



Procurement Review Checklist

Procurement Services Division

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

Date: Dec 4, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Insight Public Sector	Vendor #: 10809	Contract Term: 1/29/24-1/28/25	Contract Total: \$7,257.76
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Recommendation for approval of Purchase Order 923036 to Insight Public Section for a SMARTnet extended service agreement on ten (10) Cisco switches. This is a renewal of maintenance which will run January 29, 2024 through January 28, 2025. Total amount of \$7,257.76.		
Reason for Procurement	This is an ongoing service on multiple switches for connectivity and redundancy within the PSAPs.		
FUNDING SOURCE			

☒ Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-53806

☐ 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:

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	Dec 4, 2023	LMZ	Dec 4, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required
			Date	

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

12/5/23