



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 23, 2023

MinuteTraq (IQM2) ID #: 23-1312

Department Requisition #: 6328-0001SERV

Requesting Department: DuPage Care Center	Department Contact: Mairo Plata
Contact Email: mario.plata@dupageco.org	Contact Phone: 630-784-4416
Vendor Name: SpotOn Enterprises	Vendor #: 41343

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

Approve changes to the original contract agreement

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

Point of Sale System for the DuPage Care Center Dining Services and other cafe's on County Campus, for a three (3) one (1) year period March 1, 2023 through February 28, 2026, for a total contract amount not to exceed \$47,713.45, per bid #23-002-DCC

Strategic Impact

Customer Service

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

With an updated system that will be easier for staff to work with and customer will have a quicker and better experience with making a transaction with this point of sale system.

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

#23-002-DCC

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

- 1) Approve changes to the original contract agreement
- 2) Do not approve changes to the original contract agreement, which will leave us with equipment beyond repair.

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.

FY23 FY24, FY25 and FY26 have been budgeted for