



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-0016-23	RFP, BID, QUOTE OR RENEWAL #: #23-073-FIN	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$2,084,340.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 09/26/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$2,084,340.00
	CURRENT TERM TOTAL COST: \$2,084,340.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: BAKER TILLY US, LLP	VENDOR #: 13111	DEPT: FINANCE	DEPT CONTACT NAME: MELANIE KOGA
VENDOR CONTACT: JOSEPH LIGHTCAP	VENDOR CONTACT PHONE: 630-645-6215	DEPT CONTACT PHONE #: 6134	DEPT CONTACT EMAIL: MELANIE.KOGA@DUPAGECO.ORG
VENDOR CONTACT EMAIL: joe.lightcap@bakertilly.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.). It is County practice to issue a Request for Proposal (RFP) for audit services every four years. Audit services include putting together required reports for the Annual Comprehensive Financial Report, Single Audit, Clerk of the Circuit Court, Water and Sewerage System of DuPage County ("Public Works"), and Emergency Telephone System Board of DuPage County ("ETSB"). The audit services will be performed in Fiscal Years 2024 through 2027 for the County's Fiscal Years Ended 2023, 2024, 2025, and 2026.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Required by State Statute, DuPage County requires the services of a certified public accounting firm to audit the financial statements for fiscal years 2023, 2024, 2025, and 2026.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. A four-year County-wide contract for independent auditing services improves operational efficiency for both the audit firm and the County. It also serves to minimize costs to the County. Independent auditing services ensure that the County remains transparent by issuing and posting an Annual Comprehensive Financial Report that is supported by an independent auditor's report. It also ensures that the County remains in compliance with Illinois State Statute.
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 County practice to issue a Request for Proposal (RFP) for audit services every four years. The RFP was issued on 7/26/2023. Three proposals were received and opened on 8/22/2023. The proposals were reviewed and evaluated by two representatives in the Finance Department. The two representatives unanimously selected Baker Tilly Virchow Krause, LLP based on total points earned in the evaluation process.

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: BAKER TILLY US, LLP	Vendor#: 13111	Dept: FINANCE	Division:
Attn: JOSEPH LIGHTCAP	Email: joe.lightcap@bakertilly.com	Attn: MELANIE KOGA	Email: MELANIE.KOGA@DUPAGECO.ORG
Address: P.O. BOX 7398	City: MADISON	Address: 421 N COUNTY FARM RD	City: WHEATON
State: WI	Zip: 53707	State: IL	Zip: 60187
Phone: 630-645-6215	Fax:	Phone: 6134	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2023	Contract End Date (PO25): Sep 30, 2027
Contract Administrator (PO25):			

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		Audit (GF) for FY23 Audit	FY24	1000	1150	53000		427,710.00	427,710.00
2	1	EA		Audit (PW) for FY23 Audit	FY24	2000	2665	53000		39,750.00	39,750.00
3	1	EA		Audit (ETSB) for FY23 Audit	FY24	4000	5820	53000		31,800.00	31,800.00
4	1	EA		Audit (GF) for FY24 Audit	FY25	1000	1150	53000		439,285.00	439,285.00
5	1	EA		Audit (PW) for FY24 Audit	FY25	2000	2665	53000		40,750.00	40,750.00
6	1	EA		Audit (ETSB) for FY24 Audit	FY25	4000	5820	53000		32,600.00	32,600.00
7	1	EA		Audit (GF) for FY25 Audit	FY26	1000	1150	53000		452,760.00	452,760.00
8	1	EA		Audit (PW) for FY25 Audit	FY26	2000	2665	53000		42,000.00	42,000.00
9	1	EA		Audit (ETSB) for FY25 Audit	FY26	4000	5820	53000		33,600.00	33,600.00
10	1	EA		Audit (GF) for FY26 Audit	FY27	1000	1150	53000		466,235.00	466,235.00
11	1	EA		Audit (PW) for FY26 Audit	FY27	2000	2665	53000		43,250.00	43,250.00
12	1	EA		Audit (ETSB) for FY26 Audit	FY27	4000	5820	53000		34,600.00	34,600.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 2,084,340.00

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.

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