



# 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: Jul 15, 2024

File ID #: \_\_\_\_\_

Purchase Order #: PO 7187

Requesting Department: Community Services	Department Contact: Gina Strafford-Ahmed
Contact Email: gina.strafford@dupagecounty.gov	Contact Phone: 630-407-6444
Vendor Name: CARAHSOFT TECHNOLOGY CORPORATION	Vendor #: 12819

**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 to cover 5 user licenses.

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

The costs of user licenses were calculated incorrectly in the original procurement.

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

RFP #24-049-CS

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

1. Approve the procured agreement and implement the contract so Community Services can move forward with their follow up surveys, client satisfaction surveys and outreach activities.
2. Do not implement the procured agreement, and try to find another software survey provider that has language and survey tools necessary for our Federal grants and be able to implement by 10/31/24.

**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.

Total increase of \$2,630.90