



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

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

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: Rock, Fusco & Connelly, LLC	Vendor#: 23123	Dept: Human Resources	Division: N/A
Attn: John Rock	Email: jrock@rfclaw.com	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: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 312-494-1000	Fax: 312-494-1001	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
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: IL	Zip: 60606	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 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	N/A	Prof Coll Bargaining (Care Ctr)	FY26	1200	2000	53060	N/A	150,000.00	150,000.00
<i>FY is required, ensure the correct FY is selected.</i>										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.
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.