



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: <b>24-0995</b>	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 03/26/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$600,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Storino, Ramello & Durkin	VENDOR #: 13400	DEPT: Human Resources	DEPT CONTACT NAME: Christine Clevenger
VENDOR CONTACT: Michael K. Durkin	VENDOR CONTACT PHONE: 847-318-9500	DEPT CONTACT PHONE #: 630-407-6300	DEPT CONTACT EMAIL: Chrisinte.Clevenger@dupagecounty.gov
VENDOR CONTACT EMAIL: mdurkin@srd-law.com	VENDOR WEBSITE: srd-law.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.). Renewal contract to provide professional assistance related to collective bargaining for the DuPage County Board and other County officials as co-employers. Assisting in negotiations with various Unions including, but not limited to the Metropolitan Alliance of Police (MAP), the American Federation of State, County, and Municipal Employees (AFSCME), and the Policeman's Benevolent Labor Committee (PBLC). The contract calls for the following terms: Labor/Employment charged monthly under the following classes: \$255.00/hr for partners, \$230.00/hr for associates, \$125.00/hr for discounted associates, and \$95.00/hr for paralegals, for a contract total amount not to exceed \$150,000.00. Third and final optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished As 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 Storino, Ramello & Durkin will ensure the continuity of current negotiations. A renewal of this contract may be required in the future if negotiations are not concluded prior to the exhaustion of the contract funding amount.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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.

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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).

<b>SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION</b>	
<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.

<b>SECTION 5: Purchase Requisition Information</b>			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Storino, Ramello & Durkin	Vendor#: 13400	Dept: Human Resources	Division: N/A
Attn: Michael K. Durkin	Email: mdurkin@srd-law.com	Attn: Human Resources Department	Email: dpchumanresources@dupagecounty.gov
Address: 9501 W Devon Ave, Suite 800	City: Rosemont	Address: 421 N County Farm Rd, Suite 3-300	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 847-318-9500	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Storino, Ramello & Durkin	Vendor#: 13400	Dept: Human Resources	Division: N/A
Attn: Michael K. Durkin	Email: mdurkin@srd-law.com	Attn: N/A	Email: dpchumanresources@dupagecounty.gov
Address: 9501 W Devon Ave, Suite 800	City: Rosemont	Address: 421 N County Farm Rd, Suite 3-300	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 847-318-9500	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): May 1, 2024	Contract End Date (PO25): Apr 30, 2025
Contract Administrator (PO25): Christine Clevenger			

**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	Professional Services Collective Bargaining	FY24	1000	1120	53060	N/A	100,000.00	100,000.00
2	1	EA	N/A	Professional Services Collective Bargaining	FY25	1000	1120	53060	N/A	50,000.00	50,000.00
<b>Requisition Total</b>											<b>\$ 150,000.00</b>

**FY is required, assure the correct FY is selected.**

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Service agreement with Storino, Ramello & Durkin to provide professional assistance in collective bargaining matters, May 1, 2024 through April 30, 2025, third and final optional renewal.
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.

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement