



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 7, 2025

File ID #: 25-2756

Purchase Order #: _____

Requesting Department: Sheriff's Office	Department Contact: Colleen Zbilski
Contact Email: colleen.zbilski@dupagesheriff.org	Contact Phone: 630-407-2122
Vendor Name: CDW, LLC	Vendor #: 10667

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

We need to increase the P.O. by \$40,000.00 to finish out the 2025 budget year.

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

We were asked to open a yealy P.O. for CDW, LLC for the first time this year. We underestimated the yearly spend for this year.

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

We were asked to open P.O. if we were going to spend more that \$30,000.00 with a single vendor.

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

Adding the extra funds to this P.O. is the best option. We have the P.O. currently and they are on state approved contracts. We would have to open a new P.O. with them or another vendor that would put it past the budget year.

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.

We currently have the funds in the budget but not in this P.O.