



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: Mar 25, 2025

File ID #: JPS-CO-0003-25

Purchase Order #: _____

Requesting Department: Sheriff's Office	Department Contact: Colleen Zbilski
Contact Email: colleen.zbilski@dupagesheriff.org	Contact Phone: 630-407-2122
Vendor Name: Colossus, Inc	Vendor #: 40593

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 \$12,597.00 to cover years FY 25 & FY26.

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

To replace and implement the jail management system.

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

We are already in contract with this vendor.

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

Recommended to approve increase in contract to continue using the jail management system.

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.

Increase contract by \$12,597.00 (line 4 by \$3,596.00 and line 5 by \$9,001.00) for a new contract total not to exceed \$582,597.00, increase of 2.21%