**Procurement Review Checklist**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: COMCAST BUSINESS SERVICES</th>
<th>Vendor #: 13982</th>
<th>Contract Term: 12/1/19 TO 11/30/22</th>
<th>Contract Total: $43,918.20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: <strong>HUMAN RESOURCES-WORKFORCE DEVELOPMENT DIVISION</strong></td>
<td>Contact: LISA SCHVACH/ANNIE DAVIS</td>
<td>Phone: 630-955-2044</td>
<td><strong>Assigned Committee:</strong> ECONOMIC DEVELOPMENT</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**

EDI network interface providing 100 Mbps Internet service for a service term of 36 months from 12/1/19 to 11/30/22 in the amount of $43,918.20.

**Reason for Procurement**

Continue using current 100 Mbps bandwidth to accommodate partner VPN access and WDD cloud-based resources.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY19 5000 2840 53250 19-681006 53250
- **Budget Transfer (Date):** 
- **Add'l Information:**

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID #
- RENEWAL, Enter Bid #
-SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:
  - Use the internet provider that the County is currently using.

**DECISION MEMO REQUIRED**

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP #
- 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)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Initials]</td>
<td>10/15/19</td>
<td>[Initials]</td>
<td>10/17/19</td>
<td></td>
<td></td>
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</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Initials]</td>
<td>10/29/19</td>
<td>[Initials]</td>
<td>10/29/19</td>
<td>[Initials]</td>
<td>10/30/19</td>
</tr>
</tbody>
</table>

Chief Financial Officer (Decision Memos Over $25,000)

[Initials]

Date

[Initials]

Date

[Initials]

Date

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.8

9/11/17