



# 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: Oct 16, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: 923028

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Dell Martketing, LP	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.

This open Purchase Order 923028 in the amount of \$30,000 will allow the ETSB to purchase computer equipment with value less than \$5,000 , through Contract #MHEC-04152022 with the vendor.

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

This open purchase order process were developed in conjunction with the Auditor's Office and the Finance Department over ten years ago to allow ETSB technicians the ability it purchase new or replacement items not covered in vendor contracts to support the 9-1-1 system in a timely manner. There is a one month overlap in the contract dates to avoid gaps in service.

### Strategic Impact

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

The ETSB purchases replacement computer equipment at a discount from Dell under a cooperative purchasing agreement. The open Purchase Order allows the ETSB to purchase equipment immediately to avoid gaps in service resulting from failure.

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

This Purchase Order is made through the Midwestern Higher Education Commission MHEC-04152022, which expires June 30, 2025, and provides PC hardware and related commodities at a discounted rate.

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

1. Approve Purchase Order 923028 to allow timely repair or replacement of computer hardware and software.
2. Deny Purchase Order 923028 and delay procurement of necessary items for the 9-1-1 system.

**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 have been budgeted for FY24-25 in 4000-5820-52100: IT Equipment - Small Value and approval will allow staff to encumber said funds in the amount of \$30,000.00.