



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#: 26-0075	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,260.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$29,260.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Raymond W. Johnson	VENDOR #: 45597	DEPT: Probation and Court Services	DEPT CONTACT NAME: Sharon Donald
VENDOR CONTACT: Raymond Johnson	VENDOR CONTACT PHONE: [REDACTED]	DEPT CONTACT PHONE #: 630-407-8413	DEPT CONTACT EMAIL: sharon.donald@dupagecounty.gov
VENDOR CONTACT EMAIL: [REDACTED]	VENDOR WEBSITE: [REDACTED]	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 VA Coordinator 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 OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	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. Raymond Johnson is a 12-year veteran of the United States Army and Illinois Army National Guard. He had a Top Secret-Presidential Support security clearance and is a retired Investigator from the West Chicago Police Department. Raymond has related volunteer experience with community-based organizations, is active in Veteran groups and has extensive experience with fundraising. He has supported others through mental health, substance abuse and trauma situations.
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 Raymond Johnson 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

Send Purchase Order To:		Send Invoices To:	
Vendor: Raymond W. Johnson	Vendor#: 45597	Dept: Probation and Court Services	Division: Probation
Attn: Raymond Johnson	Email: [REDACTED]	Attn: Sharon Donald	Email: sharon.donald@dupagecounty.gov
Address: [REDACTED]	City: [REDACTED]	Address: 503 N. County Farm Road	City: Wheaton
State: [REDACTED]	Zip: [REDACTED]	State: Illinois	Zip: 60187
Phone: [REDACTED]	Fax: [REDACTED]	Phone: 630-407-8413	Fax: 630-407-2501
Send Payments To:		Ship to:	
Vendor: Raymond W. Johnson	Vendor#: 45597	Dept: Probation and Court Services	Division: Probation
Attn: Raymond Johnson	Email: [REDACTED]	Attn: Sharon Donald	Email: sharon.donald@dupagecounty.gov
Address: [REDACTED]	City: [REDACTED]	Address: 503 N. County Farm Road	City: Wheaton
State: [REDACTED]	Zip: [REDACTED]	State: Illinois	Zip: 60187
Phone: [REDACTED]	Fax: [REDACTED]	Phone: 630-407-8413	Fax: 630-407-2501
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 15, 2026	Contract End Date (PO25): Sep 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		Veteran Mentor Coordinator to develop a veteran peer mentor program within the established Veterans Court	FY26	5000	6155	53090	15PBJA21G G04221MU MU	29,260.00	29,260.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 29,260.00

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.