



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: Nov 8, 2023

MinuteTraq (IQM2) ID #: Leg#23-3686

Department Requisition #: _____

Requesting Department: IT - DuJIS/RMS	Department Contact: Don Ehrenhaft
Contact Email: Don.Ehrenhaft@dupagecounty.gov	Contact Phone: 630-407-5014
Vendor Name: Learning Tree International	Vendor #: 11739

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Request to increase the PO to add two (2) vouchers.

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

This will allow DuJIS/RMS staff to stay up to date with training on current and upcoming technologies.

Strategic Impact

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This will allow DuJIS/RMS staff to stay up to date with training on current and upcoming technologies that will help with their partnership with various County municipalities and police agencies.

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

Learning Tree was selected using GSA contract #GS-35F-369CA.

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

- 1) Do not approve and deny staff additional training opportunities.
- 2) Approve the increase and allow staff to continue advancing their knowledge and skills with current and future technologies.

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.

\$3,990 against DuJIS/RMS budget line 1000-1115-53610.