



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: FI-P-0018-24	RFP, BID, QUOTE OR RENEWAL #: 24-098-FIN	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$65,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 09/24/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$260,000.00
	CURRENT TERM TOTAL COST: \$65,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Nugent Consulting Group, LLC	VENDOR #: 44763	DEPT: Finance	DEPT CONTACT NAME: Jeff Martynowicz
VENDOR CONTACT: Michael Nugent	VENDOR CONTACT PHONE: 847-412-0410	DEPT CONTACT PHONE #: 630-407-6101	DEPT CONTACT EMAIL: Jeffrey.Martynowicz@dupagecounty.gov
VENDOR CONTACT EMAIL: Nugentllc@comcast.net	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Nugent Consulting Group (NCG) will provide risk management consulting, including but not limited to, ensuring County compliance with risk management policies, procedures and protocols. Review insurance policies, contracts, and Certificates of Insurance for adequate coverage. Gather loss information, address risk exposures, recommend steps for resolution, and perform risk assessments for a total contract cost of \$65,000 from 10/1/24 thru 11/30/25.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Risk management consulting services will ensure compliance with state and federal laws, in addition to maximizing the reduction of safety and County risk.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. County submitted RFP #24-098-FIN and received two responses for risk management consulting services.
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). Nugent Consulting Group has past experience in providing government agencies with risk management consulting and a comparable cost. An alternative would be to do nothing or hire a full-time employee to provide this same service. Staff recommends hiring a consultant as it is the most cost-effective option.

## 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: Nugent Consulting Group, LLC	Vendor#: 44763	Dept: DuPage County Finance	Division:
Attn: Michael Nugent	Email: Nugentllc@comcast.net	Attn: Jeff Martynowicz	Email: Jeffrey.Martynowicz@dupagecount y.gov
Address: 2409 Peachtree Lane	City: Northbrook	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60062	State: IL	Zip: 60187
Phone: 847-412-0410	Fax: 847-919-3805	Phone: 630-407-6101	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Nugent Consulting Group, LLC	Vendor#: 44763	Dept: DuPage County Finance	Division:
Attn:	Email:	Attn:	Email:
Address: 2409 Peachtree Lane	City: Northbrook	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60062	State: IL	Zip: 60187
Phone: 847-412-0410	Fax: 847-919-3805	Phone: 630-407-6101	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 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			FY24 -Risk Management Consulting	FY24	1100	1212	53090		15,000.00	15,000.00
2	1			FY25 -Risk Management Consulting	FY25	1100	1212	53090		50,000.00	50,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 65,000.00

<i>Comments</i>	
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.