



DECISION MEMO

MinuteTraq (IQM2) ID# _____

This form is required for all Professional Service (3090) Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Department Requisition #		Requesting Department	DuPage County Sheriff's Office
Vendor Name and #	SWC Tech. 630-572-0240	Department Contact	Aaron Jacobs
Date Submitted For Review	2/21/2017	Contact Phone #	630-407-2072

Issue	(Identify action to be taken: for instance approval of new contract, renew contract, increase contract, etc.)
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We need to approve the second phase of SWC's work on the three website overhauls for the Sheriff's Office. The Inmate photo search and replication is no longer functioning, we need to create a warrants search, and our foreclosure search site needs to be updated, moved and include additional features, such as search functionality and filtering.

Summary Explanation/Background	(Provide an executive summary of the action to provide context and clarity of underlying request for action.)
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SWC was hired to do a site survey and design of three new and/or updated sites for the Sheriff's Office. SWC was hired chosen because they've done a lot of work with the County, and is familiar with a lot of processes and infrastructure. SWC came out to assess the inmate photo site, the foreclosure site, and to determine what would best be needed for a new warrant site. During this site survey, they met with key personnel at the office to determine how things are currently done, and what changes need to be made. They assessed the structure of the sites, and how the systems are used.

Discussion	Provide rationale for the action. Why action is necessary? What is to be accomplished?
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SWC would be the best choice to proceed forward because they've already done the initial survey/discovery, and designed solutions that all key personnel have viewed and like. This first phase was billed to the office. They have solutions in place that will fix the inmate photos, will make the foreclosure site more operational (and updated), and have a solution on how to create a new warrant site. They've sat with our warrants, jail, civil, IT and county website administrators to discover our current processes, and technology. Right now, we have no warrant site, which we need, we have no inmate photos, due to it being setup poorly initially, and we need an improved and updated foreclosure site that will function better with less need to troubleshoot.

Source Selection/Vetting Information	(Describe method used to select source.)
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SWC was hired for the first phase, at a cost of roughly \$9,000. They have designed the site as part of phase 1, and performed discovery sessions with many of our staff to determine our expectations and desires in the new solution. They've done a lot of work with the County, which hosts our current site, and on whose servers the new solution will likely sit, as part of our current website.

Options	(Itemize -- there must always be at least 2 options. List other ways to accomplish request.)
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At this point, there is no other source that is familiar with the County, or our processes and expectations. Starting anew will require more fees for discovery and design, and will prolong the amount of time we are without these services.

Recommendations	(Describe staff recommendation and provide reason.)
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Jail personnel, IT personnel, Civil personnel and administrators were happy with the solution we discussed during the meetings we've had with SWC. We'd all like to proceed and have the solution implemented.

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.)
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Maximum cost of \$46,335 and minimum cost of \$31,575. We'd like to forecast the high end amount to cover the project total. We will receive a refund if the total is less than the maximum cost aforementioned.