



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

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-2028	RFP, BID, QUOTE OR RENEWAL #: AT&T Product Pricing Sheet	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$32,040.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/06/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$32,040.00
	CURRENT TERM TOTAL COST: \$32,040.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T Mobility	VENDOR #: 10009	DEPT: IT	DEPT CONTACT NAME: Joe Bulaga
VENDOR CONTACT: Ryan Newsom	VENDOR CONTACT PHONE: 773-556-3752	DEPT CONTACT PHONE #: 630-407-5151	DEPT CONTACT EMAIL: Joseph.Bulaga@dupagecounty.gov
VENDOR CONTACT EMAIL: rn695n@att.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Subscription to VWWare Workspace One - AirWatch Mobile Device Management - IT Purchases Under \$35,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Mobile Device Management is required on all County-owned smart phones. This allows IT to manage the phones, and among other things lock or disable phones if lost or stolen, remove County email and files immediately upon termination or separation of an employee and allow a lock code to be reset on a smartphone by IT. This agreement is late due to the recent transition of the VM Ware business entity to Broadcom.			

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.

SECTION 3: DECISION MEMO

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.
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: AT&T Mobility II LLC d/b/a AT&T Mobility - National Act	Vendor#: 10009	Dept: IT	Division:
Attn: Ryan Newsom	Email: rn695n@att.com	Attn: Sarah Godzicki	Email: itap@dupagecounty.gov
Address: 95 W. Algonquin Road	City: Arlington Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60005	State: IL	Zip: 60187
Phone: 773-556-3752	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AT&T Mobility II LLC d/b/a AT&T Mobility - National Act	Vendor#: 10009	Dept: IT	Division:
Attn:	Email:	Attn: Joe Bulaga	Email: Joseph.Bulaga@dupagecounty.gov
Address: PO Box 6463	City: Carol Stream	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60197-6463	State: IL	Zip: 60187
Phone: 262-232-3296	Fax:	Phone: 630-407-5151	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 07/01/2024	Contract End Date (PO25): 06/30/2025

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	4220I	VMWare Workspace One Standard (including AirWatch) Annual Subscription - Shared Cloud for 1 Device, ASD Support	FY24	1000	1110	53807		32,040.00	32,040.00
										Requisition Total	\$ 32,040.00

FY is required, ensure the correct FY is selected.

<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 to Sarah Godzicki and Joe Bulaga and copy both when emailing PO to 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.