



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: Mar 28, 2023

MinuteTraq (IQM2) ID #: 23-1324

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupageco.org	Contact Phone: X5670
Vendor Name: Conference Technologies, Inc.	Vendor #: 23282

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

Approval of an amendment to purchase order 5597-0001 SERV, for a contract issued to Conference Technologies, Inc, for AV equipment upgrades of (42) courtrooms at the Henry J Hyde Judicial Facility to increase the contract amount by \$47,344.08, resulting in a contract total of \$820,883.53, an increase of 6.12%. ARPA ITEM.

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

Cameras originally ordered did not adequately capture the judges in the recording of courtroom proceedings, so alternative cameras were selected and the relocation of associated wiring and installation was necessary.

Strategic Impact

Customer Service

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

Higher quality court records will result from the additions.

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

Sole Source per DuPage County Purchasing Ordinance, Article 4-102(5) . We currently utilize proprietary software designed for the Illinois 18th Judicial Circuit Court, at the Judicial Office Facility

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

- 1) Increase the contract with Conference Technologies, Inc. for upgraded cameras and associated wiring for (42) courtrooms in the Henry J Hyde Judicial Facility Office.
- 2) Do not increase the contract. Not recommended because the changes are necessary to provide quality records of court proceedings.

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.

Funds are budgeted for this project in 1100-1215-54010 COVID-19_CCT. ARPA ITEM.