



# 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: Feb 21, 2024

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

Department Requisition #: 922043

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: Comcast Holdings Corporation dba Comcast Business	Vendor #: 12383

**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 #3 to Comcast Holdings Corporation dba Comcast Business Communications LLC to reconcile Link Aggregation (LAG) and update the tax jurisdiction from Interstate to Intrastate within the contract. This is an administrative change order to reflect the corrections in the rate charges.

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

The renewal of existing services on the fiber network connecting the 9-1-1 network was approved by the ETS Board on November 9, 2022. This change order is being executed to document that LAG was added to the circuit and to adjust the language in the contract to reflect that the circuits do not extend beyond the state (amending the language from Interstate to Intrastate tax jurisdiction).

**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.

The renewal of fiber network services was approved by the ETS Board on November 9, 2022. This change order will allow for the payment of previous monthly invoices and to memorialize services within the contract.

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

This is a change order to the original contract, therefore, no vetting is required.

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

1. Approve Change Order #3 to incorporate LAG and adjust the tax jurisdiction into the contract for auditing and accounting of contractual obligations.
2. Deny Change Order #3 and the contract will not be adjusted to reflect these adjustments and true up the account to the most current billing month.

**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 true up of the contract that has been in dispute since December 2022. The disputes have been resolved and the payment of the invoices have been approved by the Auditor's office this change order. The rate charges have been reconciled and fall within the contract dollar amounts that have been budgeted.