



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2328	RFP, BID, QUOTE OR RENEWAL #: Quote	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$31,410.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,410.00
	CURRENT TERM TOTAL COST: \$31,410.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Learning Tree International	VENDOR #: 11739	DEPT: IT	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Jessica Brandner	VENDOR CONTACT PHONE: 888-843-8733	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: richard.burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: jessica_brandner@learningtree.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Procurement of a total of fifteen (15) training vouchers to be used by technical staff in Information Technology. These vouchers are non-expiring and can be used for any class at Learning Tree. This is being purchased under GSA contract #G5-35F-369CA pricing in the amount of \$31,410.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This will allow IT and RMS/DuJIS staff to stay up to date with training on current and upcoming technologies.			

### 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.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Learning Tree has been providing training to DuPage County IT for the past several years. They offer classes on a variety of technologies. Using GSA contract#GS-35F-369CA, the vouchers are non-expiring so they can be used for years to come. Procuring classes one at a time is more expensive than purchasing vouchers up front.
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). Staff recommends purchasing the vouchers so all IT staff can be properly trained.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Learning Tree International	Vendor#: 11739	Dept: IT	Division:
Attn: Jessica Brandner	Email: jessica_brandner@learningtree.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 13650 Dulles Technology Drive, Suite 400	City: Herndon	Address: 421 N. County Farm Road	City: Wheaton
State: VA	Zip: 20171-6156	State: IL	Zip: 60187
Phone: 888-843-8733	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Richard Burnson	Email: richard.burnson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5064	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 10/15/2025	Contract End Date (PO25): 10/14/2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	11	EA		GSA Training Vouchers - Non-Expiring - IT	FY25	1000	1110	53610		2,094.00	23,034.00
2	4	EA		GSA Training Vouchers - Non-Expiring - RMS/DuJIS	FY25	1000	1115	53610		2,094.00	8,376.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 31,410.00

Comments	
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. Please email PO to Sarah Godzicki & Richard Burnson and copy both when emailing to vendor.
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.