

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 26241707	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,155.00		
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,155.00		
	CURRENT TERM TOTAL COST: \$17,155.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM		
Vendor Information		Department Information			
VENDOR: Environmental Systems Research Institute, Inc.	VENDOR #: 10337	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus		
VENDOR CONTACT: VENDOR CONTACT PHONE Heather Carmody 888-377-4575		DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov		
VENDOR CONTACT EMAIL: customercare@esri.com	VENDOR WEBSITE: www.esri.com	DEPT REQ #: 925039			

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.). Request for approval of Purchase Order 925039 to Environmental Systems Research Institute, Inc. (ESRI) for a one (1) year renewal of ArcGIS Desktop, Network, Enterprise, and Server product maintenance. ArcGIS software is used to edit and maintain Geographic Information Systems (GIS) data in 9-1-1 systems. Total amount of renewal: \$17,155.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Renewing ESRI licensing ensures uninterrupted support of the GIS software tools necessary for CAD and CPE maintenance. At the recommendation of the County GIS Manager, one (1) secondary license was removed as no longer necessary for ETSB operations. ESRI has provided a quote at the same cost as our current licenses.

SECTION 2: DECISION MEMO REQUIREMENTS					
DECISION MEMO NOT REQUIRED SOLE SOURCE PER DUPAGE ORDIN	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. IANCE, 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	SOURCE SELECTION Describe method used to select source.					
	N/A					
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). N/A					

	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.			
	ESRI is the owner and manufacturer of the ArcGIS software and is the sole-source provider of the maintenance (technical support plus ESRI software updates/upgrades).			
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. ESRI is the sole source provider (owner and manufacturer) of software maintenance for ESRI products in the United States. The market has been tested for GIS tools; however, the available products do not integrate with Hexagon CAD, NG911, and other systems used within the DuPage 9-1-1 System.			
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. These services are specific to and provided by ESRI to both County GIS and ETSB.			

	SECTION 5: Pure	chase Requisition Informat	ion			
Send Purch	ase Order To:	Send Invoices To:				
Vendor: Environmental Systems Research Institute, Inc.	Vendor#: 10337	Dept: DuPage ETSB	Division:			
Attn: Heather Carmody	Emai l :	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov			
Address: 380 New York Street	City: Red l ands	Address: 421 N. County Farm Road	City: Wheaton			
State: CA	Zip: 92373-8100	State:	Zip: 60187			
Phone:	Fax:	Phone:	Fax:			
Send Pa	yments To:	Ship to:				
Vendor: Environmental Systems Research Institute, Inc.	Vendor#: 10337	Dept: DuPage ETSB	Division:			
Attn:	Emai l :	Attn:	Email: etsb911@dupagecounty.gov			
Address: PO Box 741076	City: Los Ange l es	Address:	City:			
State: CA	Zip: 90074-1076	State:	Zip:			
Phone:	Fax:	Phone:	Fax:			
Shi	pping	Contract Dates				
Payment Terms: FOB: PER 50 ILCS 505/1 Destination		Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): Dec 31, 2026			

	Purchase Requisition Line Details										
LN	Qty	UOM	ltem Detai l (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA	52384	ArcGIS Desktop Advanced Concurrent Use Primary Maintenance	FY26	4000	5820	53806		3,475.00	3,475.00
2	1	EA	52385	ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance	FY26	4000	5820	53806		1,400.00	1,400.00
3	1	EA	100571	ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance	FY26	4000	5820	53806		580.00	580.00
4	1	EA	161328	ArcGIS Enterprise Standard Up to Four Cores Maintenance	FY26	4000	5820	53806		5,900.00	5,900.00
5	4	EA	161389	ArcGIS GIS Server Standard Additional Cores Maintenance	FY26	4000	5820	53806		1,450.00	5,800.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 17,155.00						

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 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. Electronic Distribution - nothing will be shipped.			
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 10/28/25			