



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------|----------------------------------------------------------|
| FILE ID#: 24-2840 | RFP, BID, QUOTE OR RENEWAL #: 49535419 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$81,766.44 |
| COMMITTEE: TECHNOLOGY | TARGET COMMITTEE DATE: 11/05/2024 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$81,766.44 |
| | CURRENT TERM TOTAL COST: \$81,766.44 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: Carahsoft Technology Corp | VENDOR #: 12819 | DEPT: Information Technology | DEPT CONTACT NAME: Shanita Thompson |
| VENDOR CONTACT: Brendan Goepfrich | VENDOR CONTACT PHONE: 571.591.6427 | DEPT CONTACT PHONE #: 630-407-5023 | DEPT CONTACT EMAIL: shanita.thompson@dupagecounty.gov |
| VENDOR CONTACT EMAIL: brendan.goepfrich@carahsoft.com | VENDOR WEBSITE: www.carahsoft.com/ca-technologies | 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.). Annual software and program product licensing in the amount of \$81,766.44 purchased through Carahsoft Technology Group cooperative. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Software and programs are needed to maintain z System support/software licensing: CA-I, SYMDUMP CICS, DADS PLUS, CA-MIGRATE, FAVER, DJSK ALLOCATE, VANTAGE and CA INTERTEST FOR CICS. Support software required for system and mission critical application development, testing and debugging support. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. CA Technologies is the sole manufacturer/provider of the noted support software currently integrated into the County's operating and application environments. |
| 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 - This is a proprietary software owned/supported directly by CA Technologies. |
| 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 - This is a proprietary software owned/supported directly by CA Technologies. |

| SECTION 5: Purchase Requisition Information | | | |
|------------------------------------------------|-------------------------------------------|------------------------------------------|---------------------------------------------|
| Send Purchase Order To: | | Send Invoices To: | |
| Vendor: Carahsoft Technology Corp. | Vendor#: 12819 | Dept: Information Technology | Division: |
| Attn: Brendan Goepfrich | Email: Brendan.Goepfrich@carahsoft.com | Attn: Sarah Godzicki | Email: ITAP@dupagecounty.gov |
| Address: 11493 Sunset Hills Road, Suite 100 | City: Reston | Address: 421 N. County Farm Rd. | City: Wheaton |
| State: VA | Zip: 20190 | State: IL | Zip: 60187-3978 |
| Phone: (571) 591-6427 | Fax: | Phone: 630-407-5037 | Fax: |
| Send Payments To: | | Ship to: | |
| Vendor: SAME AS ABOVE | Vendor#: | Dept: Information Technology | Division: |
| Attn: | Email: | Attn: Shanita Thompson | Email: Shanita.Thompson@dupagecounty.gov |
| Address: | City: | Address: 421 N. County Farm Rd. | City: Wheaton |
| State: | Zip: | State: IL | Zip: 60187-3978 |
| Phone: | Fax: | Phone: 630-407-5023 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): 12/1/2024 | Contract End Date (PO25): 11/30/2025 |

| 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 | CABUNDLE-S | Product SKUs are listed in the Quote Terms – Fee covers all product SKUs in quote terms for the duration of the POP dates provided. CA, Inc. - A Broadcom Company - CABUNDLE-S Start Date: 12/01/2024 End Date: 11/30/2025 : 51172582 | FY25 | 1000 | 1110 | 53806 | | 81,766.44 | 81,766.44 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 81,766.44 |

| 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. Please send PO to Sarah Godzicki and Shanita Thompson 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. |