



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: Dec 22, 2023

MinuteTraq (IQM2) ID #: FI-CO-0004-24

Department Requisition #: PO 6795

Requesting Department: Finance	Department Contact: Jim Morrissy
Contact Email: jim.morrissy@dupagecounty.gov	Contact Phone: x6116
Vendor Name: ODP Business Solutions	Vendor #: 39549

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 an increase to PO# 6795 by \$5,000.00 to include Public Defender in purchasing from ODP FY24 contract.

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

Finance Department provide departments an opportunity to a more informed decision in procuring office supplies and miscellaneous items at the lowest available price.

Strategic Impact

Customer Service

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

In comparison to other cooperatives and vendors utilized in the past, ODP has provided some items at a lower rate that will yield more of a savings to the County.

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

Cooperative Agreement that has been vetted. This is one (1) of two (2) office supply and misc. items vendors utilized by the County.

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

1. Provide Public Defender the option to purchase office supplies and misc. items at lowest available cost.
2. Allow departments to order individually and paying a higher cost.
3. Do nothing, which will result in the County not utilizing it's buying power.

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.

FY24 - \$5,000.00