



# DU PAGE COUNTY

## Economic Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, May 21, 2024**

**8:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

8:30 AM meeting was called to order by Chair LaPlante at 8:30 AM.

**2. ROLL CALL**

Member Childress was late to roll call due to the Judicial Public Safety Meeting, but participated in all voting. Member Cronin-Cahill was also present.

<b>PRESENT</b>	Covert, Galassi, LaPlante, Rutledge, and Yoo
<b>LATE</b>	Childress

**3. APPROVAL OF MINUTES**

3. A. [24-1529](#)

Economic Development Committee - Minutes - April 16,2024

**Attachments:**     [Economic Development Committee - Minutes - April 16, 2023](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Yeena Yoo

**4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE**

Chair LaPlante welcomed Lisa Schvach and thanked her for her presenting the update for the workNet DuPage Career Center.

**5. PUBLIC COMMENT**

No public comments were offered.

**6. INCUMBENT WORKER TRAINING**

6. A. [24-1530](#)

Incumbent Worker Training Memo -Kenyeri Engineering & Manufacturing

**Attachments:**     [Board Memo Kenyeri Engineering PY 2023](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Sheila Rutledge

7. CHANGE ORDERS

7. A. [ED-CO-0001-24](#)

Increase purchase order 6457-0001 SERV, issued to Turning Pointe Autism Foundation, in the amount of \$139,441, a 156.43% increase, for a new contract amount of \$228,582, and extend the contract through May 31, 2025. This will allow the vendor to successfully continue serving youth in DuPage County with Workforce Innovation & Opportunity Grant funding. (Workforce Development)

- Attachments:**     [Turning Pointe Change Order](#)  
                               [Turning Pointe Decision Memo](#)  
                               [Turning Pointe Vendor Ethics](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Yeena Yoo

7. B. [ED-CO-0002-24](#)

Increase purchase order 6027-0001 SERV, issued to Parents Alliance Employment Project, in the amount of \$123,925, a 50% increase, for a new contract amount of \$371,775, and extend the contract through September 30, 2025, to continue to successfully serve in-school-youth in DuPage County. (Workforce Development)

- Attachments:**     [Parents Alliance ISY - Change Order](#)  
                               [Parent's Alliance ISY- Decision Memo](#)  
                               [PAEP Vendor Ethics](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Kari Galassi

7. C. [ED-CO-0003-24](#)

Increase purchase order 6028-0001 SERV, issued to Parents Alliance Employment Project, in the amount of \$434,123, a 68.34% increase, for a new contract amount of \$1,069,409, and extend the contract through September 30, 2025, to continue to successfully serve out-of-school youth in DuPage County. (Workforce Development)

- Attachments:**     [Parents Alliance - Change Order](#)  
                               [Parents Alliance -Decision memo](#)  
                               [PAEP Vendor Ethics](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante

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<b>SECONDER:</b> Kari Galassi
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**8. PRESENTATION****8. A. Lisa Schvach - Workforce Development Update**

Lisa Schvach, Executive Director of Workforce Development, updated the Committee on several items, including special projects and initiatives. Projects of note include Back to School, Back to Work: Returning Parents to the Workforce and her partnership with the Sheriffs Office & JUST of DuPage; working to secure employment for individuals post release. Member Galassi shared a success story from that program.

Ms. Schvach also gave an overview of events happening at the workNet DuPage Career Center including career and job search services. Questions were taken from Committee Members.

**9. OLD BUSINESS**

No old business was discussed.

**10. NEW BUSINESS**

No new business was discussed.

**11. ADJOURNMENT**

With no further business, the meeting was adjourned at 9:02 AM by Chair LaPlante.



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1529

**Agenda Date:** 5/21/2024

**Agenda #:** 3. A.

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# DU PAGE COUNTY

## Economic Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, April 16, 2024**

**8:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

8:30 AM meeting was called to order by Chair Lynn LaPlante at 8:47 AM due to an issue with the boardroom laptop.

**2. ROLL CALL**

DuPage County Board Chair Deborah Conroy and Members Cindy Cronin-Cahill, Paula Deacon-Garcia, Brian Krajewski, and Patty Gustin, were also present.

<b>PRESENT</b> Childress, Covert, Galassi, LaPlante, Rutledge, and Yoo
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**3. APPROVAL OF MINUTES**

3. A. [24-1266](#)

Economic Development Committee Minutes- Regular Meeting - March 19, 2024

**Attachments:** [Economic Development Committee - Minutes - March 19, 2024](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

**4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE**

Chair Lynn LaPlante welcomed all to the meeting and was excited in anticipation of the presentations on the feasibility studies that Choose DuPage had been tasked with several months prior. The Chair explained that the two studies, fine arts & sports, have completed the initial phases and will need consensus from the committee members to move forward.

**5. PUBLIC COMMENT**

No public comments were offered.

**6. GRANT PROPOSAL NOTIFICATIONS**

6. A. [24-1278](#)

GPN 012-24: Illinois Department of Commerce & Economic Opportunity Workforce Services Grant for Low-Moderate Income Individuals including Immigrants, Migrants, and Refugees, \$177,099.32. (Human Resources, Workforce Development Division)

This item was accepted and placed on file.

**Attachments:** [GPN 012-24-WkfcLowModIncMigrImmigRefug-FINAL](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Sheila Rutledge

**7. BUDGET TRANSFERS**

7. A. [24-1265](#)

Transfer of funds from 5000-2840-53400-0000 (Rental of Office Space) to 5000-2840-54000-0700 (Lease of Buildings) in the amount of \$315,078, to cover monthly rent expense for Workforce Development Division. Transfers total budget from 53400-0000 to 54000-0700 in accordance with new County-adopted lease policy.

**Attachments:** [EDC Budget Transfer\\_Redacted](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Sheila Rutledge

**8. PRESENTATION**

8. A. Choose DuPage Feasibility Study Presentation

Duncan Webb, Webb Management Services, presented first on phase one of the fine arts study. Covering the needs assessment for DuPage County, including, trends, market analysis, and existing facilities. Mr. Webb also spoke to potential uses and users for new facilities and how to align with County goals. After questions were taken, there was consensus from the committee to move forward with the next phase of the study.

The second presentation was from Brandon Dowling, C.H. Johnson Consulting, on phase one of the sports feasibility study. Mr. Dowling shared the demographic snapshot & national trends in sports participation, regional sports spend & facilities, site analysis, and national case studies. After preliminary recommendations and questions from members, there was consensus from the committee to mover forward with the next phase of the study.

**9. OLD BUSINESS**

No old business was discussed.

**10. NEW BUSINESS**

Member Gustin shared information about the possibility of available space in her district.

**11. ADJOURNMENT**

With no further business, the meeting was adjourned by Chair LaPlante at 9:53 AM..



# Informational

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-1530

**Agenda Date:** 5/21/2024

**Agenda #:** 6. A.

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**DUPAGE  
COUNTY**

**Workforce  
Development**

2525 Cabot Drive,  
Suite 302  
Lisle, IL 60532

630-955-2030  
Fax: 630-955-2059

[www.worknetdupage.org](http://www.worknetdupage.org)

## HUMAN RESOURCES

630-407-6300  
Fax: 630-407-6301  
[DPCHumanResources@dupageco.org](mailto:DPCHumanResources@dupageco.org)

[www.dupageco.org/hr](http://www.dupageco.org/hr)

### Memo

Date: 5/8/2024

To: Economic Development Committee

From: Cynthia Yorke, Business Services Representative, DuPage County Workforce Development Division

RE: Incumbent Worker Training Application – Kenyeri Engineering & Manufacturing

Kenyeri Engineering & Manufacturing has been in business for over 22 years and employs a staff of 6 employees at their location in Downers Grove. Kenyeri provides total workholding solutions, taking a workholding application from chuck specification through design and fabrication of jaws, locators, plates, drawbars, and more. Another part of the manufacturing business designs and builds electrical control panels required to operate anything from a single pump or valve to a complex system. Industries they service are Aerospace, Automotive, Electronics, Food, Machining, and Pharmaceutical. Kenyeri blends engineering expertise with customer focus, listening to their clients concerns and objectives. Kenyeri Starts with the Part.

Kenyeri proudly offers Seom workholding products for machining applications and design custom solutions. In peering to the future of manufacturing, Kenyeri offers Hanwha Robotics cobot solutions for machine tending and many other manufacturing applications. The challenges for Kenyeri are work has become more complex and a lack of skilled labor has limited their productivity, therefore they cannot keep up with production needs and professionally develop their incumbent workers. In order to meet these challenges, Kenyeri has identified four trainings for two of their employees. These trainings are NX Mill Manufacturing Fundamentals, Studio 5000 Logix Designer Level 1 Control Logix System Fundamentals, Studio 5000 Logix Designer level 2 Basic Ladder Logic Programing, and Studio 5000 Logix Designer Level 3 Project Development.

If trainings are not implemented, Kenyeri will remain status quo of having a bottleneck, therefore reducing the amount of work through the shop. This will affect the company by not being able to remain competitive in their industry which could stagnate hiring, create a risk of downsizing their workforce and jeopardize future growth.

Notes:

- \* Kenyeri Engineering & Manufacturing: 6 employees
- \* Located in Downers Grove
- \* Number of Incumbent Workers to be Trained: 2
- \* Total Amount Approved: \$11,224.00



# Economic Development Change Order with Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** ED-CO-0001-24

**Agenda Date:** 5/21/2024

**Agenda #:** 12.A.

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AMENDMENT TO COUNTY CONTRACT #6457-0001 SERV  
ISSUED TO TURNING POINTE AUTISM FOUNDATION  
TO PROVIDE YOUTH SERVICES  
FOR THE WORKFORCE DEVELOPMENT DIVISION  
(INCREASE ENCUMBRANCE \$139,441, 156.43%)

WHEREAS, County Contract #6457-001 SERV was approved by the Economic Development Committee on June 1, 2023; and

WHEREAS, the Economic Development Committee recommends changes as stated in the Change Order Notice to County Contract #6457-0001 SERV, issued to Turning Pointe Autism Foundation, to provide Youth Services, for Workforce Development Division, and increase the contract by \$139,441 resulting in an amended contract total of \$228,582, an increase of 156.43%, and extend the contract through May 31, 2025.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract #6457-0001 SERV, issued to Turning Pointe Autism Foundation, to provide Youth Services for Workforce Development Division, and increase the contract by \$139,441 resulting in an amended contract total of \$228,582, an increase of 156.43%, and extend the contract through May 31, 2025.

Enacted and approved this 28th day of May, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

EDC 5/21  
FI + CB 5/28



**Request for Change Order**  
**Procurement Services Division**

Attach copies of all prior Change Orders

Date: May 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0001-24

<b>Purchase Order #:</b> 6457-0001 SERV	<b>Original Purchase Order Date:</b> Jun 1, 2023	<b>Change Order #:</b> 2	<b>Department:</b> Human Resources/WDD
<b>Vendor Name:</b> Turning Pointe Autism Foundation		<b>Vendor #:</b> 24835	<b>Dept Contact:</b> Lisa Schvach/Jamie Brown
<b>Background and/or Reason for Change Order Request:</b>	Increase contract by \$139,441 and extend to 5/31/2025 to continue services to youth in DuPage County Line 3 - increase by \$139,441		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$89,141.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$89,141.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$139,441.00
E	New contract amount (C + D)	\$228,582.00
F	Percent of current contract value this Change Order represents (D / C)	156.43%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	156.43%
<b>DECISION MEMO NOT REQUIRED</b>		

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/>	Increase (greater than 29 days) contract expiration from: <u>May 31, 2024</u> to: <u>May 31, 2025</u>
<input checked="" type="checkbox"/>	Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____
<input type="checkbox"/>	OTHER - explain below: _____

DB _____	6191 _____	May 6, 2024 _____	LS _____
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
			630-955-2066 _____
			May 6, 2024 _____
<b>REVIEWED BY (Initials Only)</b>			
			<u>5/13/2024</u>
Buyer _____	Date _____	Procurement Officer _____	Date _____
Chief Financial Officer _____	Date _____	Chairman's Office _____	Date _____
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	



# 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 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0001-24

Department Requisition #: PO 6457

Requesting Department: Human Resources-WDD	Department Contact: Lisa Schwach
Contact Email: <a href="mailto:lschwach@worknetdupage.org">lschwach@worknetdupage.org</a>	Contact Phone: (630) 955-2066
Vendor Name: Turning Pointe Autism Foundation	Vendor #: 24835

**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 \$139,441 and extend to 5/31/25 to the Turning Pointe contract serving youth in DuPage County. This increase will allow the contractor to continue to serve youth 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**

Economic Growth 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 Turning Pointe contract.  
 2) Seek new bids through a new RFP.  
 The recommendation is to extend the contract as Turning Pointe has demonstrated success serving 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 thru WIOA Title 1 grant 5000-2840:  
 Financial Impact for FY2023 - \$ 4,167  
 Financial Impact for FY2024- 122,636  
 Financial Impact for FY2025- 101,779  
 Total contract amount - \$ 228,582



# Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 4/24/24

Bid/Contract/PO #: \_\_\_\_\_

Company Name: <u>TURNING POINTE AUTISM FUND</u>	Company Contact: <u>CARRIE PROVENZALE</u>
Contact Phone: <u>630.615.6027</u>	Contact Email: <u>Cprovenzale@turningpointeaf.org</u>

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

**NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

**NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: \_\_\_\_\_

Printed Name: CARRIE PROVENZALE

Title: EXECUTIVE DIRECTOR

Date: 4/24/24

Attach additional sheets if necessary. Sign each sheet and number each page. Page \_\_\_\_\_ of \_\_\_\_\_ (total number of pages)



# Economic Development Change Order with Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** ED-CO-0002-24

**Agenda Date:** 5/21/2024

**Agenda #:** 12.B.

---

AMENDMENT TO COUNTY CONTRACT #6027-0001 SERV  
ISSUED TO PARENTS ALLIANCE EMPLOYMENT PROJECT  
TO PROVIDE YOUTH SERVICES TO IN-SCHOOL-YOUTH  
FOR THE WORKFORCE DEVELOPMENT DIVISION  
(INCREASE ENCUMBRANCE \$123,925, 50%)

WHEREAS, County Contract #6027-0001 SERV was approved by the Economic Development Committee on October 1, 2022; and

WHEREAS, the Economic Development Committee recommends changes as stated in the Change Order Notice to County Contract #6027-0001 SERV, issued to Parents Alliance Employment Project, to provide Youth Services to in-school-youth, for Workforce Development Division, and increase the contract by \$123,925 resulting in an amended contract total of \$371,775, an increase of 50%, and extend the contract through September 30, 2025.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract #6027-0001 SERV, issued to Parents Alliance Employment Project, to provide Youth Services for in-school-youth for Workforce Development Division, and increase the contract by \$123,925 resulting in an amended contract total of \$371,775, an increase of 50%, and extend the contract through September 30, 2025.

Enacted and approved this 28th day of May, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

EDC 5/21  
 FI + CB 5/28



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0002-24

<b>Purchase Order #:</b> 6027-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2022	<b>Change Order #:</b> 5	<b>Department:</b> Human Resources/WDD
<b>Vendor Name:</b> Parents Alliance Employment Project		<b>Vendor #:</b> 11673	<b>Dept Contact:</b> Lisa Schwach/Jamie Brown
<b>Background and/or Reason for Change Order Request:</b>	Increase contract by \$123,925 and extend to 9/30/25 to continue services to youth in DuPage County. Line 5 - increase by \$123,925, for a new line amount of \$219,184.91 New contract amount will be \$371,775		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$123,925.00
B	Net \$ change for previous Change Orders	\$123,925.00
C	Current contract amount (A + B)	\$247,850.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$123,925.00
E	New contract amount (C + D)	\$371,775.00
F	Percent of current contract value this Change Order represents (D / C)	50.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	200.00%

**DECISION MEMO NOT REQUIRED**

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

**DECISION MEMO REQUIRED**

- Increase (greater than 29 days) contract expiration from: Sep 30, 2024 to: Sep 30, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

DB _____	6191	May 6, 2024	LS _____	630-955-2066	May 6, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer _____	Date _____	Procurement Officer _____		Date <u>5/13/2024</u>	
Chief Financial Officer _____			Chairman's Office _____		
(Decision Memos Over \$25,000) _____			(Decision Memos Over \$25,000) _____		
Date _____			Date _____		



# 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 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0002-24

Department Requisition #: PO 6027

Requesting Department: Human Resources-WDD	Department Contact: Lisa Schwach
Contact Email: <a href="mailto:lschvach@worknetdupage.org">lschvach@worknetdupage.org</a>	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 \$123,925 and extend to 9/30/25 to the PAEP contract serving in-school youth in DuPage County. This increase will allow the contractor to continue to serve in-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**

Economic Growth 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 In-School Youth contract as Parents Alliance Employment Project has demonstrated success serving in-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 thru WIOA Title 1 grant 5000-2840:

Financial Impact for FY2022 -	\$ 20,689.34
Financial Impact for FY2023-	114,207.14
Financial Impact for FY2024-	118,439.26 (estimated)
Financial Impact for FY2025-	118,439.26 (estimated)
Total contract amount	- \$ 371,775.00



# Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: \_\_\_\_\_

Bid/Contract/PO #: \_\_\_\_\_

Company Name: <u>Parents Alliance Employment project</u>	Company Contact: <u>Kristen Sheffield</u>
Contact Phone: <u>630.697.8199</u>	Contact Email: <u>Ksheffield@parents-alliance.org</u>

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

**NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

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Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

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- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

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[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: \_\_\_\_\_

Printed Name: Kristen A. Sheffield

Title: Executive Director

Date: April 29, 2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page \_\_\_\_\_ of \_\_\_\_\_ (total number of pages)



# Economic Development Change Order with Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** ED-CO-0003-24

**Agenda Date:** 5/21/2024

**Agenda #:** 12.C.

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AMENDMENT TO COUNTY CONTRACT #6028-0001 SERV  
ISSUED TO PARENTS ALLIANCE EMPLOYMENT PROJECT  
TO PROVIDE YOUTH SERVICES FOR OUT-OF-SCHOOL YOUTH  
FOR THE WORKFORCE DEVELOPMENT DIVISION  
(INCREASE ENCUMBRANCE \$434,123, 68.34%)

WHEREAS, County Contract #6028-0001 SERV was approved by the Economic Development Committee on October 1, 2022; and

WHEREAS, the Economic Development Committee recommends changes as stated in the Change Order Notice to County Contract #6028-0001SERV, issued to Parents Alliance Employment Project, to provide Youth Services for out-of-school youth, for Workforce Development Division, and increase the contract by \$434,123 resulting in an amended contract total of \$1,069,409, an increase of 68.34%, and extend the contract through September 30, 2025.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract #6028-0001 SERV, issued to Parents Alliance Employment Project, to provide Youth Services for out-of-school youth for Workforce Development Division, and increase the contract by \$434,123 resulting in an amended contract total of \$1,069,409, an increase of 68.34%, and extend the contract through September 30, 2025.

Enacted and approved this 28th day of May, 2024 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

EDC 5/21  
FI + CB 5/28



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0003-24

<b>Purchase Order #:</b> 6028-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2022	<b>Change Order #:</b> 5	<b>Department:</b> Human Resources/WDD
<b>Vendor Name:</b> Parents Alliance Employment Project	<b>Vendor #:</b> 11673		<b>Dept Contact:</b> Lisa Schvach/Jamie Brown
<b>Background and/or Reason for Change Order Request:</b>	Increase contract by \$434,123 and extend to 9/30/25 to continue services to youth-out of school in DuPage County. Line 5 - increase by \$434,123, for a new line amount of \$682,348.34 New contract amount will be \$1,069,409		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$242,643.00
B	Net \$ change for previous Change Orders	\$392,643.00
C	Current contract amount (A + B)	\$635,286.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$434,123.00
E	New contract amount (C + D)	\$1,069,409.00
F	Percent of current contract value this Change Order represents (D / C)	68.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	340.73%
<b>DECISION MEMO NOT REQUIRED</b>		

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Sep 30, 2024 to: Sep 30, 2025	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

DB _____	6191	May 6, 2024	LS _____	630-955-2066	May 6, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer	Date <u>5/13/2024</u>		
Chief Financial Officer _____	Date _____	Chairman's Office _____	Date _____		
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)			



**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 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0003-24

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 \$434,123 and extend to 9/30/25 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**

Economic Growth 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 thru WIOA Title 1 grant 5000-2840:  
 Financial Impact for FY2022 - \$ 45,896.07  
 Financial Impact for FY2023- 279,676.58  
 Financial Impact for FY2024- 371,918.17 (estimate)  
 Financial Impact for FY2025- 371,918.18 (estimate)  
 Total contract amount - \$ 1,069,409



# Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: \_\_\_\_\_

Bid/Contract/PO #: \_\_\_\_\_

Company Name: <u>Parents Alliance Employment project</u>	Company Contact: <u>Kristen Sheffield</u>
Contact Phone: <u>630.697.8199</u>	Contact Email: <u>Ksheffield@parents-alliance.org</u>

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I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: \_\_\_\_\_

Printed Name: Kristen A. Sheffield

Title: Executive Director

Date: April 29, 2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page \_\_\_\_\_ of \_\_\_\_\_ (total number of pages)