



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#: 26-1421	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$51,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$51,000.00
	CURRENT TERM TOTAL COST: \$51,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Nicholas C. Kirkeles	VENDOR #: 10923	DEPT: 18th Judicial Circuit Court	DEPT CONTACT NAME: Nicole Swiss
VENDOR CONTACT: Nicholas C. Kirkeles	VENDOR CONTACT PHONE: 630-627-6700	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Nicole.Swiss@DuPageCourts.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: NickKirkeleslaw.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.). Professional services as a conflict attorney appointed to represent defendants by the court in cases where Public Defender has a conflict and in cases under the Sexually Violent Persons Commitment Act for the period of June 1, 2026 through May 31, 2027.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Conflict attorney assigned to represent defendants in Sexually Violent Persons as well as criminal matters in cases where the County Public Defender may not represent a party, including appeals in these matters.			

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. Position was posted on the county website, and applicants were interviewed.
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). 1. Recommend to approve a contract with attorney Nicholas C. Kirkeles 2. To hire an attorney and add this position to the court's headcount 3. Appoint individual private attorneys per case, this would be significantly more expensive

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: Nicholas C. Kirkeles	Vendor#: 10923	Dept: 18th Judicial Circuit Court	Division:
Attn: Nicholas C. Kirkeles	Email:	Attn: Nicole Swiss	Email: Nicole.Swiss@DuPageCourts.gov
Address: 1 S 660 Midwest Rd. Suite 200	City: Oakbrook Terrace	Address: 505 N. County Farm, Room 2015	City: Wheaton
State: IL	Zip: 60181	State: IL	Zip: 60187
Phone: 630-627-6700	Fax: 630-627-9909	Phone: 630-407-8788	Fax: 630-407-8836
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: (same as above)	Vendor#:	Dept: (same as above)	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): 06/01/2026	Contract End Date (PO25): 05/31/2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	6	EA	Service	Legal Services for SVP and conflict cases	FY26	1000	5900	53030		4,250.00	25,500.00
2	6	EA	Service	Legal Services for SVP and conflict cases	FY27	1000	5900	53030		4,250.00	25,500.00
										Requisition Total	\$ 51,000.00

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. 