



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

SECTION 1: DESCRIPTION			
General Tracking		Contract Terms	
FILE ID#: 24-2888	RFP, BID, QUOTE OR RENEWAL #: Quotation # 0227882871	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$57,720.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$57,720.00
	CURRENT TERM TOTAL COST: \$57,720.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 480-366-7058	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: bob.erwin@insight.com	VENDOR WEBSITE:	DEPT REQ #:	

Overview
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase of desktops to replace current equipment that is reaching end of life. Equipment being purchased off of Cooperative Contract OMNIA PARTNERS #23-6692-03 (COBB COUNTY) IT Products and Services. Total cost of \$57,720.00.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of older desktops to improve performance and remove outdated, failing equipment for across County Departments. Many items have become out of warranty and have become harder to maintain.</p> <p>County Clerk: 20 Credit Union: 5 Facilities/PowerPlant: 8 Mailroom: 4 Probation: 6 (they are paying for theirs) Public Defender: 4 Security: 13</p> <p>Total: 60</p>

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	
SOURCE SELECTION	Describe method used to select source. Cooperative Contract OMNIA PARTNERS #23-6692-03 (COBB COUNTY) IT Products and Services.
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). Staff recommends approving this purchase to avoid equipment going out of warranty and potentially failing and disrupting operations.

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: Information Technology	Division:
Attn: Bob Erwin	Email: Bob.Erwin@insight.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 2701 E. Insight Way	City: Chandler	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85286	State: IL	Zip: 60187
Phone: 480-366-7058	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: Information Technology	Division:
Attn:	Email: ach@insight.com	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address: PO Box 731072	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75373-1072	State: IL	Zip: 60187
Phone: 480-333-3102	Fax:	Phone: 630-407-5023	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 12, 2024	Contract End Date (PO25): Nov 11, 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	54	EA	HP, Inc. - Part#: A12GNUT#ABA	HP Elite 800 G9 - Wolf Pro Security - mini desktop - Core i7-14700T 1.3 GHz - vPro - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1512.99 Discount: 36.417%	FY24	1000	1110	52100		962.00	51,948.00
2	6	EA	HP, Inc. - Part#: A12GNUT#ABA	HP Elite 800 G9 - Wolf Pro Security - mini desktop - Core i7-14700T 1.3 GHz - vPro - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1512.99 Discount: 36.417%	FY24	1400	6120	52100		962.00	5,772.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 57,720.00

<i>Comments</i>	
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 and correspondences to Sarah Godzicki & Shanita Thompson and copy both when emailing 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.