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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: FI-P-0023-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $120,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $120,000.00
	CURRENT TERM TOTAL COST: $120,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
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 #:	

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.).
Attorneys Theresa Carney and Collin Smith of Rock Fusco Connelly LLC were appointed Special Assistant State's Attorneys to represent a jail medical employee in Case No. 24 CV 8263. The State's Attorney's Office currently represents the County and the Sheriff and therefore is prohibited from representing the jail medical employee. This case involves the death of an inmate.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Attorneys Theresa Carney and Collin Smith of Rock Fusco Connelly LLC were appointed as Special Assistant State's Attorneys to represent one of the defendants in Case No. 24 CV 8263 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

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

Send Purchase Order To:		*Send Invoices To:*	
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:	Fax:
Send Payments To:		*Ship to:*	
Vendor: SAME	Vendor#:	Dept:	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): 10/01/2025	Contract End Date (PO25): 09/30/2027

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	FY25	1100	1212	53030		10,000.00	10,000.00
2	1	EA		Rock Fusco Legal Services	FY26	1100	1212	53030		60,000.00	60,000.00
3	1	EA		Rock Fusco Legal Services	FY27	1100	1212	53030		50,000.00	50,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 120,000.00

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.