



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: Sep 25, 2023

MinuteTraq (IQM2) ID #: 24143

Department Requisition #: JPS-P-0235-22

Requesting Department: Circuit Court Clerk	Department Contact: Julie Ellefsen
Contact Email:	Contact Phone: 630-407-8590
Vendor Name: HOV Services Inc.	Vendor #: 12100

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

To increase contract expiration date from 8/22/23 to 11/30/24

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

This will provide the Circuit Clerk's office with additional time to prepare and send old paper case file documents to HOV. Benefits of extending time includes:

- Providing Remote access to case file documents
- create permanent, backed-up and replicated digital version of these documents eliminating the risk of losing these documents in the event of a physical disaster
- reduce physical storage space requirements for old case files

Strategic Impact

Customer Service

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

This will provide remote access to case file documents

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

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

- 1) Status Quo/no action would leave us without digital version of these documents, preventing them from being remotely accessible and at risk from physical disaster.
- 2) Perform this scanning and indexing in-house, which would require expensive scanning equipment, additional manpower, and take longer to accomplish.

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.

Original contract amount \$273,884.10 ARPA Funds 1100-1215-53020
FY2023 \$204,313.21
FY2024 \$69,570.89