

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: | INITIAL TERM TOTAL COST: | | |
| 25-2854 | 25-116-DCC | 1 YR + 3 X 1 YR TERM PERIODS | \$62,275.72 | | |
| COMMITTEE: | TARGET COMMITTEE DATE: | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: | | |
| HUMAN SERVICES | JMAN SERVICES 12/02/2025 3 MONTHS | | \$260,538.72 | | |
| | CURRENT TERM TOTAL COST: | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: | | |
| | \$62,275.72 | FOUR YEARS | INITIAL TERM | | |
| Vendor Information | | Department Information | | | |
| VENDOR: | VENDOR #: | DEPT: | DEPT CONTACT NAME: | | |
| Music Speaks, LLC | 20683 | DuPage Care Center | Susan Coblentz | | |
| VENDOR CONTACT: | VENDOR CONTACT PHONE: | DEPT CONTACT PHONE #: | DEPT CONTACT EMAIL: | | |
| Stephanie Johnson 563-249-5781 | | 630-784-4302 | susan.coblentz@dupagecounty.gov | | |
| VENDOR CONTACT EMAIL: stephanie@musicspeakstherapy.co m | | DEPT REQ #: | | | |
| | | 7548 | | | |

Overview

Form un

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Music Therapy Services for the residents at the DuPage Care Center, for the period January 12, 2026 through January 11, 2027, for a contract total not to exceed \$62,275.72, under RFP 25-116-DCC. (DuPage Care Center Foundation funded)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

Music Therapy is an established healthcare profession that uses music to address physical, emotional, cognitive and social needs of individuals of all ages. Music is used with elderly persons to increase or maintain their level of physical, mental and social/emotional function. The sensory and intellectual stimulation of music can help maintain a person's quality of life. With the advancements in medicine and the increased number of independent and assisted living facilities available to residents that fall into that category, the long-term care industry is caring for a population that is more medically compromised. Residents are less able to meet their own needs independently and are requiring more assistance to do so. IDPH Regulations require stimulation with lower functioning residents. (DuPage Care Center Foundation Funded)

| 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 RFP (REQUEST FOR PROPOSAL) | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. | | | |

| | SECTION 3: DECISION MEMO |
|------------------------------|---|
| SOURCE SELECTION | Describe method used to select source. RFP #25-116-DCC 32 invitations sent |
| | 1 documents requested 1 bid responses received |
| | RFP25-116-DCC was opened November 12, 2024 and 1 vendor submitted a proposal. The information submitted by each respondent was reviewed by both Procurement and the DuPage Care Center staff. Based on this detailed review, the most appropriate respondent was determined to be Music Speaks, LLC. |
| | In awarding a contract for these services, numerous factors that were taken into consideration when choosing a vendor, which were as follows: Firm Qualifications: Experience in similar environments and financial stability; Key Qualifications: staffing resources/accreditations and Marketing strategies and Project Understanding: Clarity and detailed scope, sustainability, outcomes and Goals and Philosophy. |
| RECOMMENDATION AND TWO | 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 Approve a new contract with Music Speaks, LLC for the period January 12, 2026 through January 11, 2027. |
| TWO ALTERNATIVES | |

| | 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 F | kequisition Informat | ion | | |
|-------------------|--------------------------------------|-----------------------------|-------------------------------------|--|--|
| Send | d Purchase Order To: | Send Invoices To: | | | |
| Vendor: | Vendor#: | Dept: | Division: | | |
| Music Speaks, LLC | 20683 | DuPage Care Center | Recreation | | |
| Attn: | Email: | Attn: | Email: | | |
| Stephanie Johnson | stephanie@musicspeakstherapy.co m | Susan Coblentz | Susan.coblentz@dupagecounty.go v | | |
| Address: | City: | Address: | City: | | |
| PO Box 986 | Marion | 400 N. County Farm Road | Wheaton | | |
| State: | Zip: | State: | Zip: | | |
| IA | 53202 | IL | 60187 | | |
| Phone: | Fax: | Phone: | Fax: | | |
| 563-249-5781 | | 630-784-4308 | | | |
| Send Payments To: | | Ship to: | | | |
| Vendor: | Vendor#: | Dept: | Division: | | |
| Music Speaks, LLC | 20683 | DuPage Care Center | | | |
| Attn: | Email: | Attn: | Email: | | |
| Stephanie Johnson | stephanie@musicspeakstherapy.co m | Susan Coblentz | Susan.coblentz@dupagecounty.go v | | |
| Address: | City: | Address: | City: | | |
| 315 E. 5th Street | Waterloo | 400 N. County Farm Road | Wheaton | | |
| State: | Zip: | State: | Zip: | | |
| IA | 50703 | IL | 60187 | | |
| Phone: | Fax: | Phone: | Fax: | | |
| 563-249-5781 | | 630-784-4302 | | | |
| Shipping | | Contract Dates | | | |
| Payment Terms: | FOB: | Contract Start Date (PO25): | Contract End Date (PO25): | | |
| PER 50 ILCS 505/1 | Destination | January 12, 2026 | January 11, 2027 | | |
| | | | | | |

| | 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 | | Music Therapy Services | FY26 | 5000 | 2120 | 53090 | DCCFMTG2 6 | 54,491.26 | 54,491.26 |
| 2 | 1 | EA | | Music Therapy Services | FY27 | 5000 | 2120 | 53090 | DCCFMTG2 6 | 7,784.46 | 7,784.46 |
| FY | FY is required, ensure the correct FY is selected. Requisition Total | | | | | \$ 62,275.72 | | | | | |

| Comments | | | | |
|----------------------|---|--|--|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Music Therapy Services for the residents at the DuPage Care Center, for the period January 12, 2026 through January 11, 2027, for a contract total not to exceed \$62,275.72, under RFP 25-116-DCC. (DuPage Care Center Foundation funded) | | | |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. December 2, 2025 Human Services Committee December 9, 2025 County Board | | | |
| 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. | | | |