



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 23, 2025

File ID #: _____

Purchase Order #: 7271-0001-SERV

Requesting Department: Community Services	Department Contact: Karen Graczyk
Contact Email: karen.graczyk@dupagecounty.gov	Contact Phone: 630-407-6543
Vendor Name: DuPage Federation on Human Reform	Vendor #: 11348

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 7271-0001-SERV \$8,500.00

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

Community Services is mandated by the State of Illinois to provide interpreter services to clients to effectively communicate with the clients to provide services. The current contract does not have enough funding to provide the services through the end of the fiscal year, FY25.

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

RFP #23-072-CS

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

Recommend approval of increase in funds to the P.O. to provide interpreter services as needed and mandated by state law.
Do not increase funding and not be able to serve the clientele in DuPage County that speak other languages.
Find vendors outside of the P.O. that do not provide the same level of services as the current provider.

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.

Budget line for interpreter services for PY25 in general funds is \$52,000. No additional funds will be needed. This transaction will move funds to the P.O. line only from the general funds budget line. 1000-1750-53040