



Procurement Review Checklist

Procurement Services Division

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

Date: Feb 7, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Police Legal Sciences, Inc.	Vendor #: 22443	Contract Term: 5/1/23-4/30/24	Contract Total: \$9,060.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Request for Purchase Order 923006 is for monthly web-based training for 151 9-1-1 Telecommunicators (TCs) at a reduced rate of \$60 each (regularly \$120 each). Twelve one-hour lessons are provided monthly during the subscription year. Lessons are web based and feature either police, fire or medical emergencies, or a combination of these as requested by subscribers and are available online 24/7. The purchase includes complimentary lessons for directors and part-timers. Total amount: \$9,060.00.		
Reason for Procurement	The Law Enforcement training from Police Legal Sciences is reality-based online training for 9-1-1 Telecommunicators. TCs experience actual 911 calls each month and then participate in an analysis of the call through visualizing the scene, professionalism, customer service, and outcome of the call. The PSAP supervisors previously vetted this online training which provides for appropriate interactive training for the Telecommunicators, and the PSAP directors have communicated they prefer to continue with this service.		
FUNDING SOURCE			

☐ Procurement budgeted for (FY and budget code(s)): FY23-24 4000-5820-53610

☐ 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:

The Illinois Administrative Code requires continuing education for Telecommunicators. The 24/7 online availability is critical so all shifts can easily access training.

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	Feb 14, 2023	LMZ	Feb 14, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

2/15/23