



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-0252	RFP, BID, QUOTE OR RENEWAL #: Inv. #70100894	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,440.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 01/16/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,440.00
	CURRENT TERM TOTAL COST: \$17,440.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: SAS Institute, Inc.	VENDOR #: 10195	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Contract Service Center	VENDOR CONTACT PHONE: 919-677-8000	DEPT CONTACT PHONE #: 630.407.5000	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: contracts@sas.com	VENDOR WEBSITE: www.sas.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.). Annual software maintenance and license agreement 01937 for 70002907/OS Base SAS for a one-year period. SAS software suite is used to manage and retrieve data from a variety of sources / applications for statistical analysis and system tuning on the z System platform - Sole Source Procurement			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current purchase order 6257-0001 SERV expires on 01/30/2024 and this new purchase order replaces it.			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

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.
SOURCE SELECTION	Describe method used to select source.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. Proprietary and copyrighted software not sold or marketed by any other business partners or software vendors.
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 - This is proprietary software.
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 - This is proprietary software.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: SAS Institute, Inc.	Vendor#: 10195	Dept: Information Technology	Division:
Attn: Contract Service Center	Email: contracts@sas.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupagecounty.gov
Address: SAS Campus Drive	City: Cary	Address: 421 N. County Farm Road	City: Wheaton
State: NC	Zip: 27513	State: IL	Zip: 60187
Phone: 800-727-0025	Fax: 919-677-4444	Phone: 630-407-5037	Fax: 630-407-5001
Send Payments To:		Ship to:	
Vendor: SAS Institute, Inc.	Vendor#: 10195	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address: P.O. Box 406922	City: Atlanta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30384-6922	State: IL	Zip: 60187
Phone: 800-727-0025	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 31, 2024	Contract End Date (PO25): Jan 30, 2025
Contract Administrator (PO25): Shanita Thompson			

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		Software maintenance and license for OS Base 4380/5AS per License Agreement 01937 os2929-AO1 03cF37	FY24	1000	1110	53807		17,440.00	17,440.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 17,440.00

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. Please send PO to Shanita Thompson & Sarah Godzicki and copy both when emailing PO to vendor. NOTE: Please make First Invoice Allowed Date 12/18/2023.
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