



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 #: 26241707	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$18,555.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 11/13/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$18,555.00
	CURRENT TERM TOTAL COST: \$18,555.00	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.	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 #: 924038	
<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.). Request for approval of Purchase Order 924038 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: \$18,555.00.			
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.			

**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. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
<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. 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).
<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. 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.
<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. As the sole source letter indicates, these services are specific to and provided by ESRI.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Environmental Systems Research Institute, Inc.	Vendor#: 10337	Dept: DuPage ETSB	Division:
Attn: Heather Carmody	Email:	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 380 New York Street	City: Redlands	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92373-8100	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Environmental Systems Research Institute, Inc.	Vendor#: 10337	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn:	Email: etsb911@dupagecounty.gov
Address: PO Box 741076	City: Los Angeles	Address:	City:
State: CA	Zip: 90074-1076	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2025	Contract End Date (PO25): Dec 31, 2025

**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	FY25	4000	5820	53806		3,475.00	3,475.00
2	2	EA	52385	ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance	FY25	4000	5820	53806		1,400.00	2,800.00
3	1	EA	100571	ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance	FY25	4000	5820	53806		580.00	580.00
4	1	EA	161328	ArcGIS Enterprise Standard Up to Four Cores Maintenance	FY25	4000	5820	53806		5,900.00	5,900.00
5	4	EA	161389	ArcGIS GIS Server Standard Additional Cores Maintenance	FY25	4000	5820	53806		1,450.00	5,800.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 18,555.00

<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. 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 10/3/24