



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-0637	RFP, BID, QUOTE OR RENEWAL #: GK-Q34488	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$28,980.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$28,980.00
	CURRENT TERM TOTAL COST: \$28,980.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Untethered Labs, Inc. (GateKeeper)	VENDOR #:	DEPT: DuPage County Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Pearl Kim	VENDOR CONTACT PHONE: 240-547-5446	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: sales@gkaccess.com	VENDOR WEBSITE: www.gkaccess.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.). The Sheriff's Office uses a connection to the FBI and State records. They are mandating that computers that have access to this connection or the data from it must have multi-factor authentication (MFA). This the renewals of support and services. This is a sole source because they only sell directly and only have the wireless technology we are looking for.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished We have looked at multiple MFA technologies. This Solution is the best for what we are looking for. The wireless dongle helps us who is at the computer, and when the user walks away from the computer, the computer will lock. One of the requirements is to have a way to lock the computer when there is no user or activity on it. If we do not use this Solution, we will have to use other means that could impact the computers' day-to-day operations.			

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

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. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. The solution offers a wireless dongle for a part of their MFA solution. This is key feature we are looking for.
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. We have tested the solution and it meets our needs.
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. Wireless authentication is a feature that is not available from other vendors. This allows the computer to lock when the user walks away. This will guarantee that the user is not on the computer.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Untethered Labs, Inc. (GateKeeper)	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Civil
Attn: Pearl Kim	Email: sales@gkaccess.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 5000 College Avenue, Suite 2103	City: College Park,	Address: 501 N County Farm RD	City: Wheaton
State: MD	Zip: 20740	State: IL	Zip: 60187
Phone: 240-547-5446	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Untethered Labs, Inc. (GateKeeper)	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT
Attn: Pearl Kim	Email: sales@gkaccess.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 5000 College Avenue, Suite 2103	City: College Park,	Address: 501 N County Farm RD	City: Wheaton
State: MD	Zip: 20740	State: IL	Zip: 60187
Phone: 240-547-5446	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 4, 2026	Contract End Date (PO25): Feb 4, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	600	EA		GateKeeper Enterprise Ultimate License (Annual) GateKeeper Enterprise Annual Ultimate tier license (1 per user)	FY26	1000	4404	53806		96.00	57,600.00
2	600	EA		Discount	FY26	1000	4404	53806		-48.00	-28,800.00
3	1	EA		GateKeeper Cloud Hosting Annual	FY26	1000	4404	53806		240.00	240.00
4	1	EA		Discount	FY26	1000	4404	53806		-60.00	-60.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 28,980.00

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.
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.