



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: Apr 29, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 923011/6442-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: Hexagon Safety & Infrastructure	Vendor #: 25029

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

Recommendation for approval of Change Order #1 to Hexagon Safety & Infrastructure PO 923011/6442-1 to extend the term of contract for a one (1) year time period to May 9, 2025 per the option to extend within the contract. There is no change in the original contract dollar value of \$150,000. There is \$97,905.66 remaining in the contract.

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

A time and material purchase order was approved in 2023 and has been utilized for agencies requesting an Xalt (EdgeFrontier) interface to the Hexagon Computer Aided Dispatch (CAD) System.

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.

An extension to the contract will allow agencies to continue the process for requests requiring an Xalt interface to the CAD 9-1-1 System.

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

This is a change to the original contract, as such, there is no vetting since it not possible to use another source.

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

1. Approve Change Order #1 to allow for the contract extension.
2. Deny Change Order #1 and the contract will expire and may slow the interface request process.

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 were budgeted in FY24 in 4000-5820-53830: Professional Services to cover the remaining funds in the purchase order in the amount of \$97,905.66 as a carry over for the original contract term. Payment of invoices would be made by ETSB, as the contract holder, and reimbursed by the requesting Agency(ies) for interfaces deemed not acceptable under surcharge. Because of the reimbursement, this cost is budget neutral.