



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: Jan 15, 2025

File ID #: 25-0316

Purchase Order #: 5778-1-SERV

Requesting Department: IT	Department Contact: Richard Burnson
Contact Email: Richard.Burnson@dupagecounty.gov	Contact Phone: 630-407-5064
Vendor Name: Revize LLC	Vendor #: 39453

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 \$16,500.

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

To cover annual support/maintenance invoice in FY2024.

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

Bid #22-024-IT

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

- 1) Approve change order and pay invoice.
- 2) Do not approve and do not pay invoice.

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.

\$16,500 - FY2024 - 1000-1110-53020