SOURCE

- ☐ Procurement budgeted for (FY and budget code(s)): _____
- ☒ Budget Transfer (Date) As needed Add'l Information 4000-5820-53828 to 4000-5820-53830

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:

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)

ek	May 5, 2023	LMZ	May 5, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date