



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#: 24-2745	RFP, BID, QUOTE OR RENEWAL #: N/A	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$115,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 10/22/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$460,000.00
	CURRENT TERM TOTAL COST: \$115,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Castle Law, LLC	VENDOR #:	DEPT: Human Resources	DEPT CONTACT NAME: Christine Clevenger
VENDOR CONTACT: John Curran	VENDOR CONTACT PHONE: 630-601-4920	DEPT CONTACT PHONE #: 630-407-6300	DEPT CONTACT EMAIL: dpchumanresources@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: castlelaw.com	DEPT REQ #: N/A	

<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.). Professional assistance in labor negotiation matters with various Unions specifically, but not limited to Local 150, and Local 399. This will be a one-year contract with 3 options for a 1-year renewal. The contract calls for the following terms: Labor/Employment will be charged monthly under the following class: \$245.00/hr for all attorneys, not to exceed \$115,000.00.
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County requires experienced representation in negotiation matters. It is the opinion of the County Board Chair and the County Board that we secure a consultant to represent the County's interests. Contracting with Castle Law will ensure continuity of navigating collective bargaining unit matters.

### 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. Vendor selected pursuant to DuPage County Code 2-300.4-108(1)(b). Other professional service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Castle Law has been identified and selected to support the County in collective bargaining matters.
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). Staff recommends contracting with Castle Law as they are a local firm that will assist with the County's upcoming union negotiations. Alternatives include: 1) Select another consultant to handle ongoing issues. 2) Utilize the State's Attorney's Office to handle ongoing union issues.

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: Castle Law, LLC	Vendor#:	Dept: Human Resources	Division: N/A
Attn: John Curran	Email:	Attn: Human Resources Department	Email: dpchumanresources@dupagecounty.gov
Address: 600 Enterprise Dr, Suite 200	City: Oak Brook	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60523	State: IL	Zip: 60187
Phone: 630-601-4920	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Castle Law	Vendor#:	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: Human Resources Department	Email: dpchumanresources@dupagecounty.gov
Address: 600 Enterprise Dr, Suite 200	City: Oak Brook	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60523	State: IL	Zip: 60187
Phone: 630-601-4920	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 23, 2024	Contract End Date (PO25): Nov 30, 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	N/A	Prof Coll Bargaining (DOT)	FY24	1500	3500	53060	N/A	45,000.00	45,000.00
2	1	EA	N/A	Prof Coll Bargaining (Community Svcs)	FY24	1000	1120	53060	N/A	50,000.00	50,000.00
3	1	EA	N/A	Prof Coll Bargaining (PW)	FY24	2000	2665	53060	N/A	20,000.00	20,000.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 115,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Service agreement to provide professional assistance in collective bargaining matters, 10/23/2024 through 11/30/2025.
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. Do not encumber.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.