



# 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 31, 2024

File ID #: FI-CO-0016-24

Purchase Order #: PO 6778

Requesting Department: Finance	Department Contact: Jim Morrissy
Contact Email: Jim.Morrissy@dupagecounty.gov	Contact Phone: 630-407-6116
Vendor Name: Amazon Capital Services	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 contract by \$10,000, to allow the purchase of books using the Access to Justice grant and Supportive Services for Workforce Investment Act grant for a total contract amount not to exceed \$791,508.00

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

The Access to Justice grant was awarded in order to increase the amount of self help law books. These books are best available through Amazon.

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

Joint purchasing agreement between the County of DuPage and the OMNIA Partners Contract #MA3457.

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

Recommendation to increase the contract to allow for the purchase of the books and for the Supportive Services grant programs to purchase through DuPage County's Amazon account.

**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 contract amount not to exceed \$791,508.00