



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 #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$37,673.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 05/13/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$37,673.00
	CURRENT TERM TOTAL COST: \$37,673.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: DeltaWRX, LLC	VENDOR #: 10512	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Brian Hudson	VENDOR CONTACT PHONE: 818-227-9300	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: bhudson@deltawrx.com	VENDOR WEBSITE: deltawrx.com	DEPT REQ #: 926025	
<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 926025 to DeltaWRX, LLC to negotiate a new comprehensive agreement for the Computer Aided Dispatch (CAD) public safety system. Total amount not to exceed \$37,673.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The CAD System contract through Intergraph is expiring June 30, 2027. ETSB recommends engaging DeltaWRX for review and negotiation of a new agreement through Intergraph (previously doing business as Hexagon) for industry best practices.			

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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. DeltaWRX was originally contracted by the ETSB for consulting services to develop a county wide RFP for CAD and ancillary services for the DuPage Justice Information System (DuJIS) in 2016. DeltaWRX has extensive knowledge of DuPage County's public safety system and provides an objective third party review from a national consulting service specializing in public safety contracts with historical knowledge of the Intergraph / DuPage ETSB relationship and DuPage ETSB goals for 9-1-1 services. DeltaWRX has provided a 15% discount for customer loyalty.
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 926025 to allow for consultant review of a new agreement. 2. Deny Purchase Order 926025 and not allow for outside services through DeltaWRX.

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: DeltaWRX, LLC	Vendor#: 10512	Dept: DuPage ETSB	Division:
Attn: Brian Hudson	Email: bhudson@deltawrx.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 21800 Oxnard Street, Suite 1170	City: Woodland Hills	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 91367	State: IL	Zip: 60187
Phone: 818-227-9300	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: DeltaWRX, LLC	Vendor#: 10512	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 21800 Oxnard Street, Suite 1170	City: Woodland Hills	Address:	City:
State: CA	Zip: 91367	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 13, 2026	Contract End Date (PO25): May 12, 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	1	EA		Develop Contract Negotiation Team FY26-27		4000	5820	53090		3,243.00	3,243.00
2	1	EA		Develop Contract Negotiation Strategy FY26-27		4000	5820	53090		8,648.00	8,648.00
3	1	EA		Assist with Contract Negotiations FY26-27		4000	5820	53090		32,430.00	32,430.00
4	1	EA		Customer Loyalty Discount		4000	5820	53090		-6,648.00	-6,648.00
										Requisition Total	\$ 37,673.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Per proposal dated April 27, 2026.
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. This is a service, nothing will be shipped.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 4/15/26