



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-0006-25	RFP, BID, QUOTE OR RENEWAL #: RFP 24-046-FIN	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$307,088.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 06/24/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$651,522.85
	CURRENT TERM TOTAL COST: \$144,434.85	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: RIVERDALE TRAVEL	VENDOR #: 44136	DEPT: FINANCE	DEPT CONTACT NAME: JIM MORRISSY
VENDOR CONTACT: JOSE FERREIRA	VENDOR CONTACT PHONE: 763-432-4376	DEPT CONTACT PHONE #: 630-407-6116	DEPT CONTACT EMAIL: jim.morrissy@dupagecounty.gov
VENDOR CONTACT EMAIL: JOSE@RIVERDALETRAVEL.COM	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.). To provide services of non-exclusive travel agency to manage and coordinate the travel needs for County employees.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide an affordable travel management service system for DuPage County employees. The system will allow employees to book travel, maximizing service convenience for employees, while minimizing travel cost.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP# 24-046-FIN
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). Recommendation to renew contract with current provider. Options: 1) Cancel contract with provider and provide no additional options for employees related to affordable travel and 2) explore option of providing County issued credit cards to employees.

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: RIVERDALE TRAVEL	Vendor#: 44136	Dept: VARIOUS	Division: VARIOUS
Attn: JOSE FERREIRA	Email: JOSE@RIVERDALETRAVEL.COM	Attn:	Email:
Address: 2740 MAIN STREET NW, SUITE 112	City: COON RAPIDS	Address: VARIOUS DEPTS.	City:
State: MN	Zip: 55448	State:	Zip:
Phone: 763-432-4376	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: RIVERDALE TRAVEL	Vendor#: 44136	Dept: VARIOUS	Division: VARIOUS
Attn: JOSE FERREIRA	Email: JOSE@RIVERDALETRAVEL.COM	Attn:	Email:
Address: 2740 MAIN STREET NW, SUITE 112	City: COON RAPIDS	Address:	City:
State: MN	Zip: 55448	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2025	Contract End Date (PO25): Nov 30, 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		ANIMAL SERVICES TRAVEL FY 2025 - 2026		1000	1001	53510		15,000.00	15,000.00
2	1	EA		BUILDING & ZONING FY 2025 - 2026		1100	2810	53510		1,500.00	1,500.00
3	1	EA		COUNTY BOARD FY 2025 - 2026		1000	1001	53510		15,000.00	15,000.00
4	1	EA		FAMILY CENTER FY 2025 - 2026		1400	5920	53510		2,500.00	2,500.00
5	1	EA		FAMILY CENTER FY2025 - 2026		1000	1640	53510		2,500.00	2,500.00
6	1	EA		CD25 ADMIN / CD		5000	1440	53510		8,400.00	8,400.00
7	1	EA		OMB ARPA / SENIORS		5000	1660	53510		2,000.00	2,000.00
8	1	EA		APS PA ARPA / SENIORS		5000	1660	53510		3,000.00	3,000.00
9	1	EA		APS TRAINING / SENIORS		5000	1720	53510		3,000.00	3,000.00
10	1	EA		CS - GENERAL FY2025 - 2026		1000	1750	53510		4,000.00	4,000.00
11	1	EA		WEX 23-461028		5000	1400	53510	23-461028	1,500.00	1,500.00
12	1	EA		LiHEAP 25-224028		5000	1420	53510	25-224028	1,500.00	1,500.00
13	1			OHSEM FY2025 - 2026		1000	1900	53510		4,500.00	4,500.00
14	1	EA		CAMPUS SECURITY FY2025 - 2026		1000	1130	53510		750.00	750.00
15	1	EA		PUBLIC DEFENDER FY2025 - 2026		1000	6300	53510		7,500.00	7,500.00
16	1	EA		SUPERVISOR OF ASSESSMENTS FY2025 - 2026		1000	1800	53510		1,200.00	1,200.00
17	1	EA		SUPERVISOR OF ASSESSMENTS FY2025 - 2026		1000	1810	53510		1,000.00	1,000.00
18	1	EA		workNet FY2025 - 2026		5000	2840	53510		3,500.00	3,500.00
19	1	EA		RMS/DuJIS FY2025 - 2026		1000	1115	53510		13,084.85	13,084.85
20	1	SF		GIS FY2025 - 2026		1100	2900	53510	0	10,000.00	10,000.00
21	1	EA		IT FY2025 - 2026		1000	1110	53510		43,000.00	43,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 144,434.85

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide Travel Services from July 1, 2025 to November 30, 2026 for a total not to exceed \$144,434.85 the first of three (3) renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to all departments and cc Jason Blumenthal.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Do Not Encumber Purchase Order.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.