



**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: Aug 9, 2023

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

Department Requisition #: \_\_\_\_\_

Requesting Department: Community Services	Department Contact: Gina Stafford
Contact Email: gina.stafford@dupageco.org	Contact Phone: x6444
Vendor Name: DuPage Federation on Human Services Reform	Vendor #: 11348

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.  
 Extend contract end date by 30 days from September 10, 2023 to October 10, 2023 to allow for RFP 23-072-CS to be completed, awarded, and implemented. No change in contract total.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.  
 To allow for RFP 23-072-CS to be completed, awarded, and implemented without disruption to services.

**Strategic Impact**  
 Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.  
 This extension will allow for the continuation of interpretation services for Community Services.

**Source Selection/Vetting Information** - Describe method used to select source.  
 RFP #23-072-CS

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.  
 1. Do not extend contract, which would risk leaving the department without adequate interpretation services.  
 2. Extend contract, which will ensure adequate interpretation services.

**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.  
 No change to contract value.