



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: Oct 16, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 923025

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Monday.com	Vendor #: 35961

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 approval of Purchase Order 923025 to Monday.com for a one (1) year subscription renewal of a project management tool for thirty (30) users at a 29% NGO discount. The subscription period will run from December 2, 2023 through December 1, 2024. Total amount of request: \$11,246.40.

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

The Monday.com Enterprise plan allows for efficient collaboration and sharing of information within projects while ensuring information remains protected by performing annual security audits and assessments, including penetration testing.

Strategic Impact

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

Monday.com is a web and mobile app platform for work management including tracking projects and workflow, assignment of tasks and deadlines, and team collaboration. The platform's capabilities include unlimited boards, dashboards, items and file storage for project management. This procurement includes a Customer Success Manager, dedicated support, and VIP 24/7 ticket support. Further, Monday.com has instituted a Nonprofit Organizations (NGO) discount at 29%.

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

Several vendors were considered before the original purchase in 2020. This is a continuation of services already configured and being utilized daily to assign and track projects, which includes ETSB, PSAP staff, and vendors, in process.

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

1. Approve Purchase Order 923025 to allow for the continuation of the project management tool.
2. Deny Purchase Order 923025 and not allow the procurement. Projects would have to be moved to a different platform.

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 budgeted expense for FY24 4000-5820-53807: Software Maintenance.