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 #: NXNX091	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $9,436.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 07/10/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $9,436.00
	CURRENT TERM TOTAL COST: $9,436.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: CDW-Government	VENDOR #: 10667	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Meagan McKone	VENDOR CONTACT PHONE: 866.245.8102	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: meaganm@cdwg.com	VENDOR WEBSITE: https://www.cdwg.com	DEPT REQ #: 924022	

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 924022 to CDW-G for a one (1) year renewal of ExaGrid maintenance and support. Total amount of $9,436.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

ExaGrid is a network storage solution that works with Veeam to provide backups of CAD data in case of a primary system failure or ransomware attack.

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.

PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER $35,000.00

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 utilizing the Sourcewell-3037653 State of IL Participating Agreement (081419-CDW).
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 924022 to allow for maintenance and support on the ExaGrid enclosure and fiber module. 2. Deny Purchase Order 924022 and the equipment will not be supported.

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: CDW-Government	Vendor#: 10667	Dept: ETSB	Division:
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 230 N. Milwaukee Avenue	City: Vernon Hills	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60061	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
Send Payments To:		*Ship to:*	
Vendor: CDW-Government	Vendor#: 10667	Dept: ETSB	Division:
Attn:	Email:	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 230 N. Milwaukee Avenue	City: Vernon Hills	Address:	City:
State: IL	Zip: 60061	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 2, 2024	Contract End Date (PO25): Oct 1, 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	7081105	ExaGrid Standard Customer Support and Maintenance - extended service agreement	FY24	4000	5820	53806		9,436.00	9,436.00
2	1	EA	6702762	ExaGrid Standard Customer Support and Maintenance - extended service agreement	FY24	4000	5820	53806		0.00	0.00

FY is required, ensure the correct FY is selected.

Requisition Total $ 9,436.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This is for maintenance and support, nothing will be shipped.
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.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB. LMZ 6/17/24