



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$55,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,000.00
	CURRENT TERM TOTAL COST: \$55,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: The GardenWorks Project	VENDOR #: 42556	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Teri Wood	VENDOR CONTACT PHONE: 630-791-3033	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: teri@gardenworksproject.org	VENDOR WEBSITE: www.gardenworksproject.org	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.). The GardenWorks Project plans, builds, promotes, and sustains community gardens within DuPage County with the goal of improving the supply, access, and equity of fresh produce throughout DuPage County. \$55,000 of CSBG funding will dedicated to this community based project.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
\$55,000 in CSBG funding will identify food deserts and under-resourced emergency food assistance sites, determine potential garden sites, and develop community partnerships to assist with the development of the community garden projects. This will be Year 3 and activities to be conducted will include: establishing and maintaining 2 additional garden sites, create plan for food distribution, create and promote community awareness program and establish outreach efforts.

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. This is a sub-grant exempt from bidding. The DuPage County Department of Community Services' 2024 Community Needs Assessment showed that food and nutrition is a top need in our community. 24.2% of the Community Members, 36.6% of Service User and 82.9% of Stakeholders surveyed indicated families struggling to obtain food, especially fresh produce. While emergency food assistance can increase access to food, often choices on fresher items is very limited. The GardenWorks Project (Sub-grantee) in partnership with DuPage County Department of Community Services will plan, build, promote, and sustain community gardens within DuPage County with the goal of improving the supply, access, and equity of fresh produce throughout DuPage County. This will be a 5-year community initiative project with the goal of producing change during this time. This will be Year 3 and activities to be conducted will include: installation of additional food growing gardens in target locations, maintain gardens installed in Year 2 and conduct education events. This program is a component in our community's response to the Whole Family Approach.
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). Fund the program at \$55,000. 1) Issue sub grantee agreement with the GardenWorks Project. This will project will plan, build, promote and sustain community gardens with in DuPage County to address the need for more fresh produce options. 2) Do not fund the program and access to fresh produce will continue to be limited for residents who need it.

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: The GardenWorks Project	Vendor#: 42556	Dept: Community Services	Division: Intake and Referral
Attn: Teri Wood	Email: teri@gardenworksproject.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 2100 Manchester Road #970	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60187	State: IL	Zip: 60187
Phone: 630-791-3033	Fax:	Phone: 630-407-6444	Fax: 630-407-6501
Send Payments To:		Ship to:	
Vendor: SAA	Vendor#:	Dept: SAA	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): Jan 1, 2026	Contract End Date (PO25): December 31, 2026

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		Contract Services		5000	1650	53820	26-231028	55,000.00	55,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 55,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Invoices must be received before January 29, 2027.
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.