



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Mar 1, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 922043

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Comcast Holdings Corporation dba Comcast Business	Vendor #: 12383

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Request for Change Order #1 to Comcast Holdings Corporation dba Comcast Business Communications LLC to incorporate the First Amendment document into the PO 922043/6145-1. The First Amendment to the Master Services component was inadvertently omitted with the renewal of the fiber network contract approved in November. There is no monetary change being made to this contract.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The renewal of existing services on the fiber network connecting the 9-1-1 network was approved by the ETS Board on November 9, 2022. This change order is being executed to include pages of the contract that were inadvertently omitted.

Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The renewal of fiber network services was approved by the ETS Board on November 9, 2022. This component incorporates the First Amendment which includes a pricing summary for optional out of scope services.

Source Selection/Vetting Information - Describe method used to select source.

This is to incorporate the amendment document into the purchase order, therefore, no vetting is required.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve Change Order #1 and incorporate the amendment pricing summary into the purchase order for auditing and accounting purposes.
2. Deny Change Order #1 and the pricing schedule will not be available for auditing.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This is a non-monetary change to the contract.