



**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: Aug 26, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 4673-0001SERV

Requesting Department: Building & Zoning	Department Contact: Marla Flynn
Contact Email: Marla.Flynn@dupagecounty.gov	Contact Phone: X6789
Vendor Name: Accela Inc	Vendor #: 23818

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.  
 Increase the contract amount \$4,354.20 for the addition of two (2) additional licenses for the period of 8/30/24 through 6/22/25 for Building & Zoning.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.  
 The contract with Accela Inc went into place in 2020. Since then, departments and staff have increased usage of the program, additional seats are necessary for access to the Permitting Software.

**Original Source Selection/Vetting Information** - Describe method used to select source.  
 Accela was selected through a public RFP process in accordance with the Local Government Professional Services Selection Act (50-ILCS 10) and the DuPage County Procurement Ordinance.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.  
 1. Add the additional seats requested for real time access for Building & Zoning.  
 2. Do not add seats. This will delay access to real time data and permit reviews.

**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.  
 FY24 1100-2810-53806 \$4,354.20