



# 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 14, 2025

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

Purchase Order #: 6082-1-SERV

Requesting Department: IT	Department Contact: Joe Hamlin
Contact Email: Joe.Hamlin@dupagecounty.gov	Contact Phone: x5063
Vendor Name: Dell Inc.	Vendor #: 10850

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

Add a new line for 30 M365 Co-Pilot licenses in the amount of \$7,470.00 against 1000-1110-53807.

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

Microsoft recently released this software for government customers. These licenses will be used to pilot use cases with the county's Information Technology department and the county-wide AI Committee. Microsoft recently released this software for government customers

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

NASPO SVAR - Illinois PA Contract #C000001197009

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

None - Microsoft CoPilot is the only AI platform integrated with M365/Office and Windows.

**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.

\$7,470.00 - FY2025 - 1000-1110-53807