



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#: FI-P-0021-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,000.00
	CURRENT TERM TOTAL COST: \$100,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: O'Hagan Meyer	VENDOR #: 36255	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith
VENDOR CONTACT: Luke Sheridan	VENDOR CONTACT PHONE: 312-422-6124	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupagecounty.gov
VENDOR CONTACT EMAIL: lsheridan@ohagenmeyer.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Certain attorneys from the law firm of O'Hagan Meyer were appointed as Special Assistant State's Attorneys to provide legal representation of Dr. Martija in the matter of Acrey v. DuPage County, Case No. 25 cv 7746 in order to avoid a potential legal conflict as the State's Attorney's Office represents other named defendants.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The appointment of Special Assistant State's Attorneys are needed in this matter to avoid a legal conflict.			

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 is familiar with this firm's expertise in the type of case in which they were appointed.
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). It is necessary for outside counsel to represent Dr. Martija as the State's Attorney's Office represents other named defendants which could create a potential legal conflict.

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: O'Hagan Meyer	Vendor#: 36255	Dept: State's Attorney's Office	Division: Civil Bureau
Attn:	Email:	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org
Address: One East Wacker Drive, Ste. 3400	City: Chicago	Address: 503 N. COUNTY FARM ROAD	City: Wheaton
State: IL	Zip: 60601	State: IL	Zip: 60187
Phone: 312-422-6124	Fax:	Phone: 630-407-6116	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: O'Hagan Meyer	Vendor#: 36255	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: One East Wacker Drive, Ste. 3400	City: Chicago	Address:	City:
State: IL	Zip: 60601	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 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		O'Hagan Meyer Legal Services	FY25	1100	1212	53030		25,000.00	25,000.00
2	1	EA		O'Hagan Meyer Legal Services	FY26	1100	1212	53030		75,000.00	75,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 100,000.00

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.