



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

SECTION 1: DESCRIPTION

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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$181,243.16 |
| COMMITTEE: ETSB | TARGET COMMITTEE DATE: 08/14/2024 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$181,243.16 |
| | CURRENT TERM TOTAL COST: \$181,243.16 | MAX LENGTH WITH ALL RENEWALS: THREE YEARS | CURRENT TERM PERIOD: |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: DeltaWRX, LLC | VENDOR #: 10512 | DEPT: ETSB | DEPT CONTACT NAME: Eve Kraus |
| VENDOR CONTACT: Brian Hundson | VENDOR CONTACT PHONE: 818-227-9300 | DEPT CONTACT PHONE #: 630-550-7743 | DEPT CONTACT EMAIL: etsb911@dupagecounty.gov |
| VENDOR CONTACT EMAIL: bhudson@deltawrx.com | VENDOR WEBSITE: deltawrx.com | DEPT REQ #: 924013 | |
| <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 for approval of Purchase Order 924013 to DeltaWRX, LLC to develop the RFP, evaluate responses, participate in the selection and in the contract negotiations for the Computer Aided Dispatch (CAD) public safety system. Total amount for ETSB is \$181,243.16. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished ETSB is preparing an RFP for a Computer Aided Dispatch (CAD) System to potentially replace the current system which is contracted until June 30, 2027. ETSB recommends engaging DeltaWRX for review of the document for industry best practices. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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| 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. |
| OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO) | |

SECTION 3: DECISION MEMO

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|-------------------------------------|---|
| SOURCE SELECTION | Describe method used to select source. DeltaWRX was originally contracted by the ETSB for consulting services to develop a county wide RFP for CAD and ancillary services for the DuPage Justice Information System (DuJIS) in 2016. DeltaWRX has extensive knowledge of DuPage County's public safety system and provides an objective third party review from a national consulting service specializing in public safety contracts with historical knowledge of the Hexagon / DuPage ETSB relationship and DuPage ETSB goals for 9-1-1 services. DeltaWRX has provided a 15% discount for customer loyalty. |
| 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 924013 to allow for consultant participation in the CAD RFP. 2. Deny Purchase Order 924013 and not allow for outside service through DeltaWRX. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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|--------------------------------------|--|
| 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

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|--|--------------------------------|---|---|
| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
| Vendor: DeltaWRX, LLC | Vendor#: 10512 | Dept: ETSB | Division: |
| Attn: Brian Hudson | Email: bhudson@deltawrx.com | Attn: 9-1-1 Coordinator | Email: etsb911@dupagecounty.gov |
| Address: 21700 Oxnard Street, Suite 830 | City: Woodland Hills | Address: 421 N. County Farm Road | City: Wheaton |
| State: CA | Zip: 91367 | State: IL | Zip: 60187 |
| Phone: 818-227-9300 | Fax: | Phone: 630-550-7743 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: DeltaWRX, LLC | Vendor#: 10512 | Dept: ETSB | Division: |
| Attn: | Email: | Attn: 9-1-1 Coordinator | Email: etsb911@dupagecounty.gov |
| Address: 21700 Oxnard Street, Suite 830 | City: Woodland Hills | Address: | City: |
| State: CA | Zip: 91367 | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Aug 14, 2024 | Contract End Date (PO25): Aug 13, 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 | | Phase 1: Project Planning Meeting | | 4000 | 5820 | 53090 | | 1,621.50 | 1,621.50 |
| 2 | 1 | EA | | Phase 1: Develop Project Steering Committee | | 4000 | 5820 | 53090 | | 1,891.75 | 1,891.75 |
| 3 | 1 | EA | | Phase 1: Conduct Project Kickoff Meeting | | 4000 | 5820 | 53090 | | 6,486.00 | 6,486.00 |
| 4 | 1 | EA | | Phase 1: Review Background Materials | | 4000 | 5820 | 53090 | | 1,081.00 | 1,081.00 |
| 5 | 1 | EA | | Phase 1: Conduct PSAP Facilities Tours and Interviews | | 4000 | 5820 | 53090 | | 21,620.00 | 21,620.00 |
| 6 | 1 | EA | | Phase 1: Develop Scoping Strategy for Procurement | | 4000 | 5820 | 53090 | | 16,215.00 | 16,215.00 |
| 7 | 1 | EA | | Phase 2: Document Functional Requirements | | 4000 | 5820 | 53090 | | 11,891.00 | 11,891.00 |
| 8 | 1 | EA | | Phase 2: Review and Finalize Functional Requirements | | 4000 | 5820 | 53090 | | 17,296.00 | 17,296.00 |
| 9 | 1 | EA | | Phase 2: Develop RFP | | 4000 | 5820 | 53090 | | 12,972.00 | 12,972.00 |
| 10 | 1 | EA | | Phase 2: Release RFP | | 4000 | 5820 | 53090 | | 3,243.00 | 3,243.00 |
| 11 | 1 | EA | | Phase 2: Identify an Evaluation Team | | 4000 | 5820 | 53090 | | 1,081.00 | 1,081.00 |
| 12 | 1 | EA | | Phase 2: Prepare Evaluation Plan | | 4000 | 5820 | 53090 | | 4,324.00 | 4,324.00 |
| 13 | 1 | EA | | Phase 3: Assist with Proposal Evaluation | | 4000 | 5820 | 53090 | | 23,782.00 | 23,782.00 |
| 14 | 1 | EA | | Phase 3: Facilitate Vendor Demonstrations | | 4000 | 5820 | 53090 | | 19,458.00 | 19,458.00 |
| 15 | 1 | EA | | Phase 3: Facilitate Reference Checks and Site Visits | | 4000 | 5820 | 53090 | | 6,486.00 | 6,486.00 |
| 16 | 1 | EA | | Phase 3: Analyze Cost Proposals | | 4000 | 5820 | 53090 | | 10,810.00 | 10,810.00 |
| 17 | 1 | EA | | Phase 3: Assist with Recommendation of Most Qualified System Provider | | 4000 | 5820 | 53090 | | 8,648.00 | 8,648.00 |
| 18 | 1 | EA | | Phase 4: Develop Contract Negotiation Team | | 4000 | 5820 | 53090 | | 3,243.00 | 3,243.00 |
| 19 | 1 | EA | | Phase 4: Develop Contract Negotiation Strategy | | 4000 | 5820 | 53090 | | 8,648.00 | 8,648.00 |
| 20 | 1 | EA | | Phase 4: Assist with Contract Negotiations | | 4000 | 5820 | 53090 | | 32,430.00 | 32,430.00 |
| 21 | 1 | EA | | Customer Loyalty Discount | | | | | | -31,984.09 | -31,984.09 |
| | | | | | | | | | | Requisition Total | \$ 181,243.16 |

FY is required, ensure the correct FY is selected.

| 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 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 a service, nothing will be shipped. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 7/24/24 |