



# 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: \_\_\_\_\_

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_ PO#6028

Requesting Department: Human Resources-WDD	Department Contact: Lisa Schwach
Contact Email: lschwach@worknetdupage.org	Contact Phone: (630) 955-2066
Vendor Name: Parents Alliance Employment Project	Vendor #: 11673

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

The action requested is an increase in the amount of \$342,643.00 and extension to 9/30/24 to the PAEP contract serving out-of-school youth in DuPage County. This increase will allow the contractor to continue to serve out-of-school youth in DuPage County with WIOA funding.

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

The Workforce Innovation and Opportunity Act (WIOA) provides funding for job training and employment services to residents of DuPage County. The monies utilized for the aforementioned grant are Federal dollars; DuPage County acts as the fiscal agent for the distribution of monies for WIOA program.

### Strategic Impact

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

The WIOA program is designed to assist DuPage County residents achieve self-sufficient employment in in-demand occupations.

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

Request for proposals were previously issued to secure the existing contracts for WIOA youth program in DuPage County.

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

- 1) Extend Parents Alliance Employment Project (PAEP) contract.
  - 2) Seek new bids through a new RFP.
- The recommendation is to extend the contract as Parents Alliance Employment Project has demonstrated success serving out-of-school-youth in DuPage County.

**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 contract is grant-funded from Federal dollars through WIOA Title 1 grant 5000-2840:

Financial Impact for FY2022 - \$ 45,896.07  
 Financial Impact for FY2023- 303,854.93  
 Financial Impact for FY2024- 285,535.00  
 Total contract amount - \$635,286.00