

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: RFP- 23-072-CS	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$10,000.00 CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,000.00		
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS			
	CURRENT TERM TOTAL COST: \$15,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL		
Vendor Information		Department Information			
VENDOR: Piedmont Global	VENDOR #: 42756	DEPT: Community Services	DEPT CONTACT NAME: Karen Graczyk		
VENDOR CONTACT: Brooke Smith	VENDOR CONTACT PHONE: 703-691-6180 Ext 723	DEPT CONTACT PHONE #: 630-407-6543	DEPT CONTACT EMAIL: karen.graczyk@dupagecounty.gov		
VENDOR CONTACT EMAIL: bsmith@pglsinc.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.). To provide face-to-face and telephonic interpreter services, translation services, and American Sign Language services, to assist clients in Community Services, primarily the Senior services' unit. PER RFP #23-072-CS, this it the optional second of three (3) one (1) year renewals.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Community Services assists clientele that speak many diverse languages. The ability to communicate effectively in order to provide necessary social services as mandated by the State of Illinois requires the assistance of interpreter services.

	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 RENEWAL OF RFP	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO				
SOURCE SELECTION	Describe method used to select source. RFP - #23-072-CS			
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). Award a renewal to PGLS Global as their proposal was cost effective and met the requirements needed to provide necessary services, which they have been fulfilling. Award contract to another vendor per proposals and pay a higher cost for services. Do not award a renewal contract and Community Services will not be able to serve all of our clients due to language barriers.			

	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: Purcha	ase Requisition Informat	ion			
Send Purc	chase Order To:	Send	Send Invoices To:			
Vendor:	Vendor#:	Dept:	Division:			
Piedmont Global	42756	Community Services	All			
Attn:	Email:	Attn:	Email:			
Brooke Smith	bsmith@pglsinc.com	Karen Graczyk	karen.graczyk@dupagecounty.gov			
Address:	City:	Address:	City:			
1010 N. Glebe Road, Suite 450	Arlington	421 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
VA	22201	IL	60187			
Phone:	Fax:	Phone:	Fax:			
703-691-6180 Ext 723		630-407-6543	630-407-6501			
Send Payments To:			Ship to:			
Vendor:	Vendor#:	Dept:	Division:			
Piedmont Global	42756	Community Services	ALL			
Attn:	Email:	Attn:	Email:			
Brooke Smith	bsmith@pglsinc.com	Karen Graczyk	karen.graczyk@dupagecounty.gov			
Address:	City: Address: City:		City:			
1010 N. Glebe Road, Suite 450	Arlington	421 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
VA	22201	IL	60187			
Phone:	Fax:	Phone:	Fax:			
703-691-6180		603-407-6543	630-407-6501			
Shipping		Con	Contract Dates			
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	Dec 1, 2025	Nov 30, 2026			
		- 55 ., 2525				

	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		Interpreter Services	FY26	1000	1750	53040		15,000.00	15,000.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 15,000.00						

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.			
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.			