



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#: JPS-P-0007-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$172,633.19
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$172,633.19
	CURRENT TERM TOTAL COST: \$172,633.19	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Axon Enterprise, Inc	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Tony Liu
VENDOR CONTACT: Julie Bosack	VENDOR CONTACT PHONE: 312-576-2829	DEPT CONTACT PHONE #: 630-407-2326	DEPT CONTACT EMAIL: tony.liu@dupagesheriff.org
VENDOR CONTACT EMAIL: jbosack@axon.com	VENDOR WEBSITE: axon.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.). Replace Legacy Interview Recording system in the Detective Division. Sourcewell purchasing agreement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Current system is end of life and needs to be replaced. Interviews must be recorded for evidentiary purposes.			

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. Axon provides a solution that integrates into our current evidence software storage (evidence.com)
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). Current interview recording system is a legacy system and at end of life. Without replacement criminal interview recordings maybe lost. Axon provides the only system that will store the recorded interviews with the rest of our video evidence. There is no option but to replace the recording system.

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.
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.
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.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Axon Enterprise, Inc	Vendor#:	Dept: Sheriff	Division: Budget
Attn: Julie Bosack	Email: jbosack@axon.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 17800 N 85th St	City: Scottsdale	Address: 501 N County Farm Rd	City: Wheaton
State: AZ	Zip: 85255	State: IL	Zip: 60187
Phone: 8009782737	Fax:	Phone: 630-407-2212	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Sheriff	Division: Detective
Attn:	Email:	Attn: Tony Liu	Email: tony.liu@dupagesheriff.org
Address:	City:	Address: same as above	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone: 630-407-2326	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2025	Contract End Date (PO25): Nov 30, 2028

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	See quote	Axon Interview System	FY25	1000	4404	54200		120,712.64	120,712.64
2	1	EA		Axon Interview System	FY26	1000	4404	54200		17,306.85	17,306.85
3	1	EA		Axon Interview System	FY27	1000	4404	54200		17,306.85	17,306.85
4	1	EA		Axon Interview System	FY28	1000	4404	54200		17,306.85	17,306.85
										Requisition Total	\$ 172,633.19

FY is required, ensure the correct FY is selected.

<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.
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.