



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 #: Q-49611/Q-49987	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$119,300.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 02/12/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$596,500.00
	CURRENT TERM TOTAL COST: \$119,300.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Rave Mobile Safety	VENDOR #: 10485	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Andrew Gutteridge	VENDOR CONTACT PHONE: 508-532-8953	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: andrew.gutteridge@motorolasolutions.com	VENDOR WEBSITE:	DEPT REQ #: 925003	
<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 of approval of PO 925003 to Rave Mobile Safety for five (5) years of Smart911. Smart911 provides personal caller information from a national database to 9-1-1 call takers, dispatchers and first responders when a call for emergency assistance is received. This is a renewal of an existing service for a period will run from April 1, 2025 through March 31, 2030, and an annual cost of \$119,300.00, a savings of \$400 annually over the current contract. Smart911 is an optional services for years 2 through 5. Total contract amount not to exceed: \$596,500.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This renewal will allow the ETSB to continue with the Smart911 initiative.			

**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. 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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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. Smart911 is a patented service that allows citizens to enter information they would like available to first responders in the event of an emergency. The information is entered through a secure website. When the citizen calls 9-1-1, the information is automatically displayed on the workstations of the Telecommunicator (TC). The TC can then make the information available to police, fire and EMS personnel.
<b>MARKET TESTING</b>	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. Smart911 is the only service available that assists citizens in addressing the needs of individuals and families. Rave Mobile Safety has been issued multiple patents on their technology and ability to serve dynamic information via the web to a 9-1-1 center based on the inbound caller's phone number.
<b>AVAILABILITY</b>	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 is an annual renewal of Smart911 licenses already installed and in use by the PSAPs.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Rave Mobile Safety	Vendor#: 10485	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 492 Old Connecticut Path	City: Framingham	Address: 421 N. County Farm Road	City: Wheaton
State: MA	Zip: 01701	State: IL	Zip: 60187
Phone: 508-532-8953	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Rave Mobile Safety	Vendor#: 10485	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 492 Old Connecticut Path	City: Framingham	Address: 421 N. County Farm Road	City: Wheaton
State: MA	Zip: 01701	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2025	Contract End Date (PO25): Mar 31, 1930

**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		Rave 911 Suite Standard FY25	FY25	4000	5820	53807		119,300.00	119,300.00
2	1	EA		Rave 911 Suite Standard FY26	FY26	4000	5820	53807		119,300.00	119,300.00
3	1	EA		Rave 911 Suite Standard FY27	FY27	4000	5820	53807		119,300.00	119,300.00
4	1	EA		Rave 911 Suite Standard FY28	FY28	4000	5820	53807		119,300.00	119,300.00
5	1	EA		Rave 911 Suite Standard FY29	FY29	4000	5820	53807		119,300.00	119,300.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 596,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Quote Q-49611 contains a \$400 annual discount off the cost of \$119,700.00. Smart911 is an optional service for years 2-5 with a minimum of 30 days written notification.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please provide 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 for licensing, nothing will be shipped.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 2/3/25