



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: Feb 1, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Community Services	Department Contact: Joan Fox
Contact Email: joan.fox@dupagecounty.gov	Contact Phone: 630-407-6426
Vendor Name: Benevate, Inc	Vendor #: 37839

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 amount to include feature of Smarty Streets.

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

This is an IT approved recommendation. Ensuring the addresses inputted by an applicant is a valid address will increase efficiency. Smart Streets verifies addresses directly from the USPS database.

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 feature will make customer service more efficient and effective.

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

Smarty Streets is \$4,000.00, annually and is available directly through the Neighborly Software System. Neighborly is a current vendor which provides the application in which Smart Streets will be used.

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

Don't use smart streets and allow applicants to use invalid addresses which may increase duplicate applications and cause delays in verification processes.

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.

Smarty Streets is \$4,000.00 annually. We will require 2 years of use. Financial impact is \$8,000 to be paid: \$4,000 for 1st year (implementation) from 5000-1770-53107-ERA2 & 2nd year (maintenance) costs of \$4,000, 5000-1770-53807-ERA2