



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 #: 2026-16699	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 04/08/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$150,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Intergraph Corporation	VENDOR #: 25029	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Michael Gordon	VENDOR CONTACT PHONE: 636-293-0828	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: michael.gordon@octave.com	VENDOR WEBSITE:	DEPT REQ #:	
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 PO 926019 to Intergraph Corporation for a time and materials statement of work for ancillary development services and software. This contract is for a period of 13 months 20 days, to align with the expiration of PO 950900/1914-1. This quote contains an option to extend. Total amount of \$150,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Intergraph has indicated that time and material format would allow them to move more quickly with their pricing because the contract for work is already in place versus having to go through the Intergraph financial process for individual interface requests which is typically 60-90 days for a proposal.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. Intergraph has Xalt Interface (aka Edge Frontier) which allows the applications to receive information without impacting the security of the 9-1-1 System. An Xalt interface was developed and maintained by Intergraph for all non-9-1-1 interfaces.
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. ETSB and PSAP staff have spent considerable time considering how to provide access for "real-time" applications for cameras, incident command, etc. for all agencies without impacting the primary mission of the CAD system: The handling of 9-1-1 calls and emergency dispatches.
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. This interface solution has been vetted through the focus groups made up of PSAP and ETSB technical staff. Interface requests to connect to CAD are reviewed by the Tech Focus Group to make a recommendation on the security and reliability of the submission.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Intergraph Corporation	Vendor#: 25029	Dept: DuPage County ETSB	Division:
Attn: Michael Gordon	Email: michael.gordon@octave.com	Attn: Eve Kraus	Email: etsb911@dupagecounty.gov
Address: 305 Intergraph Way	City: Madison	Address: 421 N County Farm Rd	City: Wheaton
State: AL	Zip: 35758	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Intergraph Corporation	Vendor#: 25029	Dept: DuPage County ETSB	Division:
Attn:	Email:	Attn:	Email:
Address: 7104 Solution Center	City: Chicago	Address:	City:
State: IL	Zip: 60677-7001	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 10, 2026	Contract End Date (PO25): Jun 30, 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	SPRSVC9001	SPR - Services Ancillary Development Services and Software based on Time and Materials FY26-27		4000	5820	53830		150,000.00	150,000.00
FY is required, ensure the correct FY is selected.										Requisition Total \$	150,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per Quote 2026-16699
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. LMZ 3/4/2026