



# 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 1, 2024

File ID #: JPS-CO-0012-24

Purchase Order #: 2846-001SERV

Requesting Department: Public Defender's Office	Department Contact: Melissa Buckardt
Contact Email: Melissa.Buckardt@dupagecounty.gov	Contact Phone: 630-407-8303
Vendor Name: Journal Technologies, Inc.	Vendor #: 26753

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

Increase purchase order value by \$14,600 by increasing funds to line item 12, monthly storage due to shortage of funds.

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

Journal Technologies Inc for monthly storage.

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

Sole Source, data is stored in system with current vendor.

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

This increase is needed to cover monthly storage.

Recommend the approval of continuing the contract with Journal Technologies Inc.

**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 Line 12 (monthly storage)1000-6300-53807 for \$14,600.

Increase contract by \$14,600.