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: $63,611.17
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 04/08/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $63,611.17
	CURRENT TERM TOTAL COST: $63,611.17	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	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: chris.chisnell@motorolasolutions.com	VENDOR WEBSITE: motorolasolutions.com	DEPT REQ #: 926021	

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 926021 to Motorola Solutions, Inc. for Project Management and Field Engineer professional services for the deployment of encryption on the DuPage Emergency Dispatch Interoperable Radio System (DEDIR System). Total amount of $63,611.17.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The AES Encryption Project involves deliverance of expert guidance, technical support, and the implementation of a customized encryption plan. The Phase I encryption plan under PO 924030/7463-1 is being finalized. Approval of Phase II is necessary now to keep the project moving forward and includes professional services to implement AES encryption to the subscriber units and PSAP consoles.

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

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a proposal for service on an existing radio equipment transition to AES encryption on the STARCOM statewide network.
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 926021 to allow for Motorola Subject Matter Experts (SMEs) to deploy encryption on the 3500+- police and fire radios in the DEDIR System for the STARCOM statewide network. 2. Deny Purchase Order 926021 which would delay the rollout of encryption.

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: Chris Chisnell	Email: chris.chisnell@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: 420 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): Apr 8, 2026	Contract End Date (PO25): Apr 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		Phase II Project Manager Labor	FY26	4000	5820	53090		37,863.80	37,863.80
2	1	EA		Phase II Field Engineer Labor	FY26	4000	5820	53090		37,863.78	37,863.78
3	1	EA		State Contract Discount	FY26	4000	5820	53090		-12,116.41	-12,116.41
FY is required, ensure the correct FY is selected.										Requisition Total $	63,611.17

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per State STARCOM21 Contract CMT2028589/P-82865.
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 3/31/26