



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: May 14, 2024

MinuteTraq (IQM2) ID #: HS-P-0088A-23

Department Requisition #: P.O. 6782-0001-SERV

Requesting Department: Community Services	Department Contact: Julie Burdick
Contact Email: julie.burdick@dupagecounty.gov	Contact Phone: 630-407-6462
Vendor Name: WellSky Corporation	Vendor #: 30141

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

Purchase of additional software and training not included in the contract. Add the following lines -
 \$2500, 5000-1765, 211IDPH24, 53806
 \$795.00, 5000-1470, ESG24HMIS23, 53610
 \$4,035, 5000-1480, IL0306L5T142215, 53610
 Total increase, \$7,330.

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

Purchase of API to participate in the 211 IL statewide resource database; sharing data curated by Community Services staff and housed in our Homeless Management Information System (HMIS). Purchase of 4-days of on-site Business Objects advanced report writer training for 2 Database and Report Specialists and HMIS Manager. Purchase of 3-day virtual software training for a Database and Report Specialist and HMIS Manager.

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.

DuPage County Community Services serves as the HMIS Lead for DuPage County, offering software support, training, oversight, and reporting for 12 local organizations and approximately 200 users, including 211 DuPage. Ongoing training is essential to stay current with software updates, policies, and procedures, and to maintain subject matter expertise. The API will help Illinois residents connect with accurate and timely social service information for resources in the DuPage area.

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

NA. API is connecting to existing software.

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

NA.

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.

API will renew annually and will appear in the software renewal agreement where the current cost is \$2,500/yr. Vendor sponsored trainings are always purchased outside of contract and attended as funds are available. Approximate annual cost is \$5,000. The above are grant funded, 5000-1765, 5000-1470, 5000-1480.