



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#: 24-0102	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: O'HAGAN MEYER LLC	VENDOR #: 36255	DEPT: STATE'S ATTORNEY	DEPT CONTACT NAME: LISA SMITH
VENDOR CONTACT:	VENDOR CONTACT PHONE: 312-422-6100	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: LISA.SMITH@DUPAGECO.ORG
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: https://ohaganmeyer.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.). Case 1:21-cv04593 is currently pending at this time involving medical personnel who have been named as defendants and will need a new PO to cover future costs.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Attorney Luke Sheridan of O'Hagen Meyer was previously appointed as Special Assistant State's Attorney to represent the DuPage County Sheriff's medical personnel as panel counsel pursuant to the terms and conditions O'Hagen Meyer has in place with the County's insurance carrier.			

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. Attorney Luke Sheridan of O'Hagan Meyer was previously appointed as Special Assistant State's Attorney to represent the DuPage County Sheriff's medical personnel as panel counsel pursuant to the terms and conditions O'Hagan Meyer has in place with the County's insurance carrier. This case is currently pending at this time involving medical personnel who have been named as defendants.
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). N/A

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: O'Hagan Meyer	Vendor#: 36255	Dept: SAO	Division:
Attn:	Email:	Attn: Lisa Smith	Email: lisa.smith@dupageco.org
Address: 1 East Wacker Drive, STE 3400	City: Chicago	Address: 503 N County Farm Rd	City: Wheaton
State: IL	Zip: 60601	State: IL	Zip: 60187
Phone: 312-422-6100	Fax: 312-422-6110	Phone: 630-407-8206	Fax: 630-407-8201
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: O'Hagan Meyer	Vendor#: 36255	Dept: SAO	Division:
Attn:	Email:	Attn: Lisa Smith	Email: lisa.smith@dupageco.org
Address: 1 East Wacker Drive, STE 3400	City: Chicago	Address: 503 N County Farm Rd	City: Wheaton
State: IL	Zip: 60601	State: IL	Zip: 60187
Phone: 312-422-6100	Fax: 312-422-6110	Phone: 630-407-8206	Fax: 630-407-8201
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/01/2023	Contract End Date (PO25): 11/30/2024
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		Special Assistant State's Attorneys	FY24	1100	1212	53030		25,000.00	25,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 25,000.00

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.

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