



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: Jun 6, 2024

File ID #: JPS-CO-0007-24

Purchase Order #: 2846-001SERV

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|--|--------------------------------------|
| Requesting Department: Public Defender's Office | Department Contact: Melissa Buckardt |
| Contact Email: Melissa.Buckardt@dupagecounty.gov | Contact Phone: 630-407-8303 |
| Vendor Name: Journal Technologies, Inc. | Vendor #: 26753 |

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

Increase purchase order value by \$12,676.38 by creating a new line item for additional licenses.

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

Journal Technologies Inc for additional licenses.

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

Sole Source, data is stored in system with current vendor.

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

This increase of licenses is needed for increased users.
Recommend the approval of continuing the contract with Journal Technologies Inc.

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.

Line 14 (Additional Licenses)1000-6300-53807 for \$12,676.38.
Increase contract by \$12,676.38.