



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: Nov 22, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Drew Cormican
Contact Email: drew.cormican@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: CDW-G	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.

Approve contract decrease in expiration date from February 28, 2025 to December 9, 2024. There is no change in contract total.

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

A contract decrease in expiration date from February 28, 2025 to December 9, 2024 is required due to the start of another contract with CDW-Government for computer parts and supplies, as needed, for Public Works. After consideration, decreasing the current contract expiration was more effective and efficient for new parts and supplies.

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 contract decrease in expiration date with CDW-Government is recommended because it gives Public Works the flexibility to obtain computer supplies and items in a timely manner to maintain daily work functions and plant operations.

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

CDW-G holds the National IPA Contract which allows the County to procure parts and supplies at a discount off list price.

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

1. Recommendation for a contract to CDW-G to purchase miscellaneous computer supplies through the National IPA Contract. It is recommended because it gives Public Works the flexibility to obtain computer supplies and items in a timely manner to maintain daily work functions and plant operations.
2. Do not approve contract and purchase items off contract. Not recommended due to the yearly anticipated spend with CDW-G for miscellaneous computer parts and supplies.
3. Do not approve contract at this time and look for a different cooperative agreement for computer parts and supplies. Not recommended due to the pricing options and availability of parts through CDW-G's network of suppliers.

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.

Contract decrease in time expiration only. No change in contract total.