



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: ls Sheridan@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: |
| Shipping | | Contract Dates | |
| 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 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | 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. |