



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: Oct 29, 2024

File ID #: _____

Purchase Order #: 6693-0001SERV

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.

To extend current contract expiration date from 11/30/24 to 6/22/25 and increase the amount \$18,526.83 to cover extension of contract.

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

Vendor is requesting all contracts be co-termed with other annual agreements. This change order would put this contract in line with other agreement terms.

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

Subscription is necessary for software integration between Accela on-line permitting software and Bluebeam plan review software.

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

- 1) Approve change order so that the permitting software and the plan review software can be integrated.
- 2) Don't approve and software cannot be used as an integrated program.

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.

FY2025:
 1100-2810-53806 - \$4,631.71
 1600-3000-53806 - \$4,631.71
 1500-3500-53806 - \$4,631.71
 2000-2665-53806 - \$4,631.70