



Decision Memo
Procurement Services Division

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

Date: Dec 7, 2016

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 1105

Requesting Department: Circuit Court	Department Contact: Lisa Herpel
Contact Email: lisa.herpel@dupageco.org	Contact Phone: 407-8788
Vendor Name: Clausen Miller, PC.	Vendor #: 12039

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
 To secure professional services in collective bargaining matters with AFSME. Contract calls for the following terms: Labor/Employment will be charged monthly under the following \$225/hr, total not to exceed \$28,000.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 Clausen Miller, PC. has demonstrated knowledge, skill and experience in providing negotiating services.

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

Source Selection/Vetting Information - Describe method used to select source.
 The contractor has demonstrated expertise in previously providing similar services to the Court and was instrumental in collective bargaining during negotiations with AFSME in fiscal year 2012.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
 1) Secure a consultant to represent the Circuit Court's interests as they pertain to negotiations with AFSME.
 2) Do not use a consultant.

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.
 Total cost of contract is \$28,000.00 which has been budgeted in FY 2017, 1000-5900-53060.