



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#: LEG-P-0001-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$96,000.00
COMMITTEE: LEGISLATIVE	TARGET COMMITTEE DATE: 01/14/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$96,000.00
	CURRENT TERM TOTAL COST: \$96,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: McGuireWoods Consulting, LLC	VENDOR #: 13273	DEPT: County Board	DEPT CONTACT NAME: Jeremy Custer
VENDOR CONTACT: Greg Bales	VENDOR CONTACT PHONE: 312-849-8241	DEPT CONTACT PHONE #: 630-407-6038	DEPT CONTACT EMAIL: jeremy.custer@dupagecounty.gov
VENDOR CONTACT EMAIL: gbales@mwcllc.com	VENDOR WEBSITE: www.mcguirewoods.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.). Consulting Services as a lobbyist representing DuPage County before the federal government, specifically Congress and the Executive Branch. Not to exceed \$96,000.00. \$20,000 from County Board, \$30,000 from DOT, \$30,000 from Stormwater and \$16,000 from Public Works.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To assist with the development and execution of the County's federal legislative program, to educate and inform the County's Congressional Delegation of the County's priorities and goals, to arrange meetings with lawmakers, to identify federal funding opportunities, and to provide regular updates on pending federal issues.			

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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Professional Services selection
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). 1. Selection of McGuireWoods Consulting (staff recommendation) 2. Selection of other entity 3. Selection of no entity

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: McGuireWoods Consulting, LLC	Vendor#: 13273	Dept: County Board	Division:
Attn: Greg Bales	Email: gbales@mwcllc.com	Attn: Jeremy Custer	Email: jeremy.custer@dupagecounty.gov
Address: 77 W Wacker Drive, Suite 4300	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60610	State: IL	Zip: 60187
Phone: 312-849-8241	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: McGuireWoods Consulting, LLC	Vendor#: 13273	Dept:	Division:
Attn: SAME AS ABOVE	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): Feb 1, 2025	Contract End Date (PO25): Jan 31, 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	1	EA		Consulting Services as a Lobbyist (County Board)	FY25	1000	1001	53050		16,667.00	16,667.00
2	1	EA		Consulting Services as a Lobbyist (County Board)	FY25	1500	3500	53050		25,000.00	25,000.00
3	1	EA		Consulting Services as a Lobbyist (County Board)	FY25	1600	3000	53050		25,000.00	25,000.00
4	1	EA		Consulting Services as a Lobbyist (County Board)	FY25	2000	2665	53050	16	13,333.00	13,333.00
5	1	EA		Consulting Services as a Lobbyist (County Board)	FY26	1000	1001	53050		3,333.00	3,333.00
6	1	EA		Consulting Services as a Lobbyist (County Board)	FY26	1500	3500	53050		5,000.00	5,000.00
7	1	EA		Consulting Services as a Lobbyist (County Board)	FY26	1600	3000	53050		5,000.00	5,000.00
8	1	EA		Consulting Services as a Lobbyist (County Board)	FY26	2000	2665	53050	16	2,667.00	2,667.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 96,000.00

<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.