



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
General Tracking		Contract Terms	
FILE ID#: 26-0141	RFP, BID, QUOTE OR RENEWAL #: NASPO Contract #22Px0021	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$35,917.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$35,917.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Sentinel Offender Services, LLC	VENDOR #: 13392	DEPT: Probation and Court Services	DEPT CONTACT NAME: Sharon Donald
VENDOR CONTACT: Mike Dean	VENDOR CONTACT PHONE: 1-800-496-4882	DEPT CONTACT PHONE #: 630-407-8413	DEPT CONTACT EMAIL: sharon.donald@dupagecounty.gov
VENDOR CONTACT EMAIL: mdean@sentineladvantage.com	VENDOR WEBSITE: www. sentineladvantage.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Sentinel Offender Services, LLC has an cooperative agreement with National Association of State Procurement Officers (NASPO) to provide alcohol monitoring services and remote breath RBPro to adult clients.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Grant funds are available to support Drug Court/VA/MICAP clients payments for their alcohol transdermal monitoring services and remote breath RBPro.			

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(DPC 2-352), GOVERNMENT JOINT PURCHASING ACT (30 ILCS 525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. Vendor was selected by the NASPO contract pursuant to the Master Agreement #22Px0021.
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). Drug Court/VA grant modification was approved to provide alcohol monitoring services and remote breath RBPro to adult clients. The Probation department does not have the funding to provide this program to indigent clients.

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: Sentinel Offender Services, LLC	Vendor#: 13392	Dept: Probation and Court Services	Division: Finance
Attn: Mike Dean	Email: mdean@sentineladvantage.com	Attn: Sharon Donald	Email: sharon.donald@dupagecounty.gov
Address: 1220 North Simon Circle, Unit C	City: Anaheim	Address: 503 N County Farm Road	City: Wheaton
State: California	Zip: 92806	State: Illinois	Zip: 60187
Phone: 1-800-496-4882	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sentinel Offender Services, LLC	Vendor#: 13392	Dept: Probation and Court Services	Division: Finance
Attn: Mike Dean	Email: mdean@sentineladvantage.com	Attn: Sharon Donald	Email: sharon.donald@dupagecounty.gov
Address: Po Box 8436	City: Pasadena	Address: 503 N County Farm Road	City: Wheaton
State: California	Zip: 91109-8436	State: Illinois	Zip: 60187
Phone: 1-800-496-4882	Fax:	Phone: 630-407-8413	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2026	Contract End Date (PO25): Mar 31, 2028

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		Transdermal Alcohol Monitoring - Grant Funded \$10.79/day	FY26	5000	6100	53410	15PBJA21G G04221	28,963.75	28,963.75
2	1	EA		Remote Breath RBPro \$6.35/day	FY26	5000	6155	53410	15PBJA21G G04221	6,953.25	6,953.25
3	1	EA		Transdermal Alcohol Monitoring - Grant Funded \$10.79/day	FY27	5000	6155	53410	15PBJA21G G04221	0.00	0.00
4	1	EA		Remote Breath RBPro \$6.35/day	FY27	5000	6155	53410	15PBJA21G G04221	0.00	0.00
5	1	EA		Transdermal Alcohol Monitoring - Grant Funded \$10.79/day	FY28	5000	6155	53410	15PBJA21G G04221	0.00	0.00
6	1	EA		Remote Breath RBPro \$6.35/day	FY28	5000	6155	53410	15PBJA21G G04221	0.00	0.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 35,917.00

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.