



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

SECTION 1: DESCRIPTION			
General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$393,400.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$393,400.00
	CURRENT TERM TOTAL COST: \$393,400.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: United States Geological Survey	VENDOR #: 10896	DEPT: Stormwater Management	DEPT CONTACT NAME: Chris Vonnahme
VENDOR CONTACT: Terry Ortel	VENDOR CONTACT PHONE: 217-328-9756	DEPT CONTACT PHONE #: 630-407-6712	DEPT CONTACT EMAIL: christopher.vonnahme@dupagecounty.gov
VENDOR CONTACT EMAIL: tortel@usgs.gov	VENDOR WEBSITE:	DEPT REQ #: 1600-2603	
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.). A Joint Funding Agreement (JFA) with the United States Geological Survey (USGS) is required for the advancement of our Stormwater Management Program for an amount not to exceed \$393,400. The USGS will provide the following services as part of this JFA: 1) Maintain an existing USGS - DuPage County cooperative gage network of ten stream gages, three continuous stage gages, 31 precipitation gages, and one webcam. 2) Testing and refinement of furnished hydrologic and hydraulic models for running in a near real-time continuous simulation system. 3) Update and enhance processes for real-time data acquisition, conversion and filling of missing data from multiple agencies for input to hydrologic and hydraulic models and to verify model results. 4) Support for FEQ and FEQUTL, and support for HSPF recalibration processes. 5) Develop, update, and maintain web pages for custom data display.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This Joint Funding Agreement is necessary to operate and maintain a stream flow and rainfall gage network in DuPage County as well as providing other related tasks and data which are essential in implementing and maintaining our Stormwater Management Program.			

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. This Joint Funding Agreement is a cooperative agreement with a federal agency to provide services essential to the implementation of our Stormwater Management Program.
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). Staff recommends approval of the attached Joint Funding Agreement with the USGS to provide the above listed services from December 1, 2025 to November 30, 2026 for an amount not to exceed \$393,400. The USGS will contribute \$246,600 in cost sharing money through this federal cooperative program. At this time there are no other federal, state or local governments that could provide these services for this amount or within this time frame.

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: United States Geological Survey	Vendor#: 10896	Dept: Stormwater Management	Division:
Attn: Terry Ortel	Email: tortel@usgs.gov	Attn: Chris Vonnahme	Email: christopher.vonnahme@dupagecounty.gov
Address: 405 N. Goodwin Avenue	City: Urbana	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61801	State: IL	Zip: 60187
Phone: 217-328-9756	Fax: 217-328-9770	Phone: 630-407-6712	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: United States Geological Survey	Vendor#: 10896	Dept: Stormwater Management	Division:
Attn: Terry Ortel	Email: tortel@usgs.gov	Attn: Chris Vonnahme	Email: christopher.vonnahme@dupagecounty.gov
Address: 405 N. Goodwin Avenue	City: Urbana	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61801	State: IL	Zip: 60187
Phone: 217-328-9756	Fax: 217-328-9770	Phone: 630-407-6712	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 30, 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		Joint Funding Agreement for Water Resource Investigations	FY26	1600	3000	53010		393,400.00	393,400.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 393,400.00

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.