



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: LEG-P-0001-26	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$96,000.00
COMMITTEE: LEGISLATIVE	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$96,000.00
	CURRENT TERM TOTAL COST: \$96,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Lincoln Park Group	VENDOR #: 47590	DEPT: County Board	DEPT CONTACT NAME: Evan Shields and Kate Kissane
VENDOR CONTACT: Reilly O'Connor	VENDOR CONTACT PHONE: (202) 384-4442	DEPT CONTACT PHONE #: Evan 6022 Kate 6038	DEPT CONTACT EMAIL: Evan.Shields@dupagecounty.gov Kate.Kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: reilly@lincolnparkgroup.com	VENDOR WEBSITE: LincolnParkGroup.com	DEPT REQ #:	
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.). Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Consulting Services as a lobbyist representing DuPage County before the federal government, specifically Congress and the Executive Branch. Not to exceed \$96,000.00. \$20,000 from County Board, \$30,000 from DOT, \$30,000 from Stormwater and \$16,000 from Public Works.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To assist with the development and execution of the County's federal legislative program, to educate and inform the County's Congressional Delegation of the County's priorities and goals, to arrange meetings with lawmakers, to identify federal funding opportunities, and to provide regular updates on pending federal issues.			

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. Professional Services selection
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). 1. Selection of Lincoln Park Group (staff recommendation) 2. Selection of other entity 3. Selection of no entity

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: Lincoln Park Group	Vendor#: 47590	Dept: County Board	Division:
Attn: Reilly O'Connor	Email: reilly@lincolnparkgroup.com	Attn: Evan Shields and Kate Kissane	Email: Evan.Shields@dupagecounty.gov Kate.Kissane@dupagecounty.gov
Address: 3212 17th Street NE	City: Washington, DC	Address: 421 N. County Farm Rd	City: Wheaton
State: Washington, DC	Zip: 20018	State: IL	Zip: 60187
Phone: (202) 384-4442	Fax:	Phone: 630-407-6023	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Lincoln Park Group	Vendor#: 47590	Dept:	Division:
Attn: Same as above	Email: Same as above	Attn:	Email:
Address: Same as above	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2026	Contract End Date (PO25): Jan 31, 2027

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		Consulting Services as a Lobbyist (County Board)	FY26	1000	1001	53050		16,667.00	16,667.00
2	1	EA		Consulting Services as a Lobbyist (Transportation)	FY26	1500	3500	53050		25,000.00	25,000.00
3	1	EA		Consulting Services as a Lobbyist (Stormwater)	FY26	1600	3000	53050		25,000.00	25,000.00
4	1	EA		Consulting Services as a Lobbyist (Public Works)	FY26	2000	2665	53050	16	13,333.00	13,333.00
5	1	EA		Consulting Services as a Lobbyist (County Board)	FY27	1000	1001	53050		3,333.00	3,333.00
6	1	EA		Consulting Services as a Lobbyist Transportation)	FY27	1500	3500	53050		5,000.00	5,000.00
7	1	EA		Consulting Services as a Lobbyist (Stormwater)	FY27	1600	3000	53050		5,000.00	5,000.00
8	1	EA		Consulting Services as a Lobbyist (Public Works)	FY27	2000	2665	53050	16	2,667.00	2,667.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 96,000.00

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.