



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 #: 24-053-WIOA	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 09/17/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$80,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Chamber 630	VENDOR #:	DEPT: HR-WDD	DEPT CONTACT NAME: Jamie Brown
VENDOR CONTACT: Beth Goncher	VENDOR CONTACT PHONE: 630.968.4050	DEPT CONTACT PHONE #: 630.955.2033	DEPT CONTACT EMAIL: jbrown@worknetdupage.org
VENDOR CONTACT EMAIL: beth@chamber630.com	VENDOR WEBSITE: www.chamber630.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.). A Request for Proposals was issued to secure proposals for a One Stop Operator.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The One Stop Operator is a role required per the Workforce Innovation and Opportunity Act. The One Stop Operator coordinates the services of the Partner agencies housed at the workNet DuPage Career Center.			

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

SOURCE SELECTION	Describe method used to select source. A Request for Proposals was issued.
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). The recommendation is to award a contract to Chamber630 to fulfill the role of the One Stop Operator. Taking no action will result in the absence of a One Stop Operator which is required by the Workforce Innovation and Opportunity Act.

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: Chamber 630	Vendor#:	Dept: HR	Division: WDD
Attn: Beth Goncher	Email: beth@chamber630.com	Attn: Jamie Brown	Email: jbrown@worknetdupage.org
Address: 5117B Main Street, Office #2	City: Downers Grove	Address: 2525 Cabot Drive	City: Lisle
State: IL	Zip: 60515	State: IL	Zip: 60532
Phone: 630.968.4050	Fax:	Phone: 630.955.2033	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Chamber 630	Vendor#:	Dept:	Division:
Attn: Beth Goncher	Email: beth@chamber630.com	Attn:	Email:
Address: 5117B Main Street, Office #2	City: Downers Grove	Address:	City:
State: IL	Zip: 60515	State:	Zip:
Phone: 630.968.4050	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2024	Contract End Date (PO25): Sep 30, 2025

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		ONE-STOP OPERATOR - 23-681006		5000	2840	53090	23-681006	20,000.00	20,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 20,000.00

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. Jamie Brown - Worknet 630-955-2033, David Barnes - Finance x6191
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.