



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: _____

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Human Resources-WDD	Department Contact: Lisa Schvach
Contact Email: lschvach@worknetdupage.org	Contact Phone: (630) 955-2066
Vendor Name: Carol Stream Chamber of Commerce	Vendor #: 33198

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

Approval of Workforce Innovation and Opportunity Act (WIOA) grant-funded contract extension and increase by \$41,254.00 for Carol Stream Chamber of Commerce to serve as the One Stop Operator. The current end date of the contract is 6/30/2023. The revised end date will be 6/30/2025.

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 contract for Carol Stream Chamber of Commerce to serve as the One Stop Operator.

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

1) Extend and increase the Carol Stream Chamber of Commerce contract.

2) Seek new bids through a new RFP.

Our recommendation is to extend the end date of the Carol Stream Chamber of Commerce contract from 6/30/2023 to 6/30/2025 and increase the amount of the contract by \$41,254.00.

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- 53820 for the period 7/1/21 to 6/30/25.

Financial Impact for FY2021 - \$ 8,141.71

Financial Impact for FY24 - \$ 20,622.00

Financial Impact for FY2022- \$ 21,108.67

Financial Impact for FY25 - \$ 12,106.32

Financial Impact for FY2023- \$ 20,529.30

Total contract amount - \$ 82,508.00