



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#: 23-1744	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$37,500.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 05/16/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$37,500.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: NESTOR A. EVARISTO	VENDOR #:	DEPT: Probation and Court Services	DEPT CONTACT NAME: Sharon Donald
VENDOR CONTACT: NESTOR A. EVARISTO	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-8413	DEPT CONTACT EMAIL: sharon.donald@dupageco.org
VENDOR CONTACT EMAIL:	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.). Nationwide, effective Veterans Courts have strong veteran peer mentor programs where participants are matched with a volunteer mentor in the community. Veteran Mentor Coordinator will continue to develop a peer mentor program, coordinating the matching of participants and mentors and creating and maintaining a schedule of events and activities for the established Veterans Court. The Mentor Coordinator will establish a 501c3 to raise funds for community-based pro-social activities and will work with the mentors to assist the participants in their recovery process.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This program will provide support to the veteran population in the judicial system.			

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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Nestor Evaristo is a 32-year veteran of the United States Air Force Reserves and enjoyed a 16-year career as an adult probation officer in Lake County, IL. Several candidates were interviewed, and Nestor was selected based on his expertise, veteran experience and career.
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) Staff recommends issuance of this contract to Nestor A. Evaristo to provide Peer Mentor Coordinator Services. 2) The Drug Court and VA grant has allocated funds to support these services.

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: NESTOR A. EVARISTO	Vendor#:	Dept: Probation and Court Services	Division: Finance
Attn: NESTOR A. EVARISTO	Email:	Attn: Sharon Donald	Email: sharon.donald@dupageco.org
Address:	City: Glendale Heights	Address: 503 N County Farm Road	City: Wheaton
State: Illinois	Zip: 60139	State: Wheaton	Zip: 60187
Phone:	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: NESTOR A. EVARISTO	Vendor#:	Dept: Probation and Court Services	Division: Finance
Attn: NESTOR A. EVARISTO	Email:	Attn: Sharon Donald	Email: sharon.donald@dupageco.org
Address:	City: Glendale Heights	Address: 503 N County Farm Road	City: Wheaton
State: Illinois	Zip: 60139	State: Illinois	Zip: 60187
Phone:	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 30, 2023	Contract End Date (PO25): May 29, 2024
Contract Administrator (PO25):			

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		Venteran Mentor Coordinator to develop a veteran peer mentor program with in the established Veterans Court	FY23	5000	6155	3090	15PBJA21G G04221MU MU	21,875.00	21,875.00
2	1	EA		Venteran Mentor Coordinator to develop a veteran peer mentor program with in the established Veterans Court	FY24	5000	6155	3090	15PBJA21G G04221MU MU	15,625.00	15,625.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 37,500.00

<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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement