



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: Sep 7, 2023

MinuteTraq (IQM2) ID #:23-3012

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.

Increase the contract in the amount of \$54,500.00 for transaction fees.

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 the last Point of Sale System, we used ePay for all transactions. ePay would take out all transaction fees and monthly fees before sending us our deposit/revenue for the month. The new system is not compatible with ePay and Freedom Pay is now used. Freedom Pay does not have the capability of removing any fees prior to the monthly deposit and we are not allowed to take the fees out of our revenue, therefore, we need to increase the contract to accommodate the transaction fees.

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 increase to the contract in the amount of \$54,500 for transaction fees.
- 2) Do not approve increase to the contract in the amount of \$54,500.00 for transaction fees, however, credit cards would not be allowed and that would cause a loss in revenue.

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.

1200-2100-53808