



# 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 2, 2025

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

Department Requisition #: 924008/6951-1

|                                         |                               |
|-----------------------------------------|-------------------------------|
| Requesting Department: DuPage ETSB      | Department Contact: Eve Kraus |
| Contact Email: etsb911@dupagecounty.gov | Contact Phone: 630-550-7743   |
| Vendor Name: CDW Government LLC         | 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.

Request for Change Order #2 to Purchase Order 924008/6951-1 to extend the expiration date in the County Finance software to July 8, 2025 to allow for the Retainer service hours not utilized to be scheduled for alternate services per the CrowdStrike contract. This is a non-monetary change order.

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

ETSB has a Retainer service agreement which allows for rapid engagement if/when cybersecurity assistance is needed. At the end of the contract, unused funds can be converted into services. The delay in scheduling occurred because the available services had to be vetted by Tech Focus and reviewed the for their objectives.

### 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.

The Retainer service agreement for FY24-25 has not been utilized. As an alternate service, allowed per the contract, the Tech Focus Group has recommended the hours be used for external penetration testing of the ETSB Systems. The Tech Focus Group concurred that proceeding with this testing would effectively assess the environment and provide valuable insights into any potential vulnerabilities.

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

This is an existing service therefore vetting is not necessary.

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

1. Approve Purchase Order 924008 to allow for the alternate service.
2. Deny Purchase Order 924008 and the contract will expire without the benefit of the funds expended.

**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.

This is a non-monetary change order.