



# 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: May 2, 2024

MinuteTraq (IQM2) ID #: FI-P-0012-24

Department Requisition #: RFP-24-029-FIN

Requesting Department: Community Services	Department Contact: Karen Graczyk
Contact Email: karen.graczyk@dupagecounty.gov	Contact Phone: 630-407-6543
Vendor Name: Aloha Print Group	Vendor #: 43804

**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 new contract amount - increase PO 7040 total amount by \$34,780 for Community Services.

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

The prior vendor's contract for DuPage County's printing services expired on April 29, 2024. An RFP was completed, and Aloha Print Group was selected as the new vendor moving forward.

### Strategic Impact

Financial Planning

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

By using one vendor to supply all the printing needs for the various departments within DuPage County, it offers a more cohesive printing service and substantial savings to the budget.

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

RFP 24-029-FIN

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

Include Community Services in the contract to benefit from the financial savings.  
Do not add Community Services to the contract and require Community Services to seek independent printing at a higher cost.  
Require Community Services to complete their own in house printing.

**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.

The total annual budget impact to Community Services general fund will be \$5,100 for FY24-FY25. All grant funds totaled will be \$29,680, funds being paid out of individual grants for FY24-FY25.