



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: Feb 4, 2026

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 925011

Requesting Department: DuPage ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: CDW Government LLC	Vendor #: 10667

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 #1 to CDW-G Purchase Order 925011/7633-1 to procure additional hours to schedule a Cybersecurity Maturity Assessment in lieu of the Retainer service that was not utilized in 2025-26. The CMA calls for 160 service hours. CO#1 will add 50 hours in addition to the 110 Retainer hours that were not used. This will also extend the expiration date in the County Finance software to June 30, 2026 to allow for the service. Total amount of Change Order \$22,437.50; new contract total \$73,917.50.

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

DuPage ETSB has a CrowdStrike Retainer through CDW-G for cyber attack mitigation and assistance. This service would provide professional technical assistance in the event of a cyber security breach to the 9-1-1 System network. If Retainer hours are not used in response to a computer security incident within the term of the contract, hours may be used for Incident Response Services or other hourly services within the CrowdStrike platform.

Strategic Impact

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

The Cybersecurity Maturity Assessment will evaluate ETSB's current cybersecurity capabilities, identify strengths and weaknesses and create a roadmap for any improvements. The overall benefits include enhanced security by identifying vulnerabilities and revealing any gaps in security controls, validation of compliance and risk management, and improved incident response by understanding the effectiveness of the ETSB's current response plans. This assessment will increase confidence that the ETSB CAD environment is secured to the highest of levels.

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

This is a change to an existing contract to add services per quote PTDF593.

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

1. Approve Purchase Order 925011 to allow for the assessment.
2. Deny Purchase Order 922015 and the Retainer hours would be spent on a lower tier service or unused.

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.

Sufficient funds exist in FY26 in 4000-5820-53020: Information Technology Services to cover the additional cost.