



**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: Oct 31, 2024

File ID #: JPS-CO.0013-24

Purchase Order #: 6966-0001 SFRV

Requesting Department: Circuit Court	Department Contact: Katherine Thompson
Contact Email: katherine.thompson@18thjudicial.org	Contact Phone: 630-407-8788
Vendor Name: Conference Technologies, Inc.	Vendor #: 23282

**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 from \$135,690.65 to \$140,530.65. This represents an increase of \$4,840 or 3.57% above the original contract amount.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.  
 The original project was to occur during normal operating hours of the courthouse. Due to court case loads it was not feasible to close the traffic courtrooms for this equipment upgrade. We requested that CTI complete the work after hours. This caused additional labor costs for them which they passed on to us.

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

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.  
 1. To scrap the traffic court equipment upgrade, and loose the \$135,690.65 grant funding.  
 2. To close the traffic court rooms during operating hours creating a delay in proceedings.  
 3. To pay the extra \$4,840 and have the work completed after hours. (Recommended)

**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.  
 Source of funds will be from our current budget account 1000-5900-52100, there is no future costs associated with this purchase.