



## Procurement Review Comprehensive Checklist

### Procurement Services Division

This form must accompany all Purchase Order Requisitions

#### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: FI-P-0001-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 12/12/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,000.00
	CURRENT TERM TOTAL COST: \$100,000.00	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:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Attorneys Patrick Boland and Jennifer Friedland of the Momkus, LLC firm were appointed Special Assistant State's Attorneys to represent the County in the matter of Camiliere v. County of DuPage, et al, Case No: 2021 L 593 pending in the Circuit Court of DuPage County. Plaintiff was riding a motorcycle when she was hit and killed by a vehicle at an intersection under the jurisdiction and control of DuPage County. Plaintiff claims DuPage County failed to maintain a reasonably safe intersection. The case is currently in the discovery stage .			
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	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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
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.
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). N/A

## 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.
<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.
<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.
<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: 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 Rd	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-8206	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Momkus, LLC	Vendor#: 32531	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 1001 Warrenville Road	City: Lisle	Address:	City:
State: IL	Zip: 60532	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/01/2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25):			

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		Special Assistant State's Attorneys	FY24	1100	1212	53030		100,000.00	100,000.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 100,000.00

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.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement