



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: Aug 15, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 950900/1914-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Intergraph dba Hexagon	Vendor #: 25029

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

Recommendation for approval of Change Order #24 to Hexagon Safety & Infrastructure PO 950900/1914-1 to document an adjustment of maintenance costs to reflect changes within the project schedule. This adjustment will decrease the amount of maintenance due for the time period of July 1, 2023 through June 30, 2024 by -\$6,771.16. New contract value: \$22,542,384.06.

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

Under Attachment A of the Restatement, the list of software included footnotes that stated certain products had not yet shipped and/or cutover into production. As the project schedule has moved, Hexagon did not invoice for the contracted amount due in FY23, as some of the software expected to be in production is not yet in the current system. The softwares affected are: FBR has not yet been replaced with MFR and OnCall Records, and SQL licenses have not been cutover, dropping the RMS maintenance by -\$11,657.16. In CAD, BI was to be replaced with OnCall Analytics Dispatch Advantage but has been delayed, so additional costs in the amount of \$4,886 were added to extend the support of the BI software. These adjustments reflect a difference in the contract maintenance pricing schedule of -\$6,771.16.

Strategic Impact

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

Adjustments to the licensing costs will allow for accurate payment and accounting of contractual obligations.

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

This is a change to the original contract, as such, there is no vetting since it not possible to use another source.

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

1. Approve Change Order #24 to allow for the payment of the annual maintenance invoice.
2. Deny Change Order #24 and payment will be delayed.

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 decrease to the contract in FY23 in the amount of -\$6,771.16.