



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: JPS-P-0013-26	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$200,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/20/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$200,000.00
	CURRENT TERM TOTAL COST: \$200,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Bond Conway Law Firm LTD	VENDOR #: 11210	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith
VENDOR CONTACT: Pat Bond	VENDOR CONTACT PHONE: 630-681-1000	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	
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.). Bond Conway Law Firm, Ltd. was appointed as Special Assistant State's Attorneys to provide legal representation for the County Clerk in general election matters.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Bond Conway will continue to provide the County Clerk with representation in matters related to the specialized area of election law. The State's Attorney is familiar with Bond Conway's expertise in these matters and has been satisfied with the firm's performance.			

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. The State's Attorney has determined that due to the experience that Bond Conway Law Firm LTD has in the specialized area of election law, that the firm is qualified to represent the County Clerk to the extent that the Clerk requires counsel in those matters. In addition, Bond Conway Law Firm LTD had also previously represented the Election Commission.
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). Recommendation to use Bond Conway Law Firm LTD. County Clerk represents themselves. States Attorney's Office hires staff to represent the County Clerk with the costs for wages and benefits to the County.

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: Bond Conway Law Firm LTD	Vendor#: 11210	Dept: State's Attorney's Office	Division: Civil Bureau
Attn:	Email:	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org
Address: 400 S. Knoll St., Unit C	City: Wheaton	Address: 503 N. COUNTY FARM ROAD	City: WHEATON
State: IL	Zip: 60187	State: il	Zip: 60187
Phone: 312-494-1000	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Bond Conway Law Firm LTD	Vendor#: 11210	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 400 S. Knoll St., Unit C	City: Wheaton	Address:	City:
State: IL	Zip: 60187	State:	Zip:
Phone: 312-494-1000	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 01/27/2026	Contract End Date (PO25): 01/27/2027

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		Bond Conway Legal Services FY26	FY26	1000	6500	53030		200,000.00	200,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 200,000.00

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.