1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REPORT
5. MEMBERS' REMARKS
6. ACTION ITEMS
   A. Purchase Resolutions
      1. ETS-R-0047-18 Awarding Resolution to Deccan International PO 918150 to increase the LiveMUM software licenses to include the 11 (eleven) Addison agencies (Total Amount: $6,600.00)
   B. Hexagon - New Project Plans and Status
   C. Change Orders
      1. ETS-CO-0027-18 Resolution approving Change Order #3 to DELTAWRX, LLC PO 950895/1941-1 to extend the contract for one (1) year and amend the budget code in the County finance software (Total Amount of Change Order: $108,000.00; New Contract Amount: $345,900.00)
7. OLD BUSINESS
8. NEW BUSINESS
9. EXECUTIVE SESSION
A. Minutes
B. Security procedures and the use of personnel and equipment; to 5 ILCS 120/2 (C) (8)
C. Personnel Matters Pursuant to 5 ILCS 120/2 (C) (1)
D. Pending Litigation Matters Pursuant to 5 ILCS 120/2 (C) (11)

10. MATTERS REFERRED FROM EXECUTIVE SESSION

11. ADJOURNMENT
A. Next Meeting: Tuesday, October 9 at 8:50am in Room 3-500B
AWARDING RESOLUTION TO DECCAN INTERNATIONAL PO 918150 TO INCREASE THE LIVEMUM SOFTWARE LICENSES TO INCLUDE THE 11 (ELEVEN) ADDISON AGENCIES (TOTAL AMOUNT: $6,600.00)

WHEREAS, the DuPage County Emergency Telephone System Board ("DU PAGE ETSB") is an emergency telephone system board, established pursuant to Section 15.4 of the Local Government Emergency Telephone System Act, 50 ILCS 750/15.4 ("Act"); and

WHEREAS, the DU PAGE ETSB is authorized and empowered, pursuant to Section 15.4 (b) of the Act to plan, implement, upgrade, and maintain an Emergency 9-1-1 System; and

WHEREAS, the DU PAGE ETSB is authorized by law and local ordinance to make disbursements from the 9-1-1 surcharge funds it receives pursuant to law for costs related to products and services necessary for the implementation, upgrade and maintenance of the emergency telephone system; and

WHEREAS, an agreement has been negotiated in accordance with the DU PAGE ETSB by ordinance; and

WHEREAS, the 9-1-1 System Coordinator recommends DU PAGE ETSB Board approval of Procurement Purchase Order Requisition 918150 to Deccan International to increase the LiveMUM software licenses to include 11 (eleven) Addison agencies for fire dispatch. The purchase amount is $6,600.00.

NOW, THEREFORE BE IT RESOLVED, that DU PAGE ETSB Requisition 918150, dated September 18, 2018, covering said, to increase software licenses, be, and is hereby approved by the DU PAGE ETSB to Deccan International, 5935 Cornerstone Court West, Suite 230, San Diego, CA 92121, for a total amount of $6,600.00.

Enacted and approved this 25th day of September, 2018 at Wheaton, Illinois.

__________________________
GARY GRASSO, CHAIRMAN

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Deccan International</th>
<th>Vendor #: 10500</th>
<th>Contract Term: One time buy</th>
<th>Contract Total: $6,600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: ETSB</td>
<td>Contact: Eve Kraus</td>
<td>Phone: 630-550-7743</td>
<td>Assigned Committee: ETSB</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**
Request for approval of Purchase Order 918150 to Deccan International to Increase licenses to Include 11 (eleven) Addison agencies into the LiveMUM software.

**Reason for Procurement:**
LiveMUM is a software tool that interfaces with a live CAD system to display current fire apparatus coverage and offer recommendations to Telecommunicators.

### FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): FY18 4000-5820-54100
- [ ] Budget Transfer (Date) ____________ Add’l Information ____________

### DECISION MEMO NOT REQUIRED

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # ____________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ____________________ [ ] Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- [x] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [x] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED
- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ____________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ____________________

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>EK</th>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>If Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
</table>

---

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Packet Pg. 4
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Deccan International</th>
<th>Vendor #: 10500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Pang Moua</td>
<td>Email: <a href="mailto:pangm@deccanintl.com">pangm@deccanintl.com</a></td>
</tr>
<tr>
<td>Address: 5935 Cornerstone Court West, Suite 230</td>
<td></td>
</tr>
<tr>
<td>City: San Diego</td>
<td>State: CA</td>
</tr>
<tr>
<td>Phone: 858-764-8374</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Dept: DuPage ETSB Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: 9-1-1 Coordinator Email: <a href="mailto:etsb911@dupageco.org">etsb911@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-550-7743 Fax:</td>
</tr>
</tbody>
</table>

---

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: Deccan International</th>
<th>Vendor #: 10500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Pang Moua</td>
<td>Email: <a href="mailto:pangm@deccanintl.com">pangm@deccanintl.com</a></td>
</tr>
<tr>
<td>Address: 5935 Cornerstone Court West, Suite 230</td>
<td></td>
</tr>
<tr>
<td>City: San Diego</td>
<td>State: CA</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Payment Terms**: PER SD ILCS 505/1

**F.O.B.**: Contract Administrator

**Destination**: Contract Start Date

**PO 20 Delivery Date**: Sep 25, 2018

**Requisitioner**: Eve Kraus

**Use for**: PO25 only

---

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td></td>
<td>LiveMUM Addison Option to include 11 additional stations</td>
<td>18</td>
<td>4000</td>
<td>5820</td>
<td>54100</td>
<td></td>
<td>6,600.00</td>
<td>6,600.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total**: $6,600.00

**Header Comments**: (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver**: (these comments will NOT appear on the Purchase Order):

This is an increase in software licenses, nothing will be shipped.

**User Department Internal Notes**: (these comments will NOT appear on the Purchase Order):
JUSTIFICATION FOR SOLE SOURCE

[PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION]

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>ETSB</th>
</tr>
</thead>
<tbody>
<tr>
<td>918150</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deccan International</td>
<td>LiveMUM Addition</td>
</tr>
</tbody>
</table>

**DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:**

This is an inclusion of the 11 (eleven) Addison agencies to existing LiveMUM software utilized to dispatch fire.

**THIS IS A SOLE SOURCE BECAUSE VENDOR IS:**

- [ ] sole provider of a licensed or patented good or service
- [ ] sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- [ ] sole provider of factory-authorized warranty service
- [ ] sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)
- [ ] the manufacturer (please detail below or attach information regarding why only this manufacturer's product can be used)
- [X] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

**REQUESTED SOURCE**

Deccan International

**CONTACT**

Pang Moua

**PHONE**

858-764-8374

**WEBSITE**

www.deccanintl.com

**WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR'S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS?** (Please be specific)

Per Deccan's sole source letter, attached, no other party is capable of performing the various maintenance and responsibilities since there is no outside access to the source code. This includes code corrections, product updates, and technical support.

**HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE?** (If not, why not?)

This is an increase in software licenses to include the 11 Addison agencies, and as such, cannot be tested.

**WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED?** (Please list other products or services examined – include names & phone numbers of people contacted)

The only other option would be to purchase a new software system which would be cost prohibitive. Comparable software has not been identified.

**DEPARTMENT APPROVAL**

9/19/2018

**PURCHASING REVIEW**

[ ] Date

**DATE**

[ ] Date

Attachment: Deccan 918150 Addison agencies_Redacted (ETS-R-0047-18 : Deccan 918150 Addison agencies)
Quote Number: 20180918-AS-T
Cost Proposal for LiveMUM Stations & Agencies Addition

<table>
<thead>
<tr>
<th>DuPage County Emergency Telephone System Board (ETSB)</th>
<th>9/18/2018</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addison Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LiveMUM: Inclusion of Addison = 11 stations + agencies (geographic regions)</td>
<td></td>
<td>$6,600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost Payable for: Inclusion of 11 stations + agencies (Addison) in LiveMUM</td>
<td>$6,600</td>
</tr>
</tbody>
</table>

Prices are in USD
Quote is valid for 180 days

*Please note these fees are in addition to the current LiveMUM maintenance and support fees
September 18, 2018

Emergency Telephone System Board (ETSB)
421 N. County Farm Road
Wheaton, IL 60187

To Whom It May Concern:

The LiveMUM 2.0 Upgrade computer software product that the ETSB would like to license for use from Deccan International is highly proprietary and is considered a trade secret of Deccan International.

No other party is capable of performing the various maintenance responsibilities (i.e. code corrections, product update and technical support) since there is no outside access to the source code for the product. Thus, Deccan International is the sole source for maintenance services on the software in question.

In addition, no other party is authorized to provide additional capacity or hardware upgrades for our product in the United States.

I hope that this meets with your needs. Should you have any questions, or if we may be of any further assistance, please do not hesitate to contact me.

Sincerely,

Latha Nagaraj
President/CEO
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractural Obligation.

Company Name: Deccan International
Company Contact: Pang Moua
Contact Phone: 858-764-8374
Contact Email: pangm@deccanintl.com

Date: Sep 18, 2018
Bid/Contract/PO #: 

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☐ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☐ NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county’s ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name: Latha Nagaraj
Title: President/CEO
Date: Sep 18, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
W-9

(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for Instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Deccan International

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) [ ]

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) [ ]

Exemption from FATCA reporting code (if any) [ ]

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

5 Other (see instructions) [ ]

6 Address (number, street, and apt. or suite no.) See instructions, 5935 Cornerstone Court W, Ste 230

San Diego, CA 92121

7 List account number(s) here (optional)

Requestor's name and address (optional)

Social security number

or

Employer identification number

3 3 0 8 6 4 0 0 2

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For Individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I). For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form if any indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following,

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1099-T (tuition)
- Form 1096-C (cancelled debt)
- Form 1098-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
RESOLUTION APPROVING CHANGE ORDER #2 TO DELTAWRX, LLC PO #950895/1941-1 TO EXTEND THE CONTRACT FOR ONE (1) YEAR AND AMEND THE BUDGET CODE IN THE COUNTY FINANCE SOFTWARE (TOTAL AMOUNT OF CHANGE ORDER: $108,000.00; NEW CONTRACT AMOUNT: $345,900.00)

WHEREAS, the DuPage County Emergency Telephone System Board ("DU PAGE ETSB") is an emergency telephone system board, established pursuant to Section 15.4 of the Local Government Emergency Telephone System Act, 50 ILCS 750/15.4 ("Act"); and

WHEREAS, the DU PAGE ETSB is authorized and empowered, pursuant to Section 15.4 (b) of the Act to plan, implement, upgrade, and maintain an Emergency 9-1-1 System; and

WHEREAS, the DU PAGE ETSB is authorized by law and local ordinance to make disbursements from the 9-1-1 surcharge funds it receives pursuant to law for costs related to products and services necessary for the implementation, upgrade and maintenance of the emergency telephone system; and

WHEREAS, the 9-1-1 System Coordinator recommends DU PAGE ETS Board approval of DELTAWRX, LLC Change Order #2, PO #980895/1941-1, to extend the contract for one (1) year of project management services. The contract will be extended from November 30, 2018 to November 30, 2019. This change order is also to amend the budget code in the County finance software to allow for payment of invoices. This is a not to exceed change order for $108,000.00, for a new contract total of $345,900.00.

NOW, THEREFORE BE IT RESOLVED, that DU PAGE ETSB Change Order #2 to PO #950895/1941-1, dated August 30, 2018 covering said, to extend the contract for one (1) year and amend the budget code, be, and it is hereby approved by the DU PAGE ETSB to DELTAWRX, LLC, 21700 Oxnard Street, Suite 530, Woodland Hills, CA 91367.

Enacted and approved this 25th day of September, 2018 at Wheaton, Illinois.

__________________________________________
GARY GRASSO, CHAIRMAN

Attest: _________________________________

PAUL HINDS, COUNTY CLERK
Request for Change Order
Procurement Services Division

Date: Aug 30, 2018

Purchase Order #: 1941-1
Original Purchase Order Date: Jul 13, 2016
Change Order #: 2
Department: ETSB
Vendor Name: DELTAWRX, LLC
Vendor #: 10512
Dept Contact: Eve Kraus

Background and/or Reason for Change Order Request:
Request for Change Order #2 to DELTAWRX, LLC PO 950895/1941-1 to extend the contract from November 30, 2018 to November 30, 2019 to ensure management oversight of the DuJIS project through implementation and to transfer the contract from 4000-5810-53090 to 4000-5820-53830 in the County finance software system. This is a not to exceed monetary change order of $108,000.00, for a total contract of $345,900.00.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☐ (C) Is in the best interest for the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$237,900.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$108,000.00</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$345,900.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>$0.00</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$345,900.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>0.00%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>45.40%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED
☐ Cancel entire order
☐ Close Contract
☐ Contract Extension (29 days)
☐ Consent Only
☐ Increase/Decrease quantity from: 4000-5810-53090 to: 4000-5820-53830
☐ Price shows: __________________ should be: __________________
☐ Decrease remaining encumbrance and close contract
☐ Increase encumbrance and close contract
☐ Decrease encumbrance
☐ Increase encumbrance

DECISION MEMO REQUIRED
☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2018 to: Nov 30, 2019
☒ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☒ Funding Source 4000-5820-53830
☐ OTHER - explain below:

<table>
<thead>
<tr>
<th>Prepared By (Initials)</th>
<th>Phone Ext</th>
<th>Date</th>
<th>Recommended for Approval (Initials)</th>
<th>Phone Ext</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EK</td>
<td>6300-550-7743</td>
<td>Aug 30, 2018</td>
<td></td>
<td>630-878-2509</td>
<td>8/30/2018</td>
</tr>
</tbody>
</table>

REVIEWED BY (Initials Only)

Buyer Date

Chief Financial Officer (Decision Memos Over $25,000) Date

Chairman's Office (Decision Memos Over $25,000) Date
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.

Requesting Department: ETSB
Contact Email: etsb911@dupageco.org
Vendor Name: DELTAWRX, LLC

Department Contact: Eve Kraus
Contact Phone: 630-550-7743
Vendor #: 10512

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 Change Order #2 to PO 950895/1941-1 to extend the contract from November 30, 2018 to November 30, 2019 to ensure management oversight of the DuJIS project. This change order is also to transfer the contract from 4000-5810-53090 to 4000-5820-53830 in the County finance software system.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
The go-live of the Computer Aided Dispatch (CAD) date has been pushed back to 2019. ETSB is requesting to retain DELTAWRX on the project through its completion.

Strategic Impact
Quality of Life
Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.
DELTAWRX provides management consultant services for the implementation of the new CAD system and has extensive knowledge of the County’s public safety systems. DELTAWRX is responsible for deliverables and timelines to keep the implementation on track.

Source Selection/Vetting Information - Describe method used to select source.
DELTAWRX was originally contracted by the ETSB for consulting services through a county wide RFP for CAD and Friends of CAD.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
1. Approve Change Order #2 to allow for a seamless continuation of management services for the implementation of CAD.
2. Deny Change Order #2 and delay the implementation due to having to find another firm to manage this complex project.

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 not to exceed increase of $108,000.00. DELTAWRX invoices only for hours and expenses incurred. Sufficient funds were budgeted in 4000-5820-53830 for FY18-19 to complete the project. The balance of the contract is $31,826.39.
Linda Zerwin  
Executive Director  
Emergency Telephone System Board of DuPage County  
421 County Farm Road  
Wheaton, IL 60187

Dear Ms. Zerwin,

The following proposed contract adjustment is in regard to DELTAWRX’s current Project Management of DuJIS. As you are aware, our current Purchase Order (PO) #1941-0001 is set to end on November 30, 2018. Since the go-live date for CAD has been pushed into 2019, our understanding is that DuPage ETSB would like for DELTAWRX to maintain our involvement on the project through its completion. In order for us to provide continued project management oversight services, we ask you to consider the following increase to our maximum agreement amount.

**Proposed Adjustment**

As of July 31, 2018, DuPage ETSB has spent approximately 87% of the existing contract amount with DELTAWRX. Out of the lifetime maximum amount of $237,900, a balance of $31,827 remains as of this writing. Based on our past utilization trends and foreseeable events in the future, we believe this amount will sustain our services for the next four months of the project until our current PO expires.

Throughout the course of this project, DELTAWRX has submitted monthly invoices to DuPage ETSB based on actual hours worked and expenses incurred. Moving forward, we intend to follow this practice so that DuPage ETSB only compensates DELTAWRX for actual work performed. Over the past 12 months, our monthly invoices have averaged approximately $9,000/month. This amount is a combination of billable hours incurred and our associated travel expenses. We anticipate having a comparable level of participation in the project for the upcoming year and propose increasing the maximum contract amount accordingly to allow for this. Assuming a 12-month contract extension, we propose that Amendment #2 to our contract be for a not-to-exceed amount of $108,000 ($9,000/month for 12 months). As has been our practice throughout our
relationship with DuPage ETSB to date, we will only invoice for hours and expenses incurred. If the project concludes prior to November 30, 2019, whatever balance remained in our contract would remain with DuPage ETSB. We believe that by increasing the Lifetime Maximum Amount of our contract to $345,900 DuPage ETSB will be sufficiently budgeted for our provision of services throughout the implementation of DuJIS.

We hope that this proposed adjustment makes sense and seems reasonable to you. We are open to any alternative approaches that you might prefer and would be happy to adjust our proposal accordingly.

Thank you for all of your support to date. We look forward to our continued partnership and a successful conclusion of the project.

Very truly yours,

Brian Hudson
Partner

August 29, 2018
Page 2
Emergency Telephone System Board of DuPage County (DuPage ETSB)

Amendment #2 to Purchase Order #: 1941-0001 SERV

THIS Amendment, entered into this 11th day of September, 2018, by and between Emergency Telephone System Board of DuPage County (herein called “DuPage ETSB”) and DELTAWRX, LLC, (herein called the “Contractor”).

WHEREAS, DuPage ETSB and Contractor have entered into that certain Purchase Order identified above (the “Purchase Order”); and

WHEREAS, the Contractor and DuPage ETSB have agreed that a change to the here-mentioned Purchase Order is necessary;

NOW, THEREFORE, the parties hereto agree to amend said Purchase Order as follows:

Extend the Purchase Order for continued Project Management of DajiS through November 30, 2019
Increase the Lifetime Max Amount of Contract to $345,900

All other terms and conditions of said Purchase Order are unaltered hereby, shall remain in full force and effect, and are hereby ratified and reaffirmed.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first written above.

For DELTAWRX, LLC:

______________________________ Date: 8/30/2018
Brian Hudson
Partner

For DuPage ETSB:

______________________________ Date: ______________