



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: May 27, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 921021/5164-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: AT&T, Inc.	Vendor #: 10008

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 #3 to AT&T Inc. PO 921021/5164-1 to extend the Last Invoice Allowed Date from October 27, 2024 to July 9, 2025 in the County Finance software to allow for payment and accounting of contractual obligations. 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.

ETSB has contracted Session Initiated Protocol (SIP) circuits into the Avaya in each PSAP which routes their ten digit dial emergency lines. Invoices for SIP services have been held in dispute since November 2023 as the new redundant lines for NG911 were installed incorrectly. The redundant lines have been deployed and the account charges reconciled between ETSB and the vendor to allow for processing of the disputed invoices for payment.

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 Contract Expiration Date on Purchase Order 5164-1 is April 27, 2024 with a Last Invoice Allowed Date of October 27, 2024. A date extension is necessary in the software for invoices processed in 2025 to be applied against this purchase order for service from November 2023 through April 2024.

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

This is an internal software adjustment to SIP services already in place, therefore, vetting is not necessary.

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

1. Approve Change Order #3 to allow for the payment and accounting of contractual obligations.
2. Deny Change Order #3.

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 order, however, sufficient funds were budgeted in 4000-5820-53250: Telecommunications Wireline in FY25 to cover the cost of the disputed invoices.