



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#: JPS-P-0006-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$57,301.20
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$57,301.20
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: West Publishing Corporation	VENDOR #: 11169	DEPT: CIRCUIT COURT	DEPT CONTACT NAME: KATHERINE THOMPSON
VENDOR CONTACT: Nathaniel Ersland	VENDOR CONTACT PHONE: 800-328-4880	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: KATHERINE.THOMPSON@18THJUDICIAL.ORG
VENDOR CONTACT EMAIL: nathaniel.ersland@thomsonreuters.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.). To purchase legal books and monthly updates for the Judiciary, staff attorneys and court staff for a total contract amount of \$57,301.20 (Sole Source)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Judges, staff attorneys and court staff require research materials to carry out their assigned duties.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source.
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).

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
<b>NECESSITY AND UNIQUE FEATURES</b>	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. Online titles and resources are unique to West Publishing Corporation including annotated statutes, Illinois-specific treatises and practical resources. The updates, renewals, format and editorial enhancements are unique to this publisher.
<b>MARKET TESTING</b>	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. Discussions with Law Librarian about ability to purchase from other vendors, issue is who has the publishing rights to update current book collections. Not all vendors have the same publishing rights to update information.
<b>AVAILABILITY</b>	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: West Publishing Corporation	Vendor#: 11169	Dept: 18th Judicial Circuit Court	Division: Room 2015
Attn: Nathaniel Ersland	Email: nathaniel.ersland@thomsonreuters.com	Attn: Accounts Payable	Email: Katherine.Thompson@18thjudicial.org
Address: 610 Opperman Dr.	City: St. Paul	Address: 505 N. County Farm Road	City: Wheaton
State: MN	Zip: 55164-1803	State: IL	Zip: 60187
Phone: 800-328-4880	Fax:	Phone: 630-407-8788	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Thomson Reuters-West Payment Center	Vendor#: 11169	Dept: 18th Judicial Circuit Court	Division: Room 2015
Attn:	Email:	Attn: Accounts Payable	Email: Katherine.Thompson@18thjudicial.org
Address: P.O. Box 6292	City: Carol Stream	Address: 505 N. County Farm Road	City: Wheaton
State: IL	Zip: 60197-6292	State: IL	Zip: 60187
Phone: 800-328-4880	Fax:	Phone: 630-407-8788	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): February 1, 2025	Contract End Date (PO25): January 31, 2030

**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	Legal Books	Legal Books and Updates for FY25	FY25	1000	5900	52200		8,816.00	8,816.00
2	1	EA	Legal Books	Legal Books and Updates for FY26	FY26	1000	5900	52200		10,931.90	10,931.90
3	1	EA	Legal Books	Legal Books and Updates for FY27	FY27	1000	5900	52200		11,369.34	11,369.34
4	1	EA	Legal Books	Legal Books and Updates for FY28	FY28	1000	5900	52200		11,824.12	11,824.12
5	1	EA	Legal Books	Legal Books and Updates for FY29	FY29	1000	5900	52200		12,297.10	12,297.10
6	1	EA	Legal Books	Legal Books and Updates for FY30	FY30	1000	5900	52200		2,062.74	2,062.74

**FY is required, ensure the correct FY is selected.**

Requisition Total \$ 57,301.20

**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. 