**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.

<table>
<thead>
<tr>
<th>Requesting Department: Probation and Court Services</th>
<th>Department Contact: Sharon Donald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
<td>Contact Phone: 630-407-8413</td>
</tr>
<tr>
<td>Vendor Name: Sentinel Offender Services LLC</td>
<td>Vendor #: 13392</td>
</tr>
</tbody>
</table>

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

To approve a change order increase by $9,800.00 for PO#3448-0001 SERV to payout final invoices for FY'2019.

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

Activity levels for GPS monitoring increased about 3 times the number/days of victims from the previous year. This trend will probably continue into the new contract period as well.

**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 is a necessary expense to monitor offender activity, assuring public safety.

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

This contract is under the National Association of State Procurement Officers (NASPO) and offers an Offender Pay Program.

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

1) To pay final invoices  
2) GPS monitoring is essential for the safety of the public.

**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.

$9,800.00 is available from Probation Fees 1400-6120-53410.