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: May 16, 2024

MinuteTraq (IQM2) ID #:

Department Requisition #: 917107/2277-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: AT&T	Vendor #: 10008

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 #5 to PO 917107/2277-1 to extend the CAMA trunks length of service by one (1) year and adjust the expiration date from September 14, 2024 to September 14, 2025 in the County Finance software system. There is no monetary change being made to this contract.

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

Additional trunk lines in the CPE system allow the PSAPs to direct overflow 9-1-1 calls from outside jurisdictions to specific lines. Having overflow calls directed to specific trunks keeps the primary 9-1-1 trunks available for DuPage ETSB residents.

Strategic Impact

Financial Planning

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

Extending the service will allow for additional financial planning for the ETSB by encumbering the funds required for recurring charges across multiple fiscal years.

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

This is a change order to an existing system provided by AT&T according to Illinois tariff statutory regulation it is not suitable for bidding as AT&T is the 9-1-1 system service provided for the geographic footprint that contains DuPage County.

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

1. Approve Change Order #5 to extend the term of the service.
2. Do not approve Change Order #5 and the CAMA trunk contract will expire requiring a re-design of the system configuration.

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.

These costs are budgeted for FY24-25 in 4000-5820-53250: Telecommunications and approval of Change Order #5 will allow staff to encumber funds for contractual obligations.