



# 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: Sep 25, 2023

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

Department Requisition #: 921021/5164-1

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: AT&T, Inc.	Vendor #: 10008

**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 AT&T Inc. to incorporate an addendum into the Session Initiated Protocol (SIP) contract PO 921021/5164-1 to provide two new circuits into the Vesta for the CPE project, one circuit into each PSAP, utilizing the current contract and pricing. The approximate cost of service for the time period of December 2023 through April 2024 is \$48,000.00, for a new contract total of \$363,000.00.

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

ETSB has contracted Session Initiated Protocol (SIP) circuits into the Avaya in each PSAP which routes their ten digit dial emergency lines and expires on April 27, 2024. As part of the Customer Premise Equipment (CPE) project that will separate the two PSAPs to make them independent of each other, AT&T will install a new SIP circuit into the Vesta at each PSAP designed to fail over to the SIP circuit in Avaya as requested by the PSAPs in their design.

**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 Enhanced Features are being discounted at 87.5% from \$2.00, or 25 cents each. The concurrent call paths (Calling Plan C) is discounted with the Calling Plan charges being discounted at 85.36%. That is a discount from the service guide rate of \$70.00, which after discount becomes \$10.25 per call path, at 50 concurrent call paths per PSAP. Also, the telephone numbers (TNs) are discounted at 100%.

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

This is an addendum to the current SIP utility services in the PSAPs. When the SIP services contract expires in April 2024, it will be brought forward to the Board for approval of the utility renewal.

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

1. Approve Purchase Order 921021 to allow for the installation of the second SIP circuits.
2. Deny Purchase Order 921021 and the circuits will not be installed.

**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 budgeted expense for FY24 and subsequent years in 4000-5820-53250: Telecommunications Wireline in the amount of \$115,000.00 per year.