



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

| <b>SECTION 1: DESCRIPTION</b>   |   |  |   |
|---|---|--|---|
| <i>General Tracking</i>   |   | <i>Contract Terms</i>                  |   |
| FILE ID#: 24-0600   | RFP, BID, QUOTE OR RENEWAL #:                 | INITIAL TERM WITH RENEWALS: OTHER      | INITIAL TERM TOTAL COST: \$187,474.82               |
| COMMITTEE: TECHNOLOGY   | TARGET COMMITTEE DATE: 02/20/2024             | PROMPT FOR RENEWAL: 3 MONTHS           | CONTRACT TOTAL COST WITH ALL RENEWALS: \$187,474.82 |
|   | CURRENT TERM TOTAL COST: \$187,474.82         | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM                   |
| <i>Vendor Information</i>   |   | <i>Department Information</i>          |   |
| VENDOR: Environmental Systems Research Institute, Inc. (ESRI)   | VENDOR #: 10337                               | DEPT: IT - GIS Division                | DEPT CONTACT NAME: Tom Ricker                       |
| VENDOR CONTACT: Shannon Robertson   | VENDOR CONTACT PHONE: 888-377-4575 ext 1-1533 | DEPT CONTACT PHONE #: 650-407-5062     | DEPT CONTACT EMAIL: tom.ricker@dupagecounty.gov     |
| VENDOR CONTACT EMAIL: srobertson@esri.com   | VENDOR WEBSITE: esri.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.).<br>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<br>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. |   |  |   |

| <b>SECTION 2: DECISION MEMO REQUIREMENTS</b> |   |
|--|---|
| DECISION MEMO NOT REQUIRED                   | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.<br>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.  |

| <b>SECTION 3: DECISION MEMO</b>     |  |
|-------------------------------------|--|
| STRATEGIC IMPACT                    | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.  |
| 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

|                                      |   |
|--------------------------------------|---|
| <b>JUSTIFICATION</b>                 | Select an item from the following dropdown menu to justify why this is a sole source procurement.<br>SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER   |
| <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.<br>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. |
| <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.<br><br>This product and service is only available from the manufacturer.  |
| <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.<br><br>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:<br>Environmental Systems Research Institute, Inc. (ESRI) | Vendor#:<br>10337   | Dept:<br>IT                                | Division:<br>GIS                          |
| Attn:<br>Mohamad Hamdalla  | Email:              | Attn:<br>Sarah Godzicki                    | Email:<br>Sarah.Godzicki@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       | State:<br>IL                               | Zip:<br>60187                             |
| Phone:<br>909-793-2853   | Fax:                | Phone:<br>630-407-5037                     | Fax:                                      |
| <i>Send Payments To:</i>   |                     | <i>Ship to:</i>                            |   |
| Vendor:<br>SAME AS ABOVE   | Vendor#:            | Dept:<br>IT                                | Division:<br>GIS                          |
| Attn:  | Email:              | Attn:<br>Tom Ricker                        | Email:<br>tom.ricker@dupagecounty.gov     |
| Address:   | City:               | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                          |
| State:   | Zip:                | State:<br>IL                               | Zip:<br>60187                             |
| Phone:   | Fax:                | Phone:<br>630-407-5062                     | Fax:                                      |
| <b>Shipping</b>  |                     | <b>Contract Dates</b>                      |   |
| Payment Terms:<br>PER 50 ILCS 505/1                              | FOB:<br>Destination | Contract Start Date (PO25):<br>Mar 9, 2024 | Contract End Date (PO25):<br>Mar 8, 2025  |
| Contract Administrator (PO25): Tom Ricker                        |                     |  |   |

**Purchase Requisition Line Details**

| LN   | Qty | UOM | Item Detail<br>(Product #) | Description               | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension     |
|--|-----|-----|----------------------------|---------------------------|------|---------|------|-----------|-----------------------------|-------------------|---------------|
| 1  | 1   | EA  |                            | ESRI Software Maintenance | FY24 | 1100    | 2900 | 53806     |                             | 187,474.82        | 187,474.82    |
| <b><i>FY is required, assure the correct FY is selected.</i></b> |     |     |                            |                           |      |         |      |           |                             | Requisition Total | \$ 187,474.82 |

| <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.<br>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.   |

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement