



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#: 24-0103	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$25,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 12/12/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,000.00
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Rock Fusco & Connelly, LLC	VENDOR #: 23123	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith
VENDOR CONTACT: John Rock	VENDOR CONTACT PHONE: 312-494-1000	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupageco.org
VENDOR CONTACT EMAIL: jrock@rfclaw.com	VENDOR WEBSITE: www.rockfuscoconnelly.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.). Attorneys Patrick Moran and Theresa Carney of Rock Fusco & Connelly, LLC were appointed Special Assistant State's Attorneys to represent one of the defendants in the matter of James Synnott v. Burgermeister, et al due to a conflict prohibiting the State's Attorney's Office from representation of both defendants. The case is still ongoing and an extension is requested to cover the ongoing work.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Attorneys Patrick Moran and Theresa Carney of Rock Fusco & Connelly, LLC were appointed as Special Assistant State's Attorneys to represent one of the defendants in Case No. 16 C 9098 due to a conflict prohibiting the State's Attorney's Office from representation of all defendants.			

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

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. Rock Fusco & Connelly, LLC has specialized in this type of complex litigation as well as in the representation of law enforcement personnel in these matters. The State's Attorney is familiar with this firm's expertise in these matters and has used this firm to defend cases in the recent past and has been satisfied with the firm's performance.
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). Recommendation to use Rock Fusco & Connelly due to existing contracts and working relationships.

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: Rock Fusco & Connelly, LLC	Vendor#: 23123	Dept: State's Attorney's Office	Division: Civil Bureau
Attn: John Rock	Email: jrock@rfclaw.com	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org
Address: 321 N. Clark St., Suite 2200	City: Chicago	Address: 503 N. COUNTY FARM ROAD	City: WHEATON
State: IL	Zip: 60654	State: IL	Zip: 60187
Phone: 312-494-1000	Fax:	Phone: 630-407-8206	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	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): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
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		Rock Fusco Legal Services FY24	FY24	1100	1212	53030		25,000.00	25,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 25,000.00

<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.

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