



# 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 #: 923027

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	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.

This open Purchase Order 923027 in the amount of \$25,000 will allow the ETSB to purchase computer equipment with a value less than \$5,000 per the National IPA2018011-01 contract through the vendor for the 9-1-1 System.

**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 supply ETSB with small value items necessary for the 9-1-1 function as keyboards, switches and cabling. This open Purchase Order will allow the ETSB to purchase replacement or new parts as needed throughout the fiscal year. 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.

Utilizing the open Purchase Order the ETSB can purchase small equipment and replacement parts immediately to avoid gaps in service resulting from equipment failure not covered under contracts and to replace similar equipment with a value of less than \$5,000.

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

This Purchase Order is made through utilization of the National IPA 2018011-01 contract which has been extended under Amendment 2 for a term to expire on February 28, 2025.

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

1. Approve Purchase Order 923027 to allow timely repair or replacement of computer hardware and software.
2. Deny Purchase Order 923027 and delay procurement of necessary items.

**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 \$25,000.00.