

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:	ALS: INITIAL TERM TOTAL COST:			
25-2384	N/A	1 YR + 3 X 1 YR TERM PERIODS	\$150,000.00			
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$500,000.00			
FINANCE	10/28/2025	6 MONTHS				
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:			
	\$150,000.00	FOUR YEARS	SECOND RENEWAL			
Vendor Information		Department Information				
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:			
Rock, Fusco & Connelly, LLC	lock, Fusco & Connelly, LLC 23123		Christine Clevenger			
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:			
John Rock 312-494-1000		630-407-6300	dpchumanresources@ dupagecounty.gov			
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:				
jrock@rfclaw.com www.rockfuscoconnelly.com		N/A				

Overview

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 American Federation of State, County, and Municipal Employees (AFSCME). This will be the second 1-year optional renewal of three. The contract calls for the following terms: Labor/ Employment will be charged monthly under the following class: \$245/hr for all attorneys, total not to exceed \$150,000.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The County requires experienced representation in negotiation matters. As a co-employer, it is the opinion of the County Board Chair and the County
Board that we secure a consultant to represent the County's interests. At this time, negotiations are on-going. It is an obligation of the County to
complete negotiations and enter into a collective bargaining agreement. Contracting with Rock, Fusco & Connelly will ensure the continuity of
current negotiations.

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.		

	SECTION 3: DECISION MEMO				
SOURCE SELECTION	Describe method used to select source.				
	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).				

	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 Pur	chase Order To:	Sen	Send Invoices To:				
Vendor: Rock, Fusco & Connelly, LLC	Vendor#: 23123	Dept: Human Resources	Division: N/A				
Attn: John Rock	Email: jrock@rfclaw.com	Attn: Human Resources Dept	Email: dpchumanresouces@ dupagecounty.gov				
Address: 333 W. Wacker Dr, Suite 1900	City: Chicago	Address: 421 N. County Farm Rd	City: Wheaton				
State: IL	Zip: 60606	State:	Zip: 60187				
Phone: 312-494-1000	Fax: 312-494-1001	Phone: 630-407-6300	Fax: 630-407-6301				
Send Payments To:		Ship to:					
Vendor: Rock, Fusco & Connelly, LLC	Vendor#: 23123	Dept: Human Resources	Division: N/A				
Attn:	Email:	Attn: Human Resources Dept	Email: dpchumanresources@ dupagecounty.gov				
Address: 333 W. Wacker Dr, Suite 1900	City: Chicago	Address: 421 N. County Farm Rd	City: Wheaton				
State:	Zip: 60606	State:	Zip: 60187				
Phone:	Fax:	Phone: 630-407-6300	Fax: 630-407-6301				
Sł	nipping	Cor	ntract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 30, 2026				

					Purcha	se Requis	ition Lin	e 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 (Care Ctr)	FY26	1200	2000	53060	N/A	150,000.00	150,000.00
FY is	s require	d, ensure	the correct FY i	is selected.						Requisition Total	\$ 150,000.00

Comments			
HEADER COMMENTS	Provide comments for P020 and P025. Service agreement to provide professional assistance in collective bargaining matters, 12/01/2025 through 11/30/2026. Second 1-year optional contract renewal of three.		
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.		
NTERNAL 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.		