



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#: 24-1719	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$52,250.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/06/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$52,250.00
	CURRENT TERM TOTAL COST: \$52,250.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: National Association of State Head Injury Administrators	VENDOR #:	DEPT: Probation and Court Services	DEPT CONTACT NAME: Sharon Donald
VENDOR CONTACT: Rebecca Wolfkiel	VENDOR CONTACT PHONE: 717-250-6796	DEPT CONTACT PHONE #: 630-407-8413	DEPT CONTACT EMAIL: sharon.donald@dupagecounty.gov
VENDOR CONTACT EMAIL: rwolfkiel@nashia.org	VENDOR WEBSITE: www.nashia.org	DEPT REQ #:	
<i>Overview</i>			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). NASHIA will support DuPage County Department of Probation and Court Services with developing a brain injury identification and support protocol for use with their client population. The project will incorporate basic brain injury training within the court's existing peer support model. This will ensure that certified peer support specialists are brain injury informed. NASHIA will also develop a brain injury informed guide on implementing the motivational interview approach. This will include components of "traditional: motivational interviewing with simple changes and strategies to ensure that it is most impactful for people with brain injury.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. NASHIA has partnered with DuPage VTC to offer us technical assistance in clinical screens, assessments and programming. NASHIA will help develop online brain injury training for team members, treatment providers, mentors and NAMI peer specialists; develop a screening protocol using the Online Brain Injury Screening and Support System to identify brain injury history and exposure; train community behavioral health professionals to conduct neuropsychological screens; send VTC members to attend the national brain injury conference; produce a brain injury informed guide for implementing Motivational Interviewing for those impacted by TBI; a product which to our knowledge does not currently exist.</p>			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. NASHIA is the nation's leading consortium on the identification and treatment needs of those impacted by traumatic Brain Injury and as such are best prepared to offer guidance and assistance in the areas identified in Section 1 to our Veterans Treatment Court team.
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. No knowledge the market has been tested in the past 12 months. The Online Brain Injury Screening and support System was created by NASHIA; the Online training for the VTC and mentors will be created and directed towards the needs of our VTC; NASHIA will provide the neuropsychological screening course with VTC needs in mind; NASHIA will work with our staff and others in the field to create a first of its kind Motivational Interview guide for those impacted by TBI.
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. As indicated NASHIA has created the services to be utilized in this grant and will share their expertise and knowledge with our VTC.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: National Association of State Head Injury Administrators	Vendor#:	Dept: Probation and Court Services	Division: Finance
Attn: Rebecca Wolfkiel	Email: rwolfkiel@nashia.org	Attn: Sharon Donald	Email: sharon.donald@dupagecounty.gov
Address: PO Box 1878	City: Alabaster	Address: 503 N County Farm Road	City: Wheaton
State: Alabama	Zip: 35007	State: Illinois	Zip: 60187
Phone: 717-250-6796	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: National Association of State Head Injury Administrators	Vendor#:	Dept: Probation and Court Services	Division: Finance
Attn: Rebecca Wolfkiel	Email: rwolfkiel@nashia.org	Attn:	Email: sharon.donald@dupagecounty.gov
Address: PO Box 1878	City: Alabaster	Address: 503 N County Farm Road	City: wheaton
State: Alabama	Zip: 35007	State: Illinois	Zip: 60187
Phone: 717-250-6796	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2024	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		OBISSS Subscription	FY24	5000		53806		7,150.00	7,150.00
2	1	EA		Online Training for VTC Probation Staff	FY24	5000		53610		6,325.00	6,325.00
3	1	EA		Online training for VTC Peers and Mentors & Neuropsychological Screening Course for 10 clinicians & Creation of BI Informed Motivational Interview Guide	FY24	5000		53090		12,237.50	12,237.50
4	1	EA		Online training for VTC Peers and Mentors & Neuropsychological Screening Course for 10 clinicians & Creation of BI Informed Motivational Interview Guide	FY25	5000		53090		12,237.50	12,237.50
5	1	EA		OBISSS Subscription	FY25	5000		53806		14,300.00	14,300.00
										Requisition Total	\$ 52,250.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
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.