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 #: PQLN446	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $20,280.00
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $20,280.00
	CURRENT TERM TOTAL COST: $20,280.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	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.).

1-year subscription via Cloud Solutions Provider (CSP) Agreement. Covers the cost of 30 x Microsoft 365 G5 licenses ($636.10 per) and 30 x Intune Remote Help licenses ($39.90 per). Total cost for all licenses is $20,280.00. This procurement is through a Cooperative Agreement with CDW.

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

To remain current with software levels instituted throughout DuPage County and other agencies to avoid any potential compatibility issues; to ensure continued access to established cloud-based software services. The WDD has opted for a 1-year CSP agreement through CDW instead of the standard 3-year Enterprise Agreement due to federal funding uncertainty.

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. ECONOMIC GROWTH
SOURCE SELECTION	Describe method used to select source. CDW is also the Licensing Solutions Provider (LSP) for Microsoft licensing for Illinois government agencies.
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) Obtain subscription for another year. 2) Do not subscribe. Our recommendation is to subscribe for another year. Failure to subscribe would require immediate backup of all synchronized WDD data, to include emails, and would require procurement of hardware and software to provide similar services in-house.

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

Send Purchase Order To:		*Send Invoices To:*	
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
Send Payments To:		*Ship to:*	
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): Jan 1, 2026	Contract End Date (PO25): Dec 31, 2026
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	30	EA	7980804	NGE Microsoft 365 G5 A - 25-681006	FY26	5000	2840	52100	25-681006	636.10	19,083.00
2	30	EA	7754246	NGE Intune Remote Help G - 25-681006	FY26	5000	2840	52100	25-681006	39.90	1,197.00
FY is required, assure the correct FY is selected.										Requisition Total	$ 20,280.00

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.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☑ Vendor Ethics Disclosure Statement