

This form must accompany an Purchase Order Requisitions					
SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: 25-2747	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: INITIAL TERM TOTAL COST: \$25,000.00			
COMMITTEE: TARGET COMMITTEE DATE: FINANCE 11/12/2025		PROMPT FOR RENEWAL:	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		
Vendor Information		Department Information			
VENDOR: Momkus, LLC	VENDOR #: 32531	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith		
VENDOR CONTACT: Jennifer Friedland	VENDOR CONTACT PHONE: 630-434-0400	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupagecounty.gov		
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:			

## Overview

jfriedland@momkus.com

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Attorney Jennifer Friedland of the Momkus, LLC law firm was appointed as a Special Assistant State's Attorney on February 7, 2025 to represent the Respondent in the matter of Monson v. Kenneth Lowden, IDHR No. 25 CF 560. Ms. Monson alleges that she was subjected to sexual harassment and retaliation. The State's Attorney's Office represents the DuPage County Health Department in IDHR No. 25 CF 559 regarding similar claims. The appointment of a Special Assistant State's Attorney is necessary to avoid any potential legal conflict.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

It is necessary for outside counsel to represent the County due to a potential legal conflict.

	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 OTHER PROFESSIONAL SERVICES (	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.  DETAIL SELECTION PROCESS ON DECISION MEMO)

	SECTION 3: DECISION MEMO				
SOURCE SELECTION	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.				
AND	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).				
TWO ALTERNATIVES	Recommendation to use Momkus 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 I	Purchase Order To:	Send	Send Invoices To:				
Vendor: Momkus, LLC	Vendor#: 32531	Dept: State's Attorney's Office	Division: Civil Bureau				
Attn:	Email:	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org				
Address: 1001 Warrenville Road	City: Lisle	Address: 503 N. COUNTY FARM ROAD	City: Wheaton				
State: IL	Zip: 60532	State:	Zip: 60187				
Phone: 312-494-1000	Fax:	Phone: 630-407-6116	Fax:				
Send Payments To:		Ship to:					
Vendor: Momkus, LLC	Vendor#: 32531	Dept:	Division:				
Attn:	Email:	Attn:	Email:				
Address: 1001 Warrenville Road	City: Lisle	Address:	City:				
State:	Zip: 60532	State:	Zip:				
Phone:	Fax: Phone:		Fax:				
 Shipping		Contract Dates					
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		Momkus Legal Services FY26	FY26	1100	1212	53030		25,000.00	25,000.00
FY is required, ensure 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.			