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-0003-26	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $52,500.00
COMMITTEE: LEGISLATIVE	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $210,000.00
	CURRENT TERM TOTAL COST: $52,500.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL

Vendor Information		Department Information	
VENDOR: Raucci & Sullivan Strategies, LLC	VENDOR #: 31318	DEPT: County Board	DEPT CONTACT NAME: Kate Kissane
VENDOR CONTACT: Dave Sullivan	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-6038	DEPT CONTACT EMAIL: kate.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL:	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.).
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 federal and state level. Former State Senator Dave Sullivan and Marc Poulos, a member of Gov. Pritzker's transition team and transportation expert will work directly with members of the DuPage delegation and key legislative leaders. They will assist with the development of legislative strategies and the drafting of amendments/bills.

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. Professional services selection. Raucci & Sullivan Strategies, LLC's accomplishments: An inordinate amount of time was spent negotiating the Governor's Build Act, which as introduced, would have had a dramatic effect on local control regarding zoning, but no final legislation was passed in the final hours of session. Although, on a positive note regarding housing, HB4571 (affordable housing) did make its way to final passage before the end of session and has now been signed by the Governor. In addition, after being intimately involved in the final transit package at the end of 2025, they were able to assist in passing HB2335 (transit cleanup) at the end of session in 2026. Finally, they were successful in securing the $14.5M reappropriation for the wastewater treatment plant upgrades and several new appropriations for DuPage County.
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. The selection of Raucci & Sullivan, LLC - Dave Sullivan and Marc Poulos have extensive governmental experience in transportation and labor issues and maintain key relationships in Springfield. 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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Raucci & Sullivan Strategies, LLC.	Vendor#: 31318	Dept: County Board	Division:
Attn: Dave Sullivan	Email:	Attn: Kate Kissane	Email: kate.kissane@dupagecounty.gov
Address: 805 Sylviawood Avenue	City: Park Ridge	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60068	State: IL	Zip:
Phone:	Fax:	Phone: 630-407-6038	Fax:
Send Payments To:		*Ship to:*	
Vendor: Raucci & Sullivan Strategies, LLC.	Vendor#: 31318	Dept:	Division:
Attn: Dave Sullivan	Email:	Attn:	Email:
Address: 805 Sylviawood Avenue	City: Park Ridge	Address:	City:
State: IL	Zip: 60068	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2026	Contract End Date (PO25): Aug 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	FY26	1000	1001	53050		13,125.00	13,125.00
2	1	EA		Consulting Services as a Lobbyist	FY27	1000	1001	53050		39,375.00	39,375.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 52,500.00

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.