



# 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: Dec 4, 2023

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

Department Requisition #: 923036

Requesting Department: ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupageco.org	Contact Phone: 630-550-7743
Vendor Name: Insight Public Sector	Vendor #: 10809

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

Recommendation for approval of Purchase Order 923036 to Insight Public Section for a SMARTnet extended service agreement on ten (10) Cisco switches. This is a renewal of maintenance which will run January 29, 2024 through January 28, 2025. Total amount of \$7,257.76.

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

This is an extended service agreement to cover equipment that is already in place.

### 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.

This is an ongoing service on multiple switches for connectivity and redundancy within the PSAPs.

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

Quotes were obtained from CDW-G (\$21,613.93, SHI (\$7,758.74), and Insight (\$7,257.76) with Insight coming in with the lowest cost.

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

1. Approve Purchase Order 923036 to allow for the renewal of Cisco service agreements to provide service protection for critical infrastructure.
2. Deny Purchase Order 923036 and the Cisco switches will not be under a service agreement in the event of failure.

**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 in 4000-5820-53806: Software Maintenance Agreements in the amount of 10,644.38.