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: Jul 1, 2025

MinuteTraq (IQM2) ID #:

Department Requisition #:

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: Brightly Software, Inc.	Vendor #: 22932

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

Increase contract from $74,340.34 to $78,275.92 and
Extend contract from 09/30/25 to 11/30/25 to line up with our fiscal year.

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

Contract 6086-0001 SERV is to Provide Maintenance Edge & Connect Authenticate Software Licensing for Facilities Management for County Campus. Current contact expires 09/30/25. This provides service for our Help Desk platform.

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.

A contract for software licensing for Maintenance Edge (Help Desk) for Facilities Management.

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

OMNIA Partners Contract R210702.

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

1. Do not increase contact value and pay for services not protected by a contract.
2. Do nothing and Facilities Management will not have a Help Desk for maintenance needs on County Campus.

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.

Increase funds for Facilities Management in the amount of $3,935.58; 1000-1100-53807, FY25, and extend the contact through 11/30/25.