



# Decision Memo

## Procurement Services Division

Date: May 25, 2023

Legistar #: 23-1929

Department Requisition #:

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Requesting Department: Stormwater Management	Department Contact: Sarah Hunn
Contact Email: sarah.hunn@dupageco.org	Contact Phone: 6676
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.

Increase the contract amount \$42,241.52 for the addition of four (4) additional licenses for a two (2) year period for Stormwater Management and extension of subscription services for four (4) licenses for a two (2) year period

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

The contract with Accela Inc went into place in 2020. Since then, departments and staff have increased usage of the program, additional seats are necessary for access to the Permitting Software.

### Strategic Impact

Customer Service

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

Expanding access to the Permitting Software will provide better customer service. Stormwater Management would like to expand the access to include our drainage investigation staff which will allow for more faster and more comprehensive analysis of localized flooding issues by getting access to the on-line/real time permit database through this software.

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

Accela was selected through a public RFP process in accordance with the Local Government Professional Services Selection Act (50-ILCS 10) and the DuPage County Procurement Ordinance.

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

1. Add the additional seats requested for real time access for stormwater and extend subscriptions for B&X and PW.
2. Do not add seats/extend subscriptions. This will delay access to real time data & permit reviews.

**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.

FY23 1600-3000-53806 \$10,445.48 FY24 1600-3000-53806 \$10,675.28  
FY23 1100-2810-53806 \$7,834.11 FY24 1100-2810-53806 \$8,006.46  
FY23 2000-2665-53806 \$2,611.37 FY24 2000-2665-53806 \$2,668.82