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 #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $75,000.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $75,000.00
	CURRENT TERM TOTAL COST: $75,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Motorola Solutions, Inc.	VENDOR #: 10115	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Brianna Harvey	VENDOR CONTACT PHONE:	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 #: 925042	

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.).
This open Purchase Order 925042 in the amount of $75,000.00 will allow the ETSB to purchase replacement parts, through Contract STARCOM CMT2028589, for the DEDIRS radio system and portables that are not covered by contract.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
An open PO will allow the ETSB to purchase replacement parts under $5,000 for the DEDIRS radio system as needed throughout the fiscal year.

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. 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 925042 to allow timely repair of DEDIR System equipment and proper tracking of costs. 2. Deny Purchase Order 925042 and delay the repair of first responder equipment.

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: 13108 Collections Center Drive	City: IL	Address: 421 N. County Farm Road	City: Wheaton
State: Chicago	Zip: 60693	State: IL	Zip: 60188
Phone:	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: 13108 Collections Center Drive	City: IL	Address: 421 N. County Farm Road	City: Wheaton
State: Chicago	Zip: 60693	State: IL	Zip: 60188
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Dec 31, 2026

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		Open PO for replacement parts for the radio system FY26-27		4000	5820	52250		75,000.00	75,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 75,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Term: 12/01/25 - 12/31/26.
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 11/3/25