



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#: FI-P-0004-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 05/27/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,000.00
	CURRENT TERM TOTAL COST: \$100,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Constangy, Brooks, Smith & Prophete, LLP	VENDOR #: 46208	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith
VENDOR CONTACT: Todd M. Rowe	VENDOR CONTACT PHONE: 773-558-2363	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupagecounty.gov
VENDOR CONTACT EMAIL: TRowe@constangy.com	VENDOR WEBSITE:	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 Todd Rowe and Victoria Okraszewski of Constangy, Brooks, Smith & Prophete, LLP were appointed as Special Assistant State's Attorneys to represent the County as panel counsel in the matter of a cyber incident which occurred on or about April 28, 2025.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Constangy law firm serves as panel counsel to Coalition Insurance.			

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. The State's Attorney is familiar with this firm's expertise in these matters 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 the Constangy law firm.

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: Constangy, Brooks, Smith & Prophete, LLP	Vendor#: 46208	Dept: State's Attorney's Office	Division: Civil Bureau
Attn: Todd M. Rowe	Email: TRowe@constangy.com	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org
Address: 20 N Wacker Dr suite 4120	City: Chicago	Address: 503 N. COUNTY FARM ROAD	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 773-558-2363	Fax:	Phone: 630-407-6116	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Constangy, Brooks, Smith & Prophete, LLP	Vendor#: 46208	Dept:	Division:
Attn: Todd M. Rowe	Email: TRowe@constangy.com	Attn:	Email:
Address: 20 N Wacker Dr suite 4120	City: Chicago	Address:	City:
State: IL	Zip: 60606	State:	Zip:
Phone: 773-558-2363	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 28, 2025	Contract End Date (PO25): Apr 28, 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		Constangy, Brooks, Smith & Prophete LLP	FY25	1100	1212	53030		100,000.00	100,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 100,000.00

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.