



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-0025	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 12/09/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,000.00
	CURRENT TERM TOTAL COST: \$30,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: CLAUSEN MILLER PC	VENDOR #: 12039	DEPT: CIRCUIT COURT	DEPT CONTACT NAME: NICOLE SWISS
VENDOR CONTACT: DAVID M. HEILMANN	VENDOR CONTACT PHONE: 312-855-1010	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Nicole.Swiss@DuPageCourts.gov
VENDOR CONTACT EMAIL: DHEILMANN@CLAUSEN.COM	VENDOR WEBSITE: WWW.CLAUSEN.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.). Professional services related to collective bargaining matters.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Circuit Court is in need of professional services related to the Probation Department's collective bargaining matters with AFSCME.			

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. The contractor has demonstrated expertise in previously providing similar services to the Court and was instrumental in collective bargaining during negotiations with AFSCME in the last negotiations.
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. Secure Clausen Miller PC to represent the Circuit Court's interests pertaining to collective bargaining matters with AFSCME. 2. Secure a consultant to represent the Circuit Court's interests pertaining to collective bargaining matters with AFSCME. 3. Do not use a consultant.

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: CLAUSEN MILLER PC	Vendor#: 12039	Dept: 18TH JUDICIAL CIRCUIT COURT	Division:
Attn: David M. Heilmann	Email: dheilmann@clausen.com	Attn: Accounts Payable	Email: Suzanne.Armstrong@DuPageCourt s.gov
Address: 10 S. LaSalle Street, Suite 1600	City: Chicago	Address: 505 N. County Farm Road	City: Wheaton
State: IL	Zip: 60603	State: IL	Zip: 60187
Phone: 312-855-1010	Fax: 312-606-7777	Phone: 630-407-8901	Fax:
Send Payments To:		Ship to:	
Vendor: Same as above	Vendor#:	Dept: Same as above	Division:
Attn:	Email:	Attn:	Email:
Address:	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): 01/10/2026	Contract End Date (PO25): 01/09/2027

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	Services	Consulting Services regarding AFSCME issues	FY26	1000	5900	53060		27,500.00	27,500.00
2	1	EA	Services	Consulting Services regarding AFSCME issues	FY27	1000	5900	53060		2,500.00	2,500.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 30,000.00

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. 