



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#: LEG-P-0002-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$94,500.00
COMMITTEE: LEGISLATIVE	TARGET COMMITTEE DATE: 08/13/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$94,500.00
	CURRENT TERM TOTAL COST: \$94,500.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Marquardt & Humes, Inc.	VENDOR #: 11715	DEPT: County Board	DEPT CONTACT NAME: Jeremy Custer
VENDOR CONTACT: John "Chip" Humes	VENDOR CONTACT PHONE: 630-688-7552	DEPT CONTACT PHONE #: 630-407-6038	DEPT CONTACT EMAIL: jeremy.custer@dupagecounty.gov
VENDOR CONTACT EMAIL: chip@Marquardtco.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.). Consulting Services as a lobbyist representing DuPage County before the Illinois General Assembly and the Executive Branch of the State Government. Previously the county has engaged lobbyists at both the state and federal level. John "Chip" Humes in particular has experience working directly with members of the DuPage delegation and has a strong grasp of county government and county issues.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished It is important that the views of DuPage County government are communicated to the policy makers at the state level.			

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. Professional services selection. Marquardt & Humes, Inc.'s accomplishments this last year: Re-appropriation of funds for all of DuPage County's capital projects as well as the addition of new capital funds for the CRC. Advocated in conjunction with the IL State Association of Counties regarding the implementation of business enterprise programs. Successful passage of the DuPage County initiative HB 5574 allowing the County to transfer existing funds from its repealed transportation capacity impact fee. Advocated for all initiatives as per the legislative committee's recommendation including but not limited to animal rights and safety and mental health. Successfully advocated in conjunction with the DuPage County Public Defender's Office regarding a proposed statewide public defender initiative. Continued to be engaged with the proposed changes to the RTA structure and governance on the County's behalf.
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. Recommendation of Marquardt & Humes, Inc. - a respected firm located in Wheaton that has a strong grasp of county operations/issues. 2. Selection of other entity 3. Selection of no entity.

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: Marquardt & Humes, Inc.	Vendor#: 11715	Dept: County Board	Division:
Attn: John "Chip" Humes	Email: chip@marquardtco.com	Attn: Jeremy Custer	Email: jeremy.custer@dupagecounty.gov
Address: 2001 Butterfield Road, Suite 1110	City: Downers Grove	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-688-7552	Fax:	Phone: 630-407-6038	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Marquardt & Humes, Inc.	Vendor#: 11715	Dept:	Division:
Attn: John "Chip" Humes	Email: chip@marquardtco.com	Attn:	Email:
Address: 2001 Butterfield Road, Suite 1110	City: Downers Grove	Address:	City:
State: IL	Zip: 60515	State:	Zip:
Phone: 630-688-7552	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 15, 2024	Contract End Date (PO25): Sep 14, 2025

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		Consulting Services as a Lobbyist	FY24	1000	1001	53050		23,625.00	23,625.00
2	1	EA		Consulting Services as a Lobbyist	FY25	1000	1001	53050		70,875.00	70,875.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 94,500.00

Comments

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.