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: DuPage County Health Dept</th>
<th>Vendor #: 19161</th>
<th>Contract Term: 12/1/2019 - 11/30/2020</th>
<th>Contract Total: $208,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Probation &amp; Court Services</td>
<td>Contact: Sharon Donald</td>
<td>Phone: 630-407-8413</td>
<td>Assigned Committee: Judicial/Public Committee</td>
</tr>
</tbody>
</table>

Description of Procurement/Scope of Work/Background
DuPage County Health Department provides mental health case management to mentally ill clients that are sentenced to Probation's SNAP and MICAP programs. The Department of Probation has worked successfully with the DuPage County Health Department for several years.

Reason for Procurement
Mental health services are needed to assist probationers who are mentally ill by providing services for housing, food, transportation and other basic necessities that enable the mentally ill probationers to live successfully in the community.

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1400-6120-53830 for FY 2020
- 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)

KBT Nov 5, 2019 Prepared By SAD Nov 5, 2019 Recommended for Approval IT Approval, if required

REVIEWED BY (Initials Only)

Buyer Date
11-7-19 Procurement Officer Date 11-8-19
Chief Financial Officer Date Chairman's Office (Decision Memos Over $25,000) Date

referer: Rev 1.8 9/11/17