



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|--|--|---|---|
| FILE ID#: 24-2596 | RFP, BID, QUOTE OR RENEWAL #: N/A | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$150,000.00 |
| COMMITTEE: FINANCE | TARGET COMMITTEE DATE: 10/08/2024 | PROMPT FOR RENEWAL: 6 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$300,000.00 |
| | CURRENT TERM TOTAL COST: \$50,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: FIRST RENEWAL |
| Vendor Information | | Department Information | |
| VENDOR: Rock, Fusco & Connelly, LLC | VENDOR #: 23123 | DEPT: Human Resources | DEPT CONTACT NAME: Christine Clevenger |
| VENDOR CONTACT: John Rock | VENDOR CONTACT PHONE: 312-494-1000 | DEPT CONTACT PHONE #: 630-407-6300 | DEPT CONTACT EMAIL: dpchumanresources@dupagecounty.gov |
| VENDOR CONTACT EMAIL: jrock@rfclaw.com | VENDOR WEBSITE: www.rockfuscoconnelly.com | DEPT REQ #: N/A | |
| 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.). Professional assistance in labor negotiation matters with various Unions specifically, but not limited to American Federation of State, County, and Municipal Employees (AFSCME). This will be the first 1-year optional renewal of three. The contract calls for the following terms: Labor/Employment will be charged monthly under the following class: \$245/hr for all attorneys, total not to exceed \$50,000. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County requires experienced representation in negotiation matters. As a co-employer, it is the opinion of the County Board Chair and the County Board that we secure a consultant to represent the County's interests. At this time, negotiations are on-going. It is an obligation of the County to complete negotiations and enter into a collective bargaining agreement. Contracting with Rock, Fusco & Connelly will ensure the continuity of current negotiations. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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|----------------------------|--|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. |
| RENEWAL | |
| 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 | |
|--|---|
| 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: Rock, Fusco & Connelly, LLC | Vendor#: 23123 | Dept: Human Resources | Division: N/A |
| Attn: John Rock | Email: jrock@rfclaw.com | Attn: Human Resources Dept | Email: dpchumanresouces@dupagecounty.gov |
| Address: 333 W. Wacker Dr, Suite 1900 | City: Chicago | Address: 421 N. County Farm Rd | City: Wheaton |
| State: IL | Zip: 60606 | State: IL | Zip: 60187 |
| Phone: 312-494-1000 | Fax: 312-494-1001 | Phone: 630-407-6300 | Fax: 630-407-6301 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Rock, Fusco & Connelly, LLC | Vendor#: 23123 | Dept: Human Resources | Division: N/A |
| Attn: | Email: | Attn: Human Resources Dept | Email: dpchumanresources@dupagecounty.gov |
| Address: 333 W. Wacker Dr, Suite 1900 | City: Chicago | Address: 421 N. County Farm Rd | City: Wheaton |
| State: IL | Zip: 60606 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-407-6300 | Fax: 630-407-6301 |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Dec 1, 2024 | Contract End Date (PO25): Nov 30, 2025 |

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 | N/A | Prof Coll Bargaining (Care Ctr) | FY25 | 1200 | 2000 | 53060 | N/A | 50,000.00 | 50,000.00 |
| FY is required, ensure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 50,000.00 |

Comments

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|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. Service agreement to provide professional assistance in collective bargaining matters, 12/01/2024 through 11/30/2025. First 1-year optional renewal contract of three. |
| 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. |