



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#: | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$200,000.00 |
| COMMITTEE: ECONOMIC DEVELOPMENT | TARGET COMMITTEE DATE: 06/16/2026 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: |
| | CURRENT TERM TOTAL COST: \$200,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: The Salem Group | VENDOR #: | DEPT: Workforce Development/HR | DEPT CONTACT NAME: Lisa Schvach |
| VENDOR CONTACT: Jon Keil | VENDOR CONTACT PHONE: 847-850-2525 | DEPT CONTACT PHONE #: 630-955-2066 | DEPT CONTACT EMAIL: lschvach@worknetdupage.org |
| VENDOR CONTACT EMAIL: jonkeil@saleminc.com | VENDOR WEBSITE: https://saleminc.com/ | 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.). WIOA work-based learning employer of record services procured through a joint purchasing provision with Lake County; initial term of WIOA program year 26 running July 1, 2026 through June 30, 2027 with a maximum initial value of \$200,000 | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Will allow for increased capacity and participation in WIOA work-based learning services provided by the DuPage County Workforce Development Division at workNet DuPage while removing liability and risk held by the County under current arrangement | | | |

| 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. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING |

| SECTION 3: DECISION MEMO | |
|-------------------------------------|--|
| SOURCE SELECTION | Describe method used to select source. Joint purchasing provision in Lake County's RFP- Temporary Employment Staffing Services issued on January 20, 2026 and awarded on March 10, 2026 |
| 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). Status Quo- not recommended as County is liable for risks inherent with serving as employer of record; Procure services of an alternative staffing firm lacking specific expertise in WIOA work-based learning programming- not recommended due to niche nature of this work and vendor's 12+ years of successful experience with Lake County WIOA counterpart |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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|--------------------------------------|---|
| 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: The Salem Group | Vendor#: | Dept: | Division: Workforce Development/HR |
| Attn: Jon Keil | Email: jonkeil@saleminc.com | Attn: Lisa Schwach | Email: lschwach@worknetdupage.org |
| Address: 2 Trans Am Plaza Drive | City: Oakbrook Terrace | Address: 2525 Cabot Drive, Suite 302 | City: Lisle |
| State: IL | Zip: 60181 | State: IL | Zip: 60532 |
| Phone: 847-850-2525 | Fax: na | Phone: 630-955-2066 | Fax: na |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: The Salem Group | Vendor#: | Dept: | Division: |
| Attn: Jon Keil | Email: jonkeil@saleminc.com | Attn: | Email: |
| Address: 2 Trans Am Plaza Drive | City: Oakbrook Terrace | Address: | City: |
| State: IL | Zip: 60181 | State: | Zip: |
| Phone: 847-850-2525 | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Jul 1, 2026 | Contract End Date (PO25): Jun 30, 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 | | Salem Group Work-Based Learning Services | FY26 | 5000 | 2840 | 53820 | | 200,000.00 | 200,000.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 200,000.00 |

Comments

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|----------------------|---|
| 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. Full explanation memo provided to Economic Development Committee (June 16, 2026) |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |