



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: Aug 13, 2024

File ID #: 24-2203

Purchase Order #: 3866-1-SERV

Requesting Department: IT	Department Contact: Joe Bulaga
Contact Email: Joseph.Bulaga@dupagecounty.gov	Contact Phone: 630-407-5151
Vendor Name: Telcom Innovations Group LLC	Vendor #: 12123

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

Extend the PO through 08/07/2025 with no change in contract total.

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

This phone system was approved in 2019 and began implementation in 2020 to improve call flow and call routing capabilities, making a more favorable and pleasant experience for constituents when contacting the County. The original PO budgeted this project through 2025, however, the PRCC included in the original procurement packet incorrectly listed the end date as 05/16/2024.

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

This PO was originally selected using RFP #18-220-IT.

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

- 1) Do not extend the PO, which would not allow us to be able to pay the FY2024 invoice.
- 2) Staff recommends extending the PO through FY2025, as originally budgeted for.

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.

No change in contract amount.