



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-2459	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$73,700.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$73,700.00
	CURRENT TERM TOTAL COST: \$73,700.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: STANARD & ASSOCIATES	VENDOR #: 24418000	DEPT: SHERIFF'S MERIT COMMISSION	DEPT CONTACT NAME: DEBBIE KRYGOWSKI
VENDOR CONTACT: MIKE THOMASON	VENDOR CONTACT PHONE: 800-367-6919 x270	DEPT CONTACT PHONE #: x6252	DEPT CONTACT EMAIL: DEBBIE.KRYGOWSKI@DUPAGECO.ORG
VENDOR CONTACT EMAIL: MIKE.THOMASON@STANARD.COM	VENDOR WEBSITE: WWW.STANARD.COM	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.). Recommendation for the approval of a contract to Stanard & Associates for development and administration of promotional exams for deputy sheriffs seeking promotion to the ranks of Sergeant and Lieutenant for the Sheriff's Merit Commission, for a total cost not to exceed \$73,700.00; not suitable for competitive bids per 55 ILCS 5/5-1022(c) 'Competitive Bids'.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Sheriff's Merit Commission is charged with providing a process for promotion of deputy sheriffs to the ranks of Sergeant and Lieutenant. Stanard & Associates already creates the written examination for this process. The Sheriff's Merit Commission works closely with the Sheriff to determine timing of the promotional exams, which will need to be administered by the end of 2023 for various ranks. The Sheriff's Merit Commission has used and will continue to use the tried-and-true exams created and administered by Stanard & Associates thus determining who is best suited to serve in a leadership role.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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)	

<b>SECTION 3: DECISION MEMO</b>	
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. Stanard & Associates already creates the written promotional exams for the Commission and can work within the time frame needed by the Commission. Additionally, the Commission has worked with Stanard & Associates to ensure the exam is administered in a way allowing the Sheriff's Office to promote the most qualified deputies into leadership roles.
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) Award contract to Stanard & Associates for promotional exams to ensure an adequate pool of deputies qualified for promotion. 2) Award contract to Stanard & Associates for promotional exams at a lesser rate and possibly minimizing the pool of qualified deputies for promotion. 3) Not award the contract and cause interruptions in the promotional process.

## 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: Stanard & Associates	Vendor#: 24418000	Dept: Sheriff's Merit Commission	Division:
Attn: Mike Thomason	Email: mike.thomason@stanard.com	Attn: Debbie Krygowski	Email: debbie.krygowski@dupageco.org
Address: 309 W. Washington St.	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 800.367.6919	Fax: 312.553.0218	Phone: 630.407.6252	Fax: 630.407.5672
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Stanard & Associates	Vendor#: 24418000	Dept: Sheriff's Merit Commission	Division:
Attn: Mike Thomason	Email: mike.thomason@stanard.com	Attn: Debbie Krygowski	Email: debbie.krygowski@dupageco.org
Address: 309 W. Washington St.	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 800.367.6919	Fax: 312.553.0218	Phone: 630.407.6252	Fax: 630.407.5672
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 8, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Debbie Krygowski			

Add Line			Purchase Requisition Line Details									
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension	
x	1	EA		Develop Written Job Knowledge Exams for Law Enforcement Bureau	FY23	1000	4420	53090		8,420.00	8,420.00	
x	2	EA		Develop Assessment Center for Law Enforcement Bureau	FY23	1000	4420	53090		10,380.00	10,380.00	
x	3	EA		Administer Law Enforcement Lieutenant Assessment Center	FY23	1000	4420	53090		5,525.00	5,525.00	
x	4	EA		Develop Written Job Knowledge Exams for Corrections Bureau	FY24	1000	4420	53090		8,420.00	8,420.00	
x	5	EA		Develop Assessment Center for Corrections Bureau	FY24	1000	4420	53090		10,380.00	10,380.00	
x	6	EA		Administer Assessment Center for Corrections Bureau	FY24	1000	4420	53090		19,650.00	19,650.00	
x	7	EA		Administer Assessment Center for Law Enforcement Sergeant	FY24	1000	4420	53090		10,925.00	10,925.00	
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 73,700.00	

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Promotional examinations for deputy sheriffs seeking promotion to the ranks of Sergeant and Lieutenant
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