



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3757	RFP, BID, QUOTE OR RENEWAL #: 23-121-FIN	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$18,665.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/28/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$18,665.00
	CURRENT TERM TOTAL COST: \$18,665.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: FOSTER & FOSTER, INC.	VENDOR #: 39318	DEPT: Finance	DEPT CONTACT NAME: Melanie Koga
VENDOR CONTACT: Jason Franken	VENDOR CONTACT PHONE: 630-620-0200	DEPT CONTACT PHONE #: 630-407-6134	DEPT CONTACT EMAIL: Melanie.Koga@dupagecounty.gov
VENDOR CONTACT EMAIL: jason.franken@foster-foster.com	VENDOR WEBSITE: www.foster-foster.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Actuarial services for the OPEB Audit.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Required services per GASB 74/75.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. RFP (REQUEST FOR PROPOSAL)

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. ACTUARIAL SERVICES 23-121-FIN RFP
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Utilize RFP Scorecard

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Foster & Foster, Inc.	Vendor#: 39318	Dept: Finance	Division: Audit
Attn: Jason L. Franken	Email: jason.franken@foster-foster.com	Attn: Melanie Koga	Email: Melanie.Koga@dupagecounty.gov
Address: 184 Shuman Blvd., Suite 305	City: Naperville	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60563	State: IL	Zip: 60187
Phone: (630) 620-0200	Fax: (239) 481-0634	Phone: (630) 407-6134	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#:	Dept: Same As Above	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/1/2023	Contract End Date (PO25): 11/30/2027
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA	Audit Services	Actuarial Services for OPEB FY23 Audit	FY24	1000	1150	53000		2,500.00	2,500.00
2	1	EA	Audit Services	Actuarial Services for OPEB FY24 Audit	FY25	1000	1150	53000		6,695.00	6,695.00
3	1	EA	Audit Services	Actuarial Services for OPEB FY25 Audit	FY26	1000	1150	53000		2,575.00	2,575.00
4	1	EA	Audit Services	Actuarial Services for OPEB FY26 Audit	FY27	1000	1150	53000		6,895.00	6,895.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 18,665.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement