



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Oct 16, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> Environmental Systems Research Institute, Inc.	<b>Vendor #:</b> 10337	<b>Contract Term:</b> 1/1/24-12/31/24	<b>Contract Total:</b> \$17,490.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB
<b>Description of Procurement/ Scope of Work/ Background</b>	Request for approval of Purchase Order 923026 to Environmental Systems Research Institute, Inc. (Esri) for a one (1) year renewal of ArcGIS Desktop, Network, Enterprise, and Server product maintenance. ArcGIS software is used to edit and maintain Geographic Information Systems (GIS) data in 9-1-1 systems. Total amount of renewal: \$17,490.00.		
<b>Reason for Procurement</b>	Renewing Esri licensing ensures uninterrupted support of the GIS software tools necessary for CAD and CPE maintenance.		
<b>FUNDING SOURCE</b>			

- Procurement budgeted for (FY and budget code(s)): FY24 4000-5820-53806
- Budget Transfer (Date) Dec 13, 2023 Add'l Information 4000-5820-53828 to 4000-5820-53806 in the amount of \$795.00

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # \_\_\_\_\_ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # \_\_\_\_\_  Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00  Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:  
\_\_\_\_\_

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # \_\_\_\_\_
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Oct 16, 2023	LMZ	Oct 16, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

### REVIEWED BY (Initials Only)

Buyer	Date	<i>AKA</i> Procurement Officer	<u>10/18/23</u> Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date