



Procurement Review Checklist

Procurement Services Division

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

Date: Jan 17, 2017

MinuteTraq (IQM2) ID #: 9054

Vendor: National Safety Council	Vendor #: 10275	Contract Term: 12/1/06-11/30/17	Contract Total: \$10,000.00
Dept: Finance-Risk Mgmt	Contact: Patrick Genovese	Phone: 630 407-6124	Assigned Committee: Finance
Description of Procurement/ Scope of Work/ Background	National Safety Council brings in certified trainers to provide safety and injury prevention training for County employees.		
Reason for Procurement	Risk Management requires training for injury prevention and safety for County employees.		
FUNDING SOURCE			

- Procurement budgeted for (FY and budget code(s)):
- Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE #, BID # or RFP # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# _____
- 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)

CB	Jan 17, 2017	<i>[Signature]</i>	1/17/17		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

<i>[Signature]</i>	1-19-17	<i>[Signature]</i>	1-19-17
Buyer	Date	Procurement Officer	Date
<i>[Signature]</i>	1-19-17		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date