



# 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: Mar 13, 2024

MinuteTraq (IQM2) ID #: FI-CO-0010-24

Department Requisition #: PO 6813

Requesting Department: State's Attorney	Department Contact: Lisa Smith
Contact Email: Lisa.Smith@dupagecounty.gov	Contact Phone: 630-407-8206
Vendor Name: O'Hagan Meyer, LLC	Vendor #: 36255

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

Increase contract by \$3,010.00 to cover potential remaining expenses until the \$100,000 deductible is reached for this case.

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

Attorney Luke Sheridan of O'Hagan Meyer, LLC was previously appointed as Special Assistant State's Attorney to represent the DuPage County Sheriff medical personnel as panel counsel pursuant to the terms and conditions O'Hagan Meyer, LLC has in place with the County's insurance carrier.

**Strategic Impact**

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

This case is currently still ongoing at this time involving medical personnel who have been named as defendants.

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

Attorney Luke Sheridan of O'Hagan Meyer, LLC was previously appointed as Special Assistant State's Attorney to represent the DuPage County Sheriff medical personnel as panel counsel pursuant to the terms and conditions O'Hagan Meyer, LLC has in place with the County's insurance carrier.

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

Recommendation to increase contract to pay for work performed for FY2024

**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.

This increase will bring the total to an amount not to exceed \$28,010.00.