



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#:	RFP, BID, QUOTE OR RENEWAL #: 0228702698	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$23,680.22
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 09/10/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,680.22
	CURRENT TERM TOTAL COST: \$23,680.22	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector, Inc.	VENDOR #: 10809	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 4803667058	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: teamil@insight.com	VENDOR WEBSITE: insight.com	DEPT REQ #: 925024	
<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.). Recommendation for approval of Purchase Order 925024 to Insight Public Sector, Inc. for a three (3) year subscription and maintenance renewal of the licensing on the virtual environment (VMWare) servers for a period from October 16, 2025 through October 16, 2028. Total amount of \$23,680.22.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished VMware creates a virtual machine that behaves like an actual computer and allows multiple applications and operating systems to run on one server. Veeam provides backup of servers. This will is a renewal of licensing and maintenance on the virtual environment (VMware) that hosts the servers and backup and replication universal licenses.			

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. This renewal is being made through the OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES (#23-6692-03) contract. Two other quotes were requested, one from CDW-G (\$28,788.90) and the other from SHI International Corp. (quotation not received) purchasing through Insight offered the lowest cost.
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. Approve Purchase Order 925024 to allow for the renewal of Veeam maintenance. 2. Deny Purchase Order 925024 and not allow for maintenance renewal on the virtual environment.

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. N/A
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
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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: DuPage ETSB	Division:
Attn: Bob Erwin	Email: teamil@insight.com	Attn: 9-1-1 Coordinator	Email: etsb911@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:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn:	Email: etsb911@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:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 16, 2025	Contract End Date (PO25): Oct 16, 2028

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2	EA	DFDNVUL0ISU 3AR-DPG	Veeam Data Platform Foundation Universal License - Upfront Billing and 24/7 Support FY25-28		4000	5820	53807		3,784.81	7,569.62
2	10	EA	DFDNEVENTVSP B3AR-DPG	Veeam 3 years of basic maintenance FY25-28		4000	5820	53807		1,611.06	16,110.60
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 23,680.22

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per Quote 0228702698.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send the PO to ETSB to send to the 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. LMZ 9/2/25