



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Dec 7, 2016

MinuteTraq (IQM2) ID #: 8838

Vendor: Clausen Miller, PC.	Vendor #: 12039	Contract Term: 12/1/16	Contract Total: \$28,000.00
Dept: Circuit Court	Contact: Lisa Herpel	Phone: 407-8788	Assigned Committee: Judicial Public Safety
Description of Procurement/ Scope of Work/ Background	Professional services related to collective bargaining matters.		
Reason for Procurement	The Circuit Court is in need of professional services related to the Probation Department's collective bargaining matters with AFSME.		

FUNDING SOURCE

Procurement budgeted for (FY and budget code(s)): FY 2017 1000-5900-53060

Funds identified in budget line(s): _____

DECISION MEMO NOT REQUIRED

LOWEST RESPONSIBLE QUOTE #, BID # or RFP # _____ (attach applicable Tabulation)

(QUOTE Less Than \$25,000; BID Equal To or Greater Than \$25,000)

EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES

SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00

PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

BASIS OF DECISION MEMO (attach Decision Memo)

EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)

PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

<u>CD</u>	<u>12-7-16</u>	<u>JCH</u>	<u>12/7/16</u>		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

<u>Jem</u>	<u>12-13-16</u>	<u>JAM</u>	<u>12-13-2016</u>
Buyer	Date	Procurement Officer	Date
<u>P.R.R.</u>	<u>12-22-16</u>	<u>TC</u>	<u>12-22-16</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

2016 DEC -9 PM 3:17

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