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: Probation and Court Services
Contact Email: Sharon.Donald@dupageco.org
Vendor Name: Cellco Partnership d/b/a Verizon Wireless

Department Contact: Sharon Donald
Contact Phone: 630-407-8413
Vendor #: 10597

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

Approval of a contract to Cellco Partnership d/b/a Verizon Wireless to provide wireless services for the Department of Probation, for the period of December 1, 2019 through November 30, 2020 using the State of Illinois Master Contract # CMS793372P, in the amount of $43,000.00.

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

This contract provides cell phones to Probation Officers out in the field and serves as a safety resource.

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.

Quality of Life

Providing wireless communication is essential for staff to communicate with each other and provide access to their probationers while out in the field.

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

This contract is with the State of Illinois Master Contract #CMS793372P.

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

1) Approve contract with Cellco Partnership d/b/a Verizon Wireless.
2) Do not approve
Staff recommends securing a contract to purchase cellular phone services with Cellco Partnership d/b/a Verizon Wireless to conduct County business out in the field and other various contacts throughout the County.

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 identified in FY2020 budget in the amount of $43,000.00