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: Heather Carmody | VENDOR CONTACT PHONE: 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 Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
SOLE SOURCE PER DUPAGE ORDINANCE, 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 | Describe method used to select source.<br>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).<br>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.<br>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.<br>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.<br>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.<br>These services are specific to and provided by ESRI to both County GIS and ETSB. |

## SECTION 5: Purchase Requisition Information

| *Send Purchase Order To:* | | *Send Invoices To:* | |
|---|---|---|---|
| Vendor:<br>Environmental Systems Research Institute, Inc. | Vendor#:<br>10337 | Dept:<br>DuPage ETSB | Division: |
| Attn:<br>Heather Carmody | Email: | Attn:<br>9-1-1 System Manager | Email:<br>etsb911@dupagecounty.gov |
| Address:<br>380 New York Street | City:<br>Redlands | Address:<br>421 N. County Farm Road | City:<br>Wheaton |
| State:<br>CA | Zip:<br>92373-8100 | State:<br>IL | Zip:<br>60187 |
| Phone: | Fax: | Phone: | Fax: |
| *Send Payments To:* | | ***Ship to:*** | |
| Vendor:<br>Environmental Systems Research Institute, Inc. | Vendor#:<br>10337 | Dept:<br>DuPage ETSB | Division: |
| Attn: | Email: | Attn: | Email:<br>etsb911@dupagecounty.gov |
| Address:<br>PO Box 741076 | City:<br>Los Angeles | Address: | City: |
| State:<br>CA | Zip:<br>90074-1076 | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination | Contract Start Date (PO25):<br>Jan 1, 2026 | Contract End Date (PO25):<br>Dec 31, 2026 |

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