



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: Sep 24, 2024

File ID #: 24-2644

Purchase Order #: 6681-1-SERV

Requesting Department: Information Technology	Department Contact: Joe Hamlin
Contact Email: Joe.Hamlin@dupagecounty.gov	Contact Phone: 630-407-5063
Vendor Name: SHI International Corp.	Vendor #: 14389

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 encumbrance by \$11,840.27 (1000-1110-53807) and extend contract through 12/09/2024.

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

Currently, the PO expires in the last month of the fiscal year. By extending it 30 days we are aligning it more closely to our fiscal year, which removes the need to break up funding over multiple years.

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

Adobe licensing was purchased using SHI via Sourcewell COOP.

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

- 1) Approve the change order and keep the entirety of the contract within one fiscal year.
- 2) Do not approve the change order and split the contract cost up over multiple fiscal years.

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.

FY2024 - \$11,840.27 from 1000-1110-53807