



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#: 24-2128	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$192,269.36
COMMITTEE: POLICE RECORDS MANAGEMENT SYSTEM	TARGET COMMITTEE DATE: 08/14/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$192,269.36
	CURRENT TERM TOTAL COST: \$192,269.36	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: DeltaWRX, LLC	VENDOR #: 10512	DEPT: IT - PRMS Division	DEPT CONTACT NAME: Don Ehrenhaft
VENDOR CONTACT: Brian Hundson	VENDOR CONTACT PHONE: 818-227-9300	DEPT CONTACT PHONE #: 630-407-5014	DEPT CONTACT EMAIL: Don.Ehrenhaft@dupagecounty.gov
VENDOR CONTACT EMAIL: bhudson@deltawrx.com	VENDOR WEBSITE: deltaxrx.com	DEPT REQ #:	
<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 924013 to DeltaWRX, LLC to develop the RFP, evaluate responses, participate in the selection and in the contract negotiations for the Police Records Management System (PRMS). Total amount for PRMS is \$192,269.36.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished PRMS is preparing an RFP for a Police Records Management System (PRMS) to potentially replace the current system which is contracted until June 30, 2027. PRMS recommends engaging DeltaWRX for review of the document 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 Hexagon/ 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 this contract to allow for consultant participation in the PRMS RFP. 2. Deny this contract and do not allow for outside service 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.
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.
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.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: DeltaWRX, LLC	Vendor#: 10512	Dept: IT	Division: DuJIS
Attn: Brian Hudson	Email: bhudson@deltawrx.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 21700 Oxnard Street, Suite 830	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: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division: DuJIS
Attn:	Email:	Attn: Don Ehrenhaft	Email: Don.Ehrenhaft@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5014	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 27, 2024	Contract End Date (PO25): Aug 26, 2027

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		Phase 1: Project Planning Meeting		4000	5830	53090		1,621.50	1,621.50
2	1	EA		Phase 1: Develop Project Steering Committee		4000	5830	53090		1,891.75	1,891.75
3	1	EA		Phase 1: Conduct Project Kickoff Meeting		4000	5830	53090		6,486.00	6,486.00
4	1	EA		Phase 1: Review Background Materials		4000	5830	53090		1,081.00	1,081.00
5	1	EA		Phase 1: Conduct Interviews and Focus Group Discussions: RMS		4000	5830	53090		34,592.00	34,592.00
6	1	EA		Phase 1: Develop Scoping Strategy for Procurement		4000	5830	53090		16,215.00	16,215.00
7	1	EA		Phase 2: Document Functional Requirements		4000	5830	53090		11,891.00	11,891.00
8	1	EA		Phase 2: Review and Finalize Functional Requirements		4000	5830	53090		17,296.00	17,296.00
9	1	EA		Phase 2: Develop RFP		4000	5830	53090		12,972.00	12,972.00
10	1	EA		Phase 2: Release RFP		4000	5830	53090		3,243.00	3,243.00
11	1	EA		Phase 2: Identify an Evaluation Team		4000	5830	53090		1,081.00	1,081.00
12	1	EA		Phase 2: Prepare Evaluation Plan		4000	5830	53090		4,324.00	4,324.00
13	1	EA		Phase 3: Assist with Proposal Evaluation		4000	5830	53090		23,782.00	23,782.00
14	1	EA		Phase 3: Facilitate Vendor Demonstrations		4000	5830	53090		19,458.00	19,458.00
15	1	EA		Phase 3: Facilitate Reference Checks and Site Visits		4000	5830	53090		6,486.00	6,486.00
16	1	EA		Phase 3: Analyze Cost Proposals		4000	5830	53090		10,810.00	10,810.00
17	1	EA		Phase 3: Assist with Recommendation of Most Qualified System Provider		4000	5830	53090		8,648.00	8,648.00
18	1	EA		Phase 4: Develop Contract Negotiation Team		4000	5830	53090		3,243.00	3,243.00
19	1	EA		Phase 4: Develop Contract Negotiation Strategy		4000	5830	53090		8,648.00	8,648.00
20	1	EA		Phase 4: Assist with Contract Negotiations		4000	5830	53090		32,430.00	32,430.00
21	1	EA		Customer Loyalty Discount						-33,929.89	-33,929.89

FY is required, ensure the correct FY is selected.

Requisition Total \$ 192,269.36

<i>Comments</i>	
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 & Don Ehrenhaft and copy both on all vendor communications.
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.