



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: Nov 1, 2024

File ID #: JPS-CO-0012-24

Purchase Order #: 2846-001SERV

Requesting Department: Public Defender's Office	Department Contact: Melissa Buckardt
Contact Email: Melissa.Buckardt@dupagecounty.gov	Contact Phone: 630-407-8303
Vendor Name: Journal Technologies, Inc.	Vendor #: 26753

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

Increase purchase order value by \$14,600 by increasing funds to line item 12, monthly storage due to shortage of funds.

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

Journal Technologies Inc for monthly storage.

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

Sole Source, data is stored in system with current vendor.

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

This increase is needed to cover monthly storage.
Recommend the approval of continuing the contract with Journal Technologies Inc.

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.

Increase Line 12 (monthly storage) 1000-6300-53807 for \$14,600.
Increase contract by \$14,600.