



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0328	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$212,829.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 02/04/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$212,829.00
	CURRENT TERM TOTAL COST: \$212,829.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: ESRI	VENDOR #: 10337	DEPT: IT - GIS Division	DEPT CONTACT NAME: Tom Ricker
VENDOR CONTACT: Heather Carmody	VENDOR CONTACT PHONE: 909-369-2314 Ext. 23	DEPT CONTACT PHONE #: 630-407-5062	DEPT CONTACT EMAIL: tom.ricker@dupagecounty.gov
VENDOR CONTACT EMAIL: HCARMODY@ESRI.COM	VENDOR WEBSITE: www.esri.com	DEPT REQ #:	
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.). This contract is for maintenance and technical support from ESRI for the County's enterprise GIS software and is being purchased as a sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This software is required for mission critical mapping operations for GIS, Office of Homeland Security and Emergency Management, Law Enforcement, Real Estate Assessment, Regulatory Stormwater, Public Works, Building and Zoning, Election Commission, Department of Transportation, Health Department, and Community Services.			

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.
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).

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. This software maintenance agreement provides technical support and updates for the ESRI GIS software. The ESRI software is used by GIS, Office of Homeland Security and Emergency Management, Law Enforcement, Real Estate Assessment, Regulatory Stormwater, Public Works, Building and Zoning, Election Commission, Department of Transportation, Health Department, and Community Services.
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. This product and service is only available from the manufacturer.
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. This product and service is only available from the manufacturer.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: ESRI	Vendor#: 10337	Dept: IT	Division: GIS
Attn: Heather Carmody	Email: HCARMODY@ESRI.COM	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 380 New York Street	City: Redlands	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92373	State: IL	Zip: 60187
Phone: 909-369-2314 Ext. 23	Fax:	Phone: (630) 407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ESRI	Vendor#:	Dept: IT	Division: GIS
Attn:	Email:	Attn: Tom Ricker	Email: Tom.Ricker@dupagecounty.gov
Address: 380 New York Street	City: Redlands	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92373	State: IL	Zip: 60187
Phone: 909-369-2314 Ext. 23	Fax:	Phone: (630) 407-5062	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 9, 2025	Contract End Date (PO25): Mar 8, 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		ESRI Software Maintenance	FY25	1100	2900	53807		212,829.00	212,829.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 212,829.00

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 PO to Tom Ricker & Sarah Godzicki and copy both when emailing PO to vendor.
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.