



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$58,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$58,000.00
	CURRENT TERM TOTAL COST: \$58,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Catholic Charities	VENDOR #: 28463	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Jennifer Arellano	VENDOR CONTACT PHONE: (815) 725-3405	DEPT CONTACT PHONE #: 6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: jarellano@cc-doj.org	VENDOR WEBSITE: www.catholiccharitiesjoliet.org	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.). Catholic Charities provides shelter, case management and financial assistance to the situationally homeless residents and at risk of homelessness residents of DuPage County; \$58,000 in CSBG grant funds supports this initiative.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$58,000 in CSBG funds will assist approximately 75 homeless residents or at risk of homelessness residents with counseling, case management, financial assistance, budgeting assistance, job search assistance, transportation assistance, job skills/training, and will be linked to various other resources in the County.			

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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. They will provide direct services for the County's CSBG program and will maintain all records and financial documents. Catholic Charities is an established not for profit in DuPage County and has received Human Services Grant Funds and CDBG funding as well. See attached request for funding. In conducting the 2024, DuPage County Department of Community Services' Needs Assessment, a top unmet need in our community is housing. 88.9% of the Stakeholders who responded to the Needs Assessment Survey identified finding affordable housing as being the biggest barrier for residents in DuPage County. Catholic Charities (Sub-grantee) will provide housing case management services to individuals residing in the Kathy Paulsen Hope House Emergency Shelter moving these individuals to permanent stable housing.
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). Fund the program at \$58,000. 1) Issue a sub grantee agreement with Catholic Charities for \$58,000. This will allow homeless families to have a safe place to stay and receive other services to establish permanent housing. Will also assist families in obtaining needed supplies for their children to start school. 2) Do not fund the program and run the risk that families will be forced to live without shelter in their cars or on our streets and children will not have the appropriate supplies for school.

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

Send Purchase Order To:		Send Invoices To:	
Vendor: Catholic Charities	Vendor#: 28463	Dept: Community Services	Division: Intake and Referral
Attn: Jennifer Arellano	Email: jarellano@cc-doj.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 16555 Weber Road	City: Crest Hill	Address: 421 N. County Farm Rd	City: Wheaton
State: Illinois	Zip: 60403	State: Illinois	Zip: 60187
Phone: (815) 725-3405	Fax:	Phone: 6444	Fax:
Send Payments To:		Ship to:	
Vendor: SAA	Vendor#:	Dept:	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): Jan 1, 2026	Contract End Date (PO25): March 31, 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		Contract Services		5000	1650	53820	26-231028	58,000.00	58,000.00

FY is required, ensure the correct FY is selected.

Requisition Total \$ 58,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Invoices must be received by April 1, 2027.
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.