



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 15, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Public Defender Office	Department Contact: Melissa Buckardt
Contact Email: Melissa.Buckardt@dupageco.org	Contact Phone: 630-407-8310
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 \$75,482.00 by creating new line items for FY23 & FY24 memory costs and Jailtracker interface.
 Lines 10 & 12: Monthly storage costs for electronic evidence and data in our case management system, eDefender; cost is approximately \$3500/month, based on usage; this is sole source – data is stored in system with same vendor
 Line 11: cost to build interface between JailTracker, the Sheriff's new inmate system, and our case management system

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

Journal Technologies Inc to build the interface into our existing case management system.

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.

These items were not included in the original PO as we did not anticipate these costs.

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.

Take no action as the County will lose the ability to retrieve stored data.
 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.

Line 10 (Monthly Storage FY23) 1000-6300-53807 for \$13,482.00
 Line 11 (Jailtracker Interface FY23) 1000-6300-53807 for \$20,000.00
 Line 12 (Monthly Storage FY24) 1000-6300-53807 for \$42,000.00
 Increase contract by \$75,482.00