



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: Nov 19, 2024

File ID #: 24-3139

Purchase Order #: 7148-1-SERV

Requesting Department: IT	Department Contact: Joe Bulaga
Contact Email: Joseph.Bulaga@dupagecounty.gov	Contact Phone: 630-407-5151
Vendor Name: AT&T Mobility II LLC	Vendor #: 10009

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

Request to increase Line 1 of PO by \$24,325.00.

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

It is necessary to increase this line item so that IT may pay for the final 3 months' invoices in FY2024.

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

This contract was procured through the WSCA/NASPO #MA149 cooperative contract.

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

- 1) Approve the change order and increase the line to pay the remaining FY2024 invoices.
- 2) Do nothing and become delinquent in payments, resulting in loss of cellular service.

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.

FY2024 - \$24,325 - 1000-1110-53260 (Budgeted Expense)