DU PAGE COUNTY
JUDICIAL AND PUBLIC SAFETY COMMITTEE
FINAL AGENDA

April 17, 2018
Regular Meeting
8:15 AM

ROOM 3500B
421 NORTH COUNTY FARM ROAD
WHEATON, IL  60187

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REMARKS
5. APPROVAL OF MINUTES:
   A. Judicial and Public Safety Committee - Regular Meeting - Tuesday April 3rd, 2018
6. ACTION ITEMS
   A. JPS-P-0122-18 Recommendation for the approval of a contract purchase order to Dr. Mohammed Turab Ali, to provide psychiatric and related healthcare services to juveniles being detained at Kane County for housing. The hourly rate for this position is $220.00 per hour, for the period May 10, 2018 through May 9, 2019, for a contract total not to exceed $45,760.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).
   B. 2018-108 Recommendation to approve the payment of invoice to Business IT Source for purchase of small UPS's for the Circuit Court Clerk’s Office for the total amount of $680.76, per 55 ILCS 5/5-1022 Competitive Bids (d) IT/Telecom purchases under $35,000., per DuPage County Purchasing Ordinance, Article 4-102(5)
   C. 2018-109 Recommendation for the approval of a contract purchase order to Mortech Manufacturing Co., Inc. for a M690E Cadaver Scissor Lift with Rollers, for a contract total amount not to exceed $9,750.00. Per the low quote.
   D. Authorization to Travel -- Authorization to Travel-OHSEM Specialist to travel to Atlanta, Georgia on May 14-16, 2018 to attend the 9th Annual Council for State and Territorial Epidemiologists (CSTE) Disaster Workshop. CSTE is funding the trip, lodging and incidentals for a total cost to the County of $0.00.
7. INFORMATIONAL ITEMS
A. Grant Proposal Notifications -- GPN & Report #016-18 Paul Coverdell Forensic Science Improvement Grant FY2018 U.S. Dept. of Justice - DuPage County Coroner's Office - $250,000

B. Informational -- Heroin-Opioid Prevention and Education (HOPE) Taskforce Presentation

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT
1. **CALL TO ORDER**

8:15 AM meeting was called to order by Chairman Grant Eckhoff at 8:16 AM.

2. **ROLL CALL**

   **PRESENT:** Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
   **ABSENT:** Grasso

   Member Grasso was listening to the meeting via phone conference line until approximately 8:22 a.m. Mr. Fichtner was also present

3. **PUBLIC COMMENT**

   None

4. **CHAIRMAN'S REMARKS**

   Chairman Eckhoff had two comments he addressed to the committee. He first mentioned that this will be Jeremy Hirst's last JPS meeting as Hirst will be leaving the County in mid April. Hirst was thanked for his service with the Health Department and the Office of Homeland Security and Emergency Management. Secondly, Chairman Eckhoff reminded the committee that Congressman Roskam will be on campus later today.

5. **APPROVAL OF MINUTES:**

   **A. Judicial/Public Safety Committee - Regular Meeting - Mar 20, 2018 8:15 AM**

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Sam Tornatore, District 1</td>
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<tr>
<td>SECONDER:</td>
<td>James Healy, District 5</td>
</tr>
<tr>
<td>AYES:</td>
<td>Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grasso</td>
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</table>

6. **BUDGET TRANSFERS**
A. Budget Transfers -- Transfer of funds from account no 53370 (Repair & MTCE Other Equip) to account no 53380 (Repair & MTCE Auto Equip) for the LEB in the amount of $30,000.00 to cover current and upcoming invoices.

<table>
<thead>
<tr>
<th>RESULT:</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>James Healy, District 5</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Sean T Noonan, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grasso</td>
</tr>
</tbody>
</table>

RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, Vice Chair
SECONDER: James Zay, District 6
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso
C. JPS-P-0116-18 Recommendation for the approval of a contract purchase order to Life Technologies Corporation for the purchase of an Automated Extraction System with an extended 2 year warranty for the Sheriff's Office, for a contract total not to exceed $49,165.10, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids-Sole Source. (Purchase of Automated DNA extraction system)

RESULT: APPROVED [UNANIMOUS]  
MOVER: James Zay, District 6  
SECONDER: James Healy, District 5  
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grasso

D. Change Order -- JPS-P-0024B-16 Allied Universal Security Services - Amendment to Resolution JP-P-0024A-16 (P.O 2382-0001) issued to Allied Universal Security Services to provide security services for the County Campus, to increase the encumbrance $3,681.51 for the Office of Homeland Security and Emergency Management resulting in an amended contract total not to exceed $2,415,979.12, an increase of 0.15%.

RESULT: APPROVED [UNANIMOUS]  
MOVER: James Zay, District 6  
SECONDER: Sam Tornatore, District 1  
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grasso

E. 2018-98 Recommendation for the approval of a contract purchase order to MedPro Waste Disposal, LLC, to pick up and dispose of potentially infectious medical waste for the Probation, for the period May 1, 2018 through April 30, 2019, for a total contract amount not to exceed $7,080.00, per renewal option under quote #Q16-131-GV, first of two (2) options to renew for a twelve (12) month period.

RESULT: APPROVED [UNANIMOUS]  
MOVER: Robert L Larsen, Vice Chair  
SECONDER: Sean T Noonan, District 2  
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grasso
F. 2018-99 Recommendation for the approval of a contract purchase order to Kelly Graham, to design and implement comprehensive job placement for unemployed Probationers. The hourly rate for this position is $24.00 per hour, for the period May 1, 2018 through April 30, 2019, for a contract total amount not to exceed $19,800.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

Member Khouri did inquire whether or not this individual is tied to Worknet DuPage. Ms. Donald from Probation clarified that while Ms. Graham is not tied to Worknet DuPage, this connection can be made moving forward.

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, Vice Chair
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

G. Action Item -- Recommendation to reject all proposals received for RFP 17-245-LG for the Time Management System for the Sheriff’s Department.

Member Puchalski questioned why the County was rejecting all bids. Mr. McGuire stood up and clarified that the initial bidding process had resulted in proposals that were unclear as the requirements had not been specific enough. Mr. Rafac assured the committee that critical components are being identified at the beginning of the bidding process so more accurate proposals would be received moving forward.

Member Grasso lost phone connectivity at 8:22 AM.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

H. Action Item -- Authorization to Travel - OHSEM Coordinator to travel to Springfield, IL on April 24-27th 2018 to attend Emergency Management Assistance Training (EMAT) and to present at the Illinois Emergency Services Management Association (IESMA) Conference. All costs are being covered by IESMA.
RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

8. INFORMATIONAL ITEMS

A. Grant Proposal Notifications -- GPN & Report #006-18 - Violent Crimes Victim Assistance Grant PY19 - IL Attorney General's Office - DuPage County State's Attorney - $31,500

Information Items 8.A and 8.B were combined, accepted, and placed on file.

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

B. Grant Proposal Notifications -- GPN & Report #014-18 - FFY17 State Court Improvement Grant (CIP-G-1705) Administrative Office of the Illinois Courts-Department of Probation and Court Services $10,000

Information Items 8.A and 8.B were combined, accepted, and placed on file.

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, Vice Chair
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

D. Informational -- OHSEM Departmental Presentation

A presentation was delivered by Director Murray Snow of the DuPage Office of Homeland Security and Emergency Management (OHSEM). The presentation included items about departmental direction with a focus on school safety, faith based planning, and small business assistance emergency readiness. OHSEM is looking to provide free of charge training to interested parties in the near future.

Board members expressed a few queries regarding the school safety, centered around time lines and what procedures would be put in place. While details will still be forthcoming, Director Snow reiterated that OHSEM will be working closely with DuPage School Districts, experts in school safety, nationally recognized committees and the Regional Office of Education.

The presentation has been attached to the full minute summary.

9. OLD BUSINESS
10. NEW BUSINESS
11. ADJOURNMENT

A. Motion to Adjourn

Without objection, the meeting was adjourned at 8:47 AM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: James Zay, District 6
AYES: Hart, DiCianni, Eckhoff, Healy, Khouri, Larsen, Noonan, Tornatore, Zay
ABSENT: Grant, Grasso, Puchalski

12. COMMUNICATIONS
A. Meeting Handout

1. OHSEM presentation
AWARDING RESOLUTION
ISSUED TO DR. MOHAMMED TURAB ALI,
FOR AN AGREEMENT TO PROVIDE PSYCHIATRIC AND RELATED
HEALTHCARE SERVICES FOR THE JUVENILES DETAINED
AT KANE COUNTY
(CONTRACT TOTAL AMOUNT: $45,760.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Judicial/Public Safety Committee recommends County Board approval for the issuance of a contract purchase order to provide psychiatric services, for the period May 10, 2018 through May 9, 2019, for the Juveniles detained at Kane County.

NOW, THEREFORE BE IT RESOLVED, that County contract covering said, to provide psychiatric and related healthcare services ordered by the courts for the juveniles detained at Kane County, for the period May 10, 2018 through May 9, 2019, for the Juveniles detained at Kane County, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Dr. Mohammed Turab Ali, 1020 Grove Lane, Lombard, Illinois 60148, for a contract total amount of $45,760.00

Enacted and approved this 24th day of April, 2018 at Wheaton, Illinois.

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
# PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
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<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
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<tr>
<td>March 28, 2018</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

**Decision Memo Required**  Other Professional Services - Detailed Vetting Process Required

- Bernadette Mason
  - Completed 03/28/2018 9:13 AM
- Sharon Donald
  - Completed 03/28/2018 9:49 AM
- John Schow
  - Completed 03/28/2018 10:07 AM
- Kathy Ostrowski
  - Completed 03/29/2018 3:17 PM
- James McGuire
  - Completed 03/30/2018 10:27 AM
- Paul Rafac
  - Completed 04/02/2018 11:58 AM
- Tom Cuculich
  - Completed 04/02/2018 12:00 PM
- Kathy Ostrowski
  - Completed 04/09/2018 12:10 PM
- Judicial/Public Safety Committee
  - Pending 04/17/2018 8:15 AM
- Finance Committee
  - Pending 04/24/2018 8:00 AM
- County Board
  - Pending 04/24/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division

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

Vendor: Dr. Mohammed Turab Ali  Vendor #: 26638
Contract Term: 5/10/2018 - 5/9/2019  Contract Total: $45,760.00

Dept: Juvenile Transport  Contact: Sharon Donald
Phone: 630-407-8413  Assigned Committee: Judicial Public Safety

Date: Mar 27, 2018  MinuteTraq (IQM2) ID #: 12350

Vendor: Dr. Mohammed Turab Ali  Vendor #: 26638
Contract Term: 5/10/2018 - 5/9/2019  Contract Total: $45,760.00

Dept: Juvenile Transport  Contact: Sharon Donald
Phone: 630-407-8413  Assigned Committee: Judicial Public Safety

Date: Mar 27, 2018  MinuteTraq (IQM2) ID #: 12350

Description of Procurement/Scope of Work/Background
Psychiatric and related healthcare services for DuPage juveniles being detained at Kane County for housing. This service is mandated per the Illinois County Juvenile Detention Standards Section 702.90.
Rate of $220.00/hour

Reason for Procurement
To provide court ordered on-site psychiatric services including assessment, diagnosis, medication management and treatment.

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): 1400-6130-53090
☐ Budget Transfer (Date)  Add'l Information

DECISION MEMO NOT REQUIRED
☐ LOWEST RESPONSIBLE QUOTE # or BID # __________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # __________________________  ☐ Intergovernmental Agreement
☐ 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  ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED
☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # __________________________
☐ 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)
CDF  Date  Mar 27, 2018  SAD  Date  Mar 27, 2018  IT Approval, if required  Date
Prepared By  Date  Recommended for Approval  Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)

Buyer  Date  Procurement Officer  Date

Chief Financial Officer  Date  Chairman’s Office  Date
(Decision Memos Over $25,000)  (Decision Memos Over $25,000)
## Purchase Requisition

### Procurement Services Division

**Date:** Mar 27, 2018  
**MinuteTraq (IQM2) ID #:** 12350  
**Department Req #:**  
**RFP, Bid or Quote #:**

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Dr. Mohammed Turab Ali</th>
<th>Vendor #: 26638</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email: <a href="mailto:louisville.ali@yahoo.com">louisville.ali@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>Address: 1020 Grove Lane</td>
<td></td>
</tr>
<tr>
<td>City: Lombard State: IL Zip: 60148</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-337-2893</td>
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### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: Transport/Youth Home Division: Probation</th>
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<tbody>
<tr>
<td>Attn: Sharon Donald Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 503 N. County Farm Road</td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-407-8413</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
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<tr>
<th>Vendor: Dr. Mohammed Turab Ali</th>
<th>Vendor #: 26638</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email: <a href="mailto:louisville.ali@yahoo.com">louisville.ali@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>Address: 1020 Grove Lane</td>
<td></td>
</tr>
<tr>
<td>City: Lombard State: IL Zip: 60148</td>
<td></td>
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<tr>
<td>Phone: 630-337-2893</td>
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### Payment Terms

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<th>Contract Administrator</th>
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<th>Contract End Date</th>
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<tbody>
<tr>
<td>PO25 only</td>
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### F.O.B.

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### PO 20 Delivery Date

<table>
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<tr>
<th>Requisition</th>
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### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensior |
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Psychiatric &amp; related Healthcare Services</td>
<td>18 &amp; 19</td>
<td>1400</td>
<td>6130</td>
<td>53090</td>
<td>45,760.00</td>
<td>45,760.00</td>
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**Requisition Total:** $45,760.00

### Header Comments

(these comments will appear on the PO20 and PO25 Purchase Order):

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Special Instructions/Comments to Buyer or Approver

(these comments will NOT appear on the Purchase Order):

---

User Department Internal Notes

(these comments will NOT appear on the Purchase Order):

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Attachment: Dr. Mohammed Turab Ali - Purchase Requisition (JPS-P-0122-18 : Dr. Mohammed Turab Ali)
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.

Date: Mar 27, 2018
MinuteTraq (IQM2) ID #: 12350
Department Requisition #: __________

Requesting Department: Juvenile Transport
Contact Email: sharon.donald@dupageco.org
Vendor Name: Dr. Mohammed Turab Ali

Department Contact: Sharon Donald
Contact Phone: 630-407-8413
Vendor #: 26638

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

Request approval to issue a new contract to Dr. Mohammed Turab Ali. This service is required per the court.

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

This contract provides all court ordered on-site psychiatric services including assessment, diagnosis, medication management and treatment. This contractor will function as a consultant to Kane County Juvenile Justice Center staff, physician and medical staff for court-ordered juveniles only.

Strategic Impact
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 department posted position for Child & Adolescent Psychiatrist as an independent due to the previous psychiatrist resigning. This position calls for 24 hour-on-call mental health services. Dr. Mohammed Turab Ali is willing to take on the services and he has the credentials to do so.

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

Staff recommends issuance of this contract as the most economical way to provide services to the juveniles at Kane County.

1) Approve contract as requested to Dr. Mohammed Turab Ali
2) Under the department of corrections, Illinois Juvenile County Standards 702.90 a psychiatrist must be available to attend to the juveniles being detained at Kane County

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.

Funds were approved in the original budget - $45,760.00 under the budget code 1400-6130-53090 for FY’2018.
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, ("AGREEMENT") is effective as of the 10th day of May, 2018, and is entered into by and between MOHAMMED TURAB ALI ("PSYCHIATRIST") and the 18th JUDICIAL CIRCUIT'S DEPARTMENT OF PROBATION AND COURT SERVICES ("THE DEPARTMENT").

RECITALS

WHEREAS, in order to fully provide services, THE DEPARTMENT must contract with certain providers of health care services such as psychiatrists, physicians, specialists; and

WHEREAS, PSYCHIATRIST has the expertise, experience, knowledge and resources to provide court ordered psychiatric and mental health care services to juveniles authorized by the 18th Judicial Circuit for detention at the Kane County Juvenile Justice Center; and

WHEREAS, THE DEPARTMENT desires to engage the services of PSYCHIATRIST according to the terms and conditions set forth below, and PSYCHIATRIST desires to accept such terms;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. **Licensure.** PSYCHIATRIST is duly licensed in the State of Illinois as a CLINICAL PSYCHIATRIST and shall remain so at all times during the term of the agreement and, if requested, will continually provide evidence thereof. Should PSYCHIATRIST’S license to practice in his professional accreditation be suspended, revoked, terminated or diminished, or if a matter arises which materially affects the PSYCHIATRIST’S ability to carry out his duties or obligations under this agreement, PSYCHIATRIST agrees to notify THE DEPARTMENT within three (3) days and refrain from performing professional services in violation of state law.

2. **Scope of Services.** PSYCHIATRIST agrees to provide services at the Kane County Juvenile Justice Center on behalf of THE DEPARTMENT as set forth in Exhibit A, attached hereto and made part hereof. Services are required as set forth in Exhibit B, Scope of Services, attached hereto and made part hereof.

3. **Scheduling.** PSYCHIATRIST understands and agrees that he will be responsible for providing four (4) hours prior notice to THE DEPARTMENT in the event that he is unavailable for any reason once service hours are
scheduled. PSYCHIATRIST shall promptly re-schedule missed hours to meet the needs of the court.

4. **Compensation.** The Department shall pay the PSYCHIATRIST for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The Department shall not be obligated to pay for any services not in compliance with this AGREEMENT. Compensation for Services during the term shall be based on an hourly rate of $220.00 and shall not exceed forty five thousand seven hundred sixty dollars, ($45,760.00). Payments will be made monthly and shall be based on the agreed weekly rate for services provided by PSYCHIATRIST as documented in invoices submitted monthly. In the event of early termination of this AGREEMENT, the Department shall only be obligated to pay the fees incurred up to the date of termination. In no event shall the Department be liable for any costs incurred or Services performed after the effective date of termination as provided herein. PSYCHIATRIST shall submit invoices referencing this AGREEMENT with such supporting documentation as may be requested by the Department on a not more often than monthly basis, and no later than sixty (60) days following completion of the work being invoiced. PSYCHIATRIST shall provide the Department with a valid taxpayer identification number prior to making any request for compensation. The Department will process payment in its normal course of business. Payment will not be made on invoices submitted later than six months (180 days) after the expiration date of this AGREEMENT and any statute of limitations to the contrary is hereby waived.

5. **Non-appropriation:** Expenditures not appropriated in the current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event sufficient funds are not appropriated in a subsequent fiscal year by the Department for performance under this Agreement, the Department shall notify PSYCHIATRIST and this Agreement shall terminate on the last day of the fiscal period for which funds were appropriated. In no event shall the Department be liable to the PSYCHIATRIST for any amount in excess of the cost of the services rendered up to and including the last day of the fiscal period.

6. **Independent Contractor:** No relationship of employer and employee is created by this Agreement, it being understood that PSYCHIATRIST will act as an independent contractor. PSYCHIATRIST shall not have any claim against THE DEPARTMENT under this Agreement for vacation pay, sick pay, retirement benefits, social security, workers compensation, disability, unemployment insurance or employee benefits of any kind. PSYCHIATRIST agrees to render his professional services and perform his functions at all times in strict accordance with currently approved methods and practices in his field. PSYCHIATRIST hereby represents that PSYCHIATRIST'S valid
taxpayer identification number as defined by the United States Internal Revenue Code was or will be provided to the Department.

7. **Medical Records.** All documents prepared by PSYCHIATRIST in performance of this agreement shall be the absolute property of THE DEPARTMENT. PSYCHIATRIST understands and agrees that he will adhere to the policies and procedures adopted by THE DEPARTMENT as well as the Kane County Juvenile Justice Center. PSYCHIATRIST will ensure that treatment records regarding residents at the Kane County Juvenile Justice Center remain confidential and are not disclosed to any persons except as permitted by applicable law or court order.

8. **Discrimination.** PSYCHIATRIST understands and agrees that he will comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. Sec 2000), Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. Sec 6101), Title IX of the Education Amendments of 1972 (20 U.S.C. X 1681) and CFR Part 92 which collectively prohibit discrimination on the basis of race, color, national origin, sex, handicap, age and religion. PSYCHIATRIST has completed the orientation from the Kane County Juvenile Justice Center.

9. **Governmental Regulations.** PSYCHIATRIST further agrees to comply with the applicable OSHA regulations and all of the laws, rules and regulations of all governmental authorities having jurisdiction over the performance of THE DEPARTMENT'S contract.

10. **Insurance.** PSYCHIATRIST shall have and maintain, at his sole expense, professional liability insurance, with coverage for any and all occurrences during the term of the AGREEMENT. Said professional liability insurance shall be in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate or as otherwise required by the State of Illinois. In addition, coverage shall be provided in the minimum amount of $1,000,000 and shall be maintained for a period of four (4) years after the date of the final payment for this Agreement. PSYCHIATRIST understands and agrees that he will provide 1) a certificate of insurance as evidence of the aforesaid coverage prior to commencing services hereunder, 2) ensure that aforesaid certificate indicated that THE DEPARTMENT at its corporate address will be given advance notice in the event that said insurance is terminated or reduced, and that PSYCHIATRIST will not render services pursuant to this agreement at any time when his insurance required herein is not in force. PSYCHIATRIST is solely responsible for all costs and expenses in connection with the maintenance of the professional liability insurance requirements pursuant to this AGREEMENT.

11. **Indemnification:** Notwithstanding the foregoing, the Contractor and Department shall not be deemed to have waived any rights, protections or
immunities under 745 ILCS 10/1-101, et. seq. (Local Government and Governmental Employees Tort Immunity Act.) Contractor agrees to indemnify and hold harmless the County of DuPage, the Eighteenth Judicial Circuit Court of DuPage County, the Department, its members, trustees, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney fees, arising out of, or relating to, any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the acts or omissions of Contractor or its employees or its subcontractors under this Agreement. This includes, but is not limited to, the unauthorized use of any trade secrets, U.S. patent or copyright infringement. The indemnities set forth herein shall survive the expiration or termination of this Agreement.

11.1 The Contractor shall indemnify, hold harmless and the Department, its officials, officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the Contractor’s negligent or willful acts, errors or omissions in its performance under this Agreement.

11.2 Nothing contained herein shall be construed as prohibiting the Department, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them.

11.3 Any indemnity as provided in this Agreement shall not be limited by reason of the enumeration of any insurance coverage herein provided. Contractor’s indemnification of Department shall survive the termination, or expiration, of this Agreement.

11.4 Neither the provision of insurance or indemnification shall be deemed a waiver of the Department’s defenses under the Illinois Local Government and Governmental Employees Tort Liability Act.

12. **Workers Compensation.** PSYCHIATRIST shall have and maintain workers compensation insurance, if applicable, in his own name with coverage for any and all occurrences during the term of this agreement. Insurance shall be in the minimum amount as required by the State of Illinois. PSYCHIATRIST further understands and agrees that THE DEPARTMENT is not responsible for any costs associated with illness or injury to PSYCHIATRIST or his agents/employees.
13. **Confidentiality.** PSYCHIATRIST hereby acknowledges that during the term of this Agreement, PSYCHIATRIST may have access to various trade secrets and confidential information, including but not limited to financial information, operating practices and procedures and ideas and data developed by or on behalf of THE DEPARTMENT. PSYCHIATRIST further acknowledges that such trade secrets and confidential information are the exclusive property of THE DEPARTMENT and as such, are proprietary and that disclosure of unauthorized use thereof will cause irreparable harm and loss to THE DEPARTMENT. It is therefore understood and agreed that PSYCHIATRIST will refrain from disclosing any confidential information. Upon separation of PSYCHIATRIST from THE DEPARTMENT, any confidential information including documents, data and operating plans and procedures, obtained or developed during the term of affiliation with THE DEPARTMENT shall be promptly returned to THE DEPARTMENT. It is further understood and agreed that PSYCHIATRIST, his agents and employees will be bound by the terms of this paragraph.

14. **Assignment.** THE DEPARTMENT shall not assign this Agreement to any other entity without the express written consent of PSYCHIATRIST. PSYCHIATRIST shall not assign this Agreement to any other entity without the express written consent of THE DEPARTMENT. PSYCHIATRIST and THE DEPARTMENT each binds itself, its successors, assigns and legal representative to the other party hereto and to the successors, assign and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

15. **Entire Agreement.** This Agreement constitutes the entire Agreement of the parties and is intended as a complete and exclusive statement of promises, representations, negotiations, discussions and agreements that have been made in connection with the subject matter hereof. No modification or amendment of this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.

16. **Severability.** It is further understood and agreed that if any provision of the agreement is declared or found to be illegal, unenforceable or void, then THE DEPARTMENT and PSYCHIATRIST shall be relieved of all obligations under that provision. The remainder of the agreement shall be enforced to the fullest extent permitted by law.

17. **Authority to Contract.** PSYCHIATRIST represents and warrants to the best of his knowledge that he is permitted to enter into this AGREEMENT, including any and all Exhibits, and perform the obligations contemplated hereto, and that this Agreement and the terms and obligations hereof are not inconsistent with any other obligations PSYCHIATRIST may have.
18. **Termination.** Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause upon serving thirty (30) days’ prior written notice upon the other party.

Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination.

Upon termination of this AGREEMENT, all data, work products, reports and documents produced, because of this AGREEMENT shall become the property of THE DEPARTMENT. Further, PSYCHIATRIST shall provide all data, work products, reports, and documents within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

19. **Governing Law.** This AGREEMENT shall be governed by the laws of the State of Illinois as to both interpretation and performance. The exclusive forum for resolving any disputes concerning the parties’ respective performance, or failure to perform, under this AGREEMENT, shall be the 18th Judicial Circuit Court for DuPage County, Illinois.

20. **Notices.** Any required notice shall be sent to the following addresses and parties:

To Psychiatrist:
Dr. Mohammed Turab Ali
1020 Grove Lane
Lombard, Illinois 60148
To: John Schow, Director:
Department of Probation and Court Services
503 North County Farm Road
Wheaton, Illinois 60187

21. **Waiver of/Failure to Enforce Breach.** The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT by the remaining party shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT. Further the failure to enforce any particular breach shall not bar or prevent the remaining party from enforcing this AGREEMENT with respect to a different breach.

22. **Force Majeure.** Neither party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

23. **Contract Term.** The term of the contract will be for a twelve month period commencing on or about May 10, 2018 through May 9, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first written above.

By: 
John Schow
Director of Probation and Court Services

By: 

Dr. Mohammed Turab Ali
Psychiatrist
DEA#
**EXHIBIT A**

Contract Sites Subject To This Agreement

PSYCHIATRIST agrees to provide services on-site at the following contract site. PSYCHIATRIST will render services in accordance with the Scope of Services in Exhibit B for the effective dates set forth below:

<table>
<thead>
<tr>
<th>Contract Site</th>
<th>Effective Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kane County Juvenile Justice Center</td>
<td>May 10, 2018 – May 9, 2019</td>
</tr>
<tr>
<td>37W655 Route 38</td>
<td></td>
</tr>
<tr>
<td>St. Charles, Illinois 60175</td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT B
Scope of Services

PSYCHIATRIST agrees to work with the Health Services Administrator at the Kane County Juvenile Justice Center and/or designated DEPARTMENT personnel at the site referenced in Exhibit A to deliver services on behalf of THE DEPARTMENT consistent with the demands of his profession.

PSYCHIATRIST is to provide psychiatric services to juveniles ordered by the 18th Judicial Circuit to detention at the Kane County Juvenile Justice Center and court ordered to receive services from PSYCHIATRIST. These services include the following:

1. Provide all court ordered on-site psychiatric services including assessment, diagnosis, medication management and treatment.
2. Provide overall clinical direction for DuPage County juveniles.
3. Function as a consultant to the Kane County Juvenile Justice Center staff, physician and medical staff for DuPage County juveniles.
4. Provide 24-hour on-call Mental Health services for DuPage County juveniles who are ordered by the 18th Judicial Circuit to receive psychiatric services.
5. Provide written summaries of history, diagnosis and treatment course for DuPage County juveniles.
6. Provide regular psychiatric or mental health follow-up for DuPage County juveniles while detained at the Kane County Juvenile Justice Center.
7. Maintain contact with the DuPage County Detention and Screening Transport Unit, providing any information requested by the Court.
8. Other duties as required and/or requested.
EXHIBIT C

Rate Schedule

PSYCHIATRIST understands and agrees that he will provide psychiatric services for the designated number of hours as determined and approved by THE DEPARTMENT. In consideration for the provision of psychiatric services, THE DEPARTMENT shall compensate PSYCHIATRIST as set forth below.

<table>
<thead>
<tr>
<th>Contract Site</th>
<th>Rate</th>
<th>Hours of Service</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kane County Juvenile Justice Center</td>
<td>$220/hr.</td>
<td>4 hours/week</td>
<td>5/10/2018–5/9/2019</td>
</tr>
<tr>
<td>37W655 Route 38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Charles, Illinois 60175</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Mar 13, 2018
Bid/Contract/PO #: 6.A.e

Company Name: Dr. Mohammed Ali
Company Contact: Dr. Mohammed Ali
Contact Phone: 630-337-2893
Contact Email: louisville_all@yahoo.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: [SIGNATURE ON FILE]

Printed Name: Dr. Mohammed Ali
Title: Child and Adolescent Psychiatrist
Date: 2/26/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-108
### PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td>April 4, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
</tr>
<tr>
<td>$680.76</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- **Bernadette Mason**: Completed 04/04/2018 11:08 AM
- **Kathy Ostrowski**: Completed 04/04/2018 12:28 PM
- **Wendi Wagner**: Completed 04/04/2018 1:45 PM
- **Donald Carlsen**: Completed 04/04/2018 1:52 PM
- **James McGuire**: Completed 04/13/2018 1:20 PM
- **Paul Rafac**: Completed 04/13/2018 2:14 PM
- **Kathy Ostrowski**: Completed 04/13/2018 2:59 PM
- **Judicial/Public Safety Committee**: Pending 04/17/2018 8:15 AM
Procurement Review Checklist

Vendor: Business IT Source
Vendor #: 12792
Contract Term:
Contract Total: $680.76

Dept: Circuit Court Clerk
Contact: Julie Ellfesen
Phone: 630-407-7480
Assigned Committee: JPS

Description of Procurement/Scope of Work:
Payment of invoice for the purchase of small UPS’s - they are getting old and are failing - so we needed replacements.

Reason for Procurement:
All of our counter register workstations are connected to small UPS (back up power). If we lost power, we do not lose the registers - this provide us with time until the generator kicks in.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): 18-1400-6720-52100
☐ Budget Transfer (Date) ____________ Add'l Information

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # ___________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # ___________________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☒ PER 55 ILC S 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILC S 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS25)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ___________________________ (include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ___________________________
☐ 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)

mhh  
Prepared By: mhh
Date: Apr 4, 2018
Recommended for Approval Date: 4-4-18
IT Approval, if required Date: 4-13-18

REVIEWED BY (Initials Only)

Buyer: ch
Date: 4-13-18
Procurement Officer: mhh
Date: 4-13-18

Chief Financial Officer (Decision Memos Over $25,000)
Date: 4-13-18
Chairman’s Office (Decision Memos Over $25,000)
Date: 4-13-18
### Purchase Requisition

**Procurement Services Division**

**Send Purchase Order To:**
- Vendor: Business IT Source
  - Vendor #: 12792
- Attn: Dan Frauenheim
  - Email: danf@bitsinc.com
- Address: 954 Corporate Woods Pkwy
- City: Vernon Hills
  - State: IL
  - Zip: 60061
- Phone: 847-793-0600
- Fax: 847-793-0600

**Send Invoices To:**
- Dept: Circuit Court Clerk
  - Division: Accounting
- Attn: Julie Ellefson
  - Email: julie.ellefson@18thjudicial.org
- Address: 505 N County Farm Rd
- City: Wheaton
  - State: IL
  - Zip: 60187
- Phone: 630-407-8590
- Fax: 630-407-8590

**Send Payments To:**
- Vendor: Business IT Source
  - Vendor #: 12792
- Attn: Dan Frauenheim
  - Email: danf@bitsinc.com
- Address: 954 Corporate Woods Pkwy
- City: Vernon Hills
  - State: IL
  - Zip: 60061
- Phone: 847-793-0600
- Fax: 847-793-0600

**Payment Terms:**
- PER 50 ILCS 505/1

**Ship To:**
- Dept: Circuit Court Clerk
  - Division: Accounting
- Attn: Julie Ellefson
  - Email: julie.ellefson@18thjudicial.org
- Address: 505 N County Farm Rd
- City: Wheaton
  - State: IL
  - Zip: 60187
- Phone: 630-407-8590
- Fax: 630-407-8590

**PO 20 Delivery Date:**

**Requisitioner:**

**PO25 only**

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>APC Back-UPS</td>
<td></td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>680.76</td>
<td>680.76</td>
</tr>
</tbody>
</table>

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

This is for payment only. Do not send purchase order to Business IT Source - this order has already been processed. Send paper work to Julie.ellefson@18thjudicial.org and to mary.heaton@18thjudicial.org

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

---

**Requisition Total $** 680.76
BUSINESS IT Source

954 Corporate Woods Pkwy
Vernon Hills IL 60061
847-793-0600

Bill To
Mary Heaton
Clerk of the Circuit Court of DuPage County
505 N County Farm Road
Wheaton IL 60189
United States

Ship To
Mary Heaton
Clerk of the Circuit Court of DuPage County
505 N County Farm Road
Wheaton IL 60189
United States
Mary.Heaton@18thjudicial.org

Date: 3/27/2018
Invoice #: 146074
Terms: Net 45
Due Date: 5/11/2018
PO #: CA-18029
Customer Memo: Sales Order #217660
Ship Via: FedEx Ground
Tracking #: 427287967680 42728796 427287967638 427287967628

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE90CM1</td>
<td>APC Back-UPS BE90CM1 - UPS - AC 120 V - 330 Watt - 600 VA - output connectors: 8</td>
<td>10</td>
<td>62.00</td>
<td>620.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $620.00
Shipping Cost (FedEx Ground): $60.76
Total: $680.76

Thank you for your business.
Requisition under 25k dollars

2018-109
PROCUREMENT REVIEW CHECKLIST
REQUISITION
This form must accompany all County Purchase Requisitions.

NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>JUDICIAL/PUBLIC SAFETY COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 10, 2018</td>
<td>$9,750.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

- Bernadette Mason: Completed 04/10/2018 11:29 AM
- Kathy Ostrowski: Completed 04/12/2018 11:29 AM
- James McGuire: Completed 04/13/2018 10:41 AM
- Paul Rafac: Completed 04/13/2018 11:25 AM
- Kathy Ostrowski: Completed 04/13/2018 11:48 AM
- Judicial/Public Safety Committee: Pending 04/17/2018 8:15 AM
**Purchase Requisition**

**Procurement Services Division**

<table>
<thead>
<tr>
<th><strong>Send Purchase Order To:</strong></th>
<th><strong>Send Invoices To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Mortech Manufacturing Co., Inc  Vendor #:</td>
<td><strong>DuPage Office of Homeland</strong>  Dept: Security and Emergency Mangement  Division:</td>
</tr>
<tr>
<td>Attn: Michael Kubacik  Email: <a href="mailto:michael.kubacik@mortechmfg.com">michael.kubacik@mortechmfg.com</a></td>
<td>Attn: Rich Hellman  Email: <a href="mailto:Richard.hellman@dupageco.org">Richard.hellman@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 411 North Aerojet Ave</td>
<td>Address: 418 N. County Farm Rd</td>
</tr>
<tr>
<td>Phone: 1-800-410-0100  Fax: 626-334-1704</td>
<td>Phone: 630-407-2918</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Send Payments To:</strong></th>
<th><strong>Ship To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Mortech Manufacturing Co., Inc  Vendor #:</td>
<td><strong>Dept:</strong> DuPage Coroner's Office  Division:</td>
</tr>
<tr>
<td>Attn:  Email:</td>
<td>Attn: Gabrielle vacala  Email: <a href="mailto:Gabrielle.vacala@dupageco.org">Gabrielle.vacala@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 411 North Aerojet Ave</td>
<td>Address: 414 N. County Farm Rd</td>
</tr>
<tr>
<td>Phone: 1-800-410-0100  Fax: 626-334-1704</td>
<td>Phone: 630-407-2600  Fax: 630-407-2601</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Payment Terms</strong></th>
<th><strong>F.O.B.</strong></th>
<th><strong>PO 20 Delivery Date</strong></th>
<th><strong>Requisitioner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PER 50 ILCS 505/1</strong></td>
<td><strong>Destination</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Use for</strong></th>
<th><strong>Contract Administrator</strong></th>
<th><strong>Contract Start Date</strong></th>
<th><strong>Contract End Date</strong></th>
<th><strong>Use for</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>LN</strong></th>
<th><strong>Qty</strong></th>
<th><strong>UOM</strong></th>
<th><strong>Item Detail (Product #)</strong></th>
<th><strong>Description</strong></th>
<th><strong>FY</strong></th>
<th><strong>Dept #</strong></th>
<th><strong>Acctg Unit</strong></th>
<th><strong>Acct #</strong></th>
<th><strong>Sub-Accts and/or Activity #</strong></th>
<th><strong>Unit Price</strong></th>
<th><strong>Extension</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>M690E</td>
<td>Cadaver Scissor Lift with Rollers</td>
<td>18</td>
<td>5000</td>
<td>1960</td>
<td>54110</td>
<td>PHEP18 54110</td>
<td>8,900.00</td>
<td>8,900</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>Freight</td>
<td></td>
<td>18</td>
<td>5000</td>
<td>1960</td>
<td>54110</td>
<td>PHEP18 54110</td>
<td>850.00</td>
<td>850</td>
</tr>
</tbody>
</table>

**Requisition Total** $ 9,750

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

Order to be placed by Corey Mulryan, OHSEM Coordinator, upon approval.
**Procurement Review Checklist**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Mortech Manufacturing</th>
<th>Vendor #: 26975</th>
<th>Contract Term: N/A</th>
<th>Contract Total: $9,750.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: OHSEM</td>
<td>Contact: Corey Mulryan</td>
<td>Phone: 630/407-2937</td>
<td>Assigned Committee: JPS</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**
Purchase and delivery of a cadaver scissor lift with rollers to increase the capabilities of the DuPage Coroner's Office in the event of a Mass Fatality Incident.

**Reason for Procurement**
Identified need while the Mass Fatality Plan for the County was being developed for the Coroner's Office.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)):
- [x] Budget Transfer (Date) May 1, 2018 Add'l Information Will be purchased with non-personnel funds from the PHEP grant.

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # __________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # __________________________ Intergovernmental Agreement
- [ ] 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 Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # __________________________
- [ ] 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)**

<table>
<thead>
<tr>
<th>BMM</th>
<th>Apr 10, 2018</th>
<th>Prepared By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Apr 10, 2018</th>
<th>Recommended For Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>4/10/2018</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>4/12/18</th>
<th>Procurement Officer</th>
<th>4-13-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>4-13-18</th>
<th>Chairman's Office</th>
<th>(Decision Memo's Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Bill to:**
DuPage County Coroner's Office  
414 N. County Farm Road  
Wheaton IL 60187

**Ship to:**
414 N. County Farm Road  
Wheaton IL 60187

---

### Product Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>M690E Cadaver Scissor Lift with Rollers - 690E</td>
<td>1</td>
<td>$8,900.00</td>
<td>$8,900.00</td>
</tr>
<tr>
<td>- Freight</td>
<td>1</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
</tbody>
</table>

**Sub Total** $9,750.00  
**Tax** $0.00  
**Grand Total** $9,750.00

---

### Terms and Conditions

**PLEASE REFERENCE QUOTE NUMBER WHEN PLACING YOUR ORDER**

- **Quotation:** Valid for 30 days unless superseded by another quotation.  
- **Shipment:** 10-12 weeks from receipt of order and/or signed drawings.  
- **Sales Tax:** To be added to order, if applicable, pricing does not include state, local or use tax.  
- **Freight:** Is valid today & good for 30 days, please verify at time of order.  
- **Terms of Sale:** Payments can be made by check, wire transfer, or credit card. Credit card payments of $10,000 or more, are subject to a surcharge fee of up to 4% per transaction. For additional details, see Mortech’s published terms of sale at: http://mortechmfg.com/pages/terms-of-sale.  
- **Transportation:** FOB-Azusa, CA  
- **Warranty:** 1-year warranty commencing day your order ships.  
- **Clarifications:** Delivery to standard truck high loading dock, truck with lift gate not included. All equipment will be delivered on a 53 ft. semi truck. Customer must verify off-loading area is capable of accepting a truck of this size. Customer to verify INSIDE delivery, removal/disposal of crating material, product training, and installation not included and would be an additional charge to this quote if available and if requested. Freight charge is an estimate and will be re-quoted at time of shipment.

MORTECH IS A CERTIFIED SMALL & MINORITY OWNED BUSINESS

- **TAX ID:** 56-2489242  
- **CAGE Code:** 1XDH8  
- **DUNS#:** 19044920  
- **LSBE#:** 7643  
- **Michael Kubacik**  
  - Vice President of Sales  
  - michael.kubacik@mortechmfg.com  
  - 847-636-6059

---

**Attachment:** Mortech Manufacturing - Quote (2018-109 : Mortech Manufacturing - Scissor Lift)
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Company Name: Mortech Manufacturing Company, Inc.  
Company Contact: Gino Joseph  
Contact Phone: 626.334.1471  
Contact Email: info@mortechmfg.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☐ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☐ NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county’s ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature  
Printed Name: Gino Joseph

Title: President / CEO

Date: Apr 10, 2018

Attach additional sheets if necessary. Sign each sheet and number each page.  Page 1 of 1 (total number of pages)
Authorization to Travel-OHSEM Specialist to travel to Atlanta, Georgia on May 14-16, 2018 to attend the 9th Annual Council for State and Territorial Epidemiologists (CSTE) Disaster Workshop. CSTE is funding the trip, lodging and incidentals for a total cost to the County of $0.00.

Name: [redacted] Title: Emergency Management Specialist

Department: Judicial/Public Safety Committee

Request Date: 4/4/2018 Account Code: 1000-1900

Purpose of Trip: (explain fully the necessity of making the trip)

The Council for State and Territorial Epidemiologists (CSTE) will be sponsoring one DuPage County Employee to attend the 9th Annual CSTE Disaster Epidemiology Workshop. OHSEM has elected for one representative to attend the conference to discuss the tools and insights in the workshop. The knowledge and shared experiences between peers and other jurisdictions shall enhance updates made to the Hazard Annexes within the Emergency Operations Plan (EOP) for DuPage County’s Office of Homeland Security and Emergency Management agency.

Destination: Atlanta, GA

Date of Departure: 5/14/18 Date of Return Arrival: 5/16/2018

(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Registration:</td>
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<tr>
<td>Transportation:</td>
<td>0</td>
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<tr>
<td>Lodging:</td>
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<td>Rental Car:</td>
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<tr>
<td>Reference Materials:</td>
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<tr>
<td>Meals: (Per Diems)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Reviewed by and Date Approved

Bernadette Mason Completed 04/05/2018 3:32 PM
Murray Snow Completed 04/05/2018 3:57 PM
Judicial/Public Safety Committee Pending 04/17/2018 8:15 AM
County Board Pending 04/24/2018 10:00 AM
Invitation to National Disaster Epidemiology Workshop, May 15-16, 2018

Good morning,

The Council of State and Territorial Epidemiologists (CSTE), in collaboration with the Centers for Disease Control and Prevention (CDC), is pleased to announce the 9th
Annual Disaster Epidemiology Workshop, to be held **May 15-16, 2018** in Atlanta, GA. The goals of the workshop are to:

- Provide relevant and timely learning opportunities for epidemiologists, public health emergency preparedness coordinators, emergency managers and academia in disaster epidemiology.
- Provide opportunities for attendees to network and build partnerships with epidemiologists across disciplines to share best practices and collaborate on epidemiologic approaches towards improving all-hazard disaster preparedness and response capacities at local, state, regional, and national levels.

The workshop is funded through a cooperative agreement with CDC’s National Center for Environmental Health (NCEH). Funding has been made available to pay travel expenses with travel sponsorships (airfare, hotel, ground transportation, and per diem) for a limited number of state and local health agency participants. This workshop is closely related to activities supported by Public Health Emergency Preparedness (PHEP) at CDC, and your state PHEP program may have funds to support additional representatives from your state.

This year’s theme surrounds **epidemiologic tools that can be utilized during disaster situations**.

To RSVP and/or request travel sponsorship funding, please complete the following form by March 30, 2018 (DEADLINE FOR FEDERAL EMPLOYEES IS MARCH 27, 2018): [https://cste.co1.qualtrics.com/jfe/form/SV_86zMHTNfYW2yxZb](https://cste.co1.qualtrics.com/jfe/form/SV_86zMHTNfYW2yxZb). Travel sponsorship notifications will be sent by Monday, April 2. For questions or additional information, please contact Hayleigh McCall at 770-458-3811 or hmccall@cste.org.

For information on previous Disaster Epidemiology Workshops, click [HERE](#).

**Hotel & Meeting Location:**
Embassy Suites Atlanta Buckhead
3285 Peachtree Rd
Atlanta, GA 30305

Embassy Suites Reservations: 1-800-362-2779
Embassy Suites Atlanta Buckhead Front Desk: 1-404-261-7733
Room block name: CSTE 2018 DISASTER EPIDEMIOLOGY WORKSHOP GROUP (please note the typo on “workshop”) Room reservation deadline: **April 28, 2018**
Packet Pg. 40

Hotel website: http://embassysuites3.hilton.com/en/hotels/georgia/embassy-suites-
by-hilton-atlanta-buckhead-ATLLXES/index.html

Please feel free to share this message with any interested parties. We look forward to
seeing you in Atlanta!

Hayleigh McCall, MPH
Program Analyst I

Council of State and Territorial Epidemiologists

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DuPage County

Grant Proposal Notification

GRANT NAME: Paul Coverdell Forensic Science Improvement Grants Program – Competitive

GRANTING ENTITY: National Institute of Justice (DOJ)

COUNTY DEPARTMENT: DuPage County Coroner's Office

PARENT COMMITTEE: Judicial and Public Safety

DEPARTMENT CONTACT: Dr. Hilary McElligott - (630) 407-2600

AMOUNT REQUESTED: $250,000

TYPE OF GRANT (please check): □ Competitive □ Continuation □ Formula
The DuPage County Coroner’s Office is pursuing professional accreditation through the National Association of Medical Examiners (NAME). The Paul Coverdell Forensic Science Improvement Grants Program provides technical assistance through the accreditation process and assists with the accreditation fees. Additionally, the Paul Coverdell Forensic Science Improvement Grants Program allows the DuPage County Coroner’s Office to expedite its efforts in addressing the Office’s capital improvement needs. These improvements include the acquisition of equipment and capabilities necessary to effectively operate during various incident command scenarios. Capital improvement needs include: 1) the purchase of a hydraulic body lift to access our floor to ceiling storage racks; 2) the purchase of additional morgue and field supplies; and 3) the purchase of an updated computer system capable of real-time data sharing and data integration with law enforcement, medical, and community stakeholders.

Grant proposal submission due date (MM/DD/YYYY) 4/30/2018

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2019</td>
<td>1/1/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Duration (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

If awarded, will this grant require the hiring of additional staff or personnel? Yes ☐ No ☑

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

If the grant covers salary or salary & benefits, how many years will the position(s) be retained beyond the grant closing: N/A

What fund will be used to compensate personnel after the project period ends: N/A

Are matching funds required? Yes ☐ No ☑

Percentage of funding required by granting agency 0%

County’s match amount: (auto fill) $ -

*Department may seek additional funding in the future to provide match amount

County fund that will provide the matching requirement:

Grant amount request (auto fill) $ 250,000.00

All other funding already allocated for project or project phase

Total project or project phase cost (auto fill) $ 250,000.00

☐ Please check this box if you are interested in having a grant writer prepare this grant proposal.
Grant Proposal Notification Report 016-18

Submitted on: 04/09/18  Submitted by: Dr. Hilary McElligott, Coroner’s Office

Purpose of Grant: The competitive FY2018 Paul Coverdell Forensic Science Improvement Grants Program’s intent is to further the U.S. Department of Justice’s mission by providing States and units of local government with tools needed to meet the challenges of crime and justice. Specifically, this program seeks to improve both the quality and timeliness of forensic science and coroner’s office services. The DuPage County Coroner’s Office will be applying for funding to pay for accreditation fees and the purchase of a hydraulic body lift, morgue and field supplies, and an updated computer system for real-time data sharing/integration with various stakeholders.

Proposal Due Date: 04/30/2018  Project Period: 01/01/19 - 12/31/19

Matching Requirement: ☒ Yes   ☐ No  Explain: ____________________________

Headcount Requirement: ☐ Yes   ☒ No  Explain: ____________________________

Funding Origination Source: ☒ Federal  ☐ State  ☐ Private  ☐ Corporate

The following potential issues are noted:

1. There are no known issues with this grant.

Other information (i.e. collaboration, allocation of funding, etc.): Grant funding originates from the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The Coroner’s Office will be applying for funding in the amount of $250,000. This would be the 1st application of funding through this grant program by the Coroner’s Office. The Sheriff’s Office, Crime Lab has been a recipient of Coverdell funding for the past 15th years, with an average award over the past 10 years of $43,000.

For more information on the purpose of the grant and the justification of need, please see the Grant Proposal Notification Form submitted by Dr. Hilary McElligott, Coroner’s Office.