



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-0002-26	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$94,500.00
COMMITTEE: LEGISLATIVE	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$378,000.00
	CURRENT TERM TOTAL COST: \$94,500.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Marquardt & Humes, Inc.	VENDOR #: 11715	DEPT: County Board	DEPT CONTACT NAME: Kate Kissane
VENDOR CONTACT: John "Chip" Humes	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-6038	DEPT CONTACT EMAIL: kate.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: chip@Marquardtco.com	VENDOR WEBSITE:	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.). Consulting Services as a lobbyist representing DuPage County before the Illinois General Assembly and the Executive Branch of the State Government. Previously the county has engaged lobbyists at both the state and federal level. John "Chip" Humes in particular has experience working directly with members of the DuPage delegation and has a strong grasp of county government and county issues.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished It is important that the views of DuPage County government are communicated to the policy makers at the state level.			

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.
RENEWAL	
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. Marquardt & Humes, Inc.'s accomplishments this last year. Successfully opposing the Build Act and advocating against provisions that would have negatively impacted DuPage County. Securing passage of House Bill 4571, granting the County the authority to establish a Missing Middle Affordable Housing Program. Protecting the County's existing capital funding priorities and continuing to advocate for critical infrastructure investments.
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. Recommendation of Marquardt & Humes, Inc. - a respected firm located in Downers Grove that has a strong grasp of county operations/issues. 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: Marquardt & Humes, Inc.	Vendor#: 11715	Dept: County Board	Division:
Attn: John "Chip" Humes	Email: chip@marquardtco.com	Attn: Kate Kissane	Email: kate.kissane@dupagecounty.gov
Address: 2001 Butterfield Road, Suite 1110	City: Downers Grove	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-688-7552	Fax:	Phone: 630-407-6038	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Marquardt & Humes, Inc.	Vendor#: 11715	Dept:	Division:
Attn: John "Chip" Humes	Email: chip@marquardtco.com	Attn:	Email:
Address: 2001 Butterfield Road, Suite 1110	City: Downers Grove	Address:	City:
State: IL	Zip: 60515	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 15, 2026	Contract End Date (PO25): Sep 14, 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	FY26	1000	1001	53050		23,625.00	23,625.00
2	1	EA		Consulting Services as a Lobbyist	FY27	1000	1001	53050		70,875.00	70,875.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 94,500.00

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.