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 #: Dupage ETSB-Sept 2025 Ever	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $15,079.93
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $15,079.93
	CURRENT TERM TOTAL COST: $15,079.93	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Motorola Solutions, Inc.	VENDOR #: 10115	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Chris Chisnell	VENDOR CONTACT PHONE: 847-489-9379	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: brianna.harvey@motorolasolutions.com	VENDOR WEBSITE: motorolasolutions.com	DEPT REQ #: 925037	

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.). Recommendation for approval of Purchase Order 925037 to Motorola Solutions, Inc. for a GovWorx Replay, Monitor and Tagging API Access Fee and one (1) year of maintenance post warranty. Total amount of $15,079.93.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
CommsCoach is a cloud-hosted AI platform which automates quality-assurance and training lifecycles in 9-1-1, making it more efficient and broader than what any human can provide on their own.

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Motorola holds the contract for the Eventide recorder. CommsCoach requires the installation of a software based data agent on any virtual machine that queries the CAD and audio recorder. This purchase order is made through the IL State Master Contract STARCOM CMT2028589.
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). 1. Approve Purchase Order 925037 to allow for the purchase the quality assurance and training module. 2. Deny Purchase Order 925037 and staff will continue quality assurance utilizing the current software.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
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. N/A
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Motorola Solutions, Inc.	Vendor#: 10115	Dept: DuPage ETSB	Division:
Attn: Brianna Harvey	Email: brianna.harvey@motorolasolutions.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 2000 Progress Parkway	City: Schaumburg	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60196	State: IL	Zip: 60187
Phone: 847-489-9379	Fax:	Phone: 630-550-7743	Fax:
Send Payments To:		*Ship to:*	
Vendor: Motorola Solutions, Inc.	Vendor#: 10115	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 8, 2025	Contract End Date (PO25): Oct 7, 2027

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	DX-GOV	GovWorx Replay, Monitor, and Tagging API Access Fee FY25-26		4000	5820	53830		5,600.00	5,600.00
2	1	EA	Install	Installation, training, and project management FY25-26		4000	5820	53830		2,100.00	2,100.00
3	1	EA	LSV00Q00378A	FSO Technician services FY25-26		4000	5820	53830		739.93	739.93
4	1	EA	SVC01SVC2012C	Year 1 Maint- Eventide GovWorx API Addition FY26-27		4000	5820	53806		6,640.00	6,640.00

FY is required, ensure the correct FY is selected.

Requisition Total $ 15,079.93

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per Quote Dupage ETSB-Sept 2025 Eventide
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return 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.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB. LMZ 10/3/25