



**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 6, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 950900/1914-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	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 Change Order #29 to Hexagon Safety & Infrastructure PO 950900/1914-1 to allow for a change in the maintenance costs from a 3% increase annually to a 1.5% increase annually in years 3, 4 and 5 of the contract Restatement approved in Change Order #19, resulting in a reduction of \$94,040.28. Total amount of Restatement: \$10,771,934 adjusted to \$10,677,893.72, for a new contract amount of \$22,477,706.78.

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

DuPage ETSB negotiated the reduced rated for both CAD and RMS services. Additionally, based on the audit of services, certain licensing errors were adjusted to correct costs attributed to RMS to be correctly attributed to CAD. The negotiation began to consider licensing options for RMS with a reduction of users in FY25 and through the end of the contract in FY27 for RMS. The renegotiation allows ETSB and the participants in the PRMS Consortium the ability to fiscally plan based on the impact of fluctuating fees caused by greater than normal reductions in the user base. The IGA for the RMS Consortium has a user-based cost formula. The working of the Hexagon contract has been redesigned to reflect this process and stabilize costs for those who remain with the consortium.

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

This is a change order to adjust fees and existing services from an original contract, as such, no vetting is needed.

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

1. Approve Change Order #29 to allow for this First Amendment to the Restatement Agreement.
2. Deny Change Order #29.

**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.

In 2022, a Restatement was executed as Change Order #19 which increased the contract value by \$10,771,934, bringing the contract total amount to \$22,545,707.22. Since the Restatement, change orders have been executed in the amount of \$26,039.84 for a current contract amount of \$22,571,747.06. This renegotiation of maintenance in the amount of \$4,515,549.72 for FY25-27 results in a decrease in the amount of \$94,040.28.