



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#: TE-P-0060-23	RFP, BID, QUOTE OR RENEWAL #: RFP #23-086-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$72,000.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,000.00
	CURRENT TERM TOTAL COST: \$72,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Intellias, Inc.	VENDOR #: 37505	DEPT: Information Technology	DEPT CONTACT NAME: Alma Montero
VENDOR CONTACT: Chandra Herrin	VENDOR CONTACT PHONE: 303-905-6846	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: alma.montero@dupageco.org
VENDOR CONTACT EMAIL: cherrin@intellias.net	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.). Professional services to upgrade the windows servers that the Infor/Lawson applications run on from Windows 2012 to Windows 2019, per RFP #23-086-IT.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Windows 2012 will be out of support with Microsoft by the end of October 2023. Infor has informed us that they will not support any of their products running on Windows Server 2012.			

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.
RFP (REQUEST FOR PROPOSAL)	

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Vendor selected pursuant to RFP #23-086-IT.
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. Awarding Intellias the contract will ensure Infor/Lawson applications are compatible with Windows servers. 2. Status quo will result in problems occurring with Infor/Lawson applications. 3. Bid out for a new vendor that already complies with Infor/Lawson applications.

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: Intellias, Inc.	Vendor#: 37505	Dept: Information Technology	Division:
Attn: Chandra Herrin	Email: cherrin@dupageco.org	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: PO Box 1269	City: Allen	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75013	State: IL	Zip: 60187
Phone: 303-905-6846	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Alma Montero	Email: Alma.Montero@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5015	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 22, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Alma Montero			

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		Migration of Infor applications from the existing Windows Server 2012 R2 servers to County provided Windows Server 2019 servers, as per specifications outlined in SOW.	FY23	1000	1110	53020		72,000.00	72,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 72,000.00

<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.
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