



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Oct 25, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Cellco Partnership dba Verizon Wireless	Vendor #: 10597	Contract Term: 12/8/23-12/7/24	Contract Total: \$6,100.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETS Board
Description of Procurement/ Scope of Work/ Background	Request for Purchase Order 923030 is for wireless connectivity through the use of fourteen (14) data cards for DU-COMM, the ETSB Executive Director and staff. Included in this purchase is the ability to upgrade equipment every ten months. This is to encumber funds in the County Finance software for payment of invoices. Total amount not to exceed \$6,100.00.		
Reason for Procurement	Wireless connectivity is necessary to support the maintenance and operations of ETSB infrastructure.		

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-53260
- Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # _____ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # _____
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Oct 25, 2023	LMZ	Oct 25, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	<i>LMZ</i>	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	10/25/23