



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 26-015-PW	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ONE2ONE Communications dba ONESOURCE	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Stan Spera
VENDOR CONTACT: Dave Moore	VENDOR CONTACT PHONE: 614-565-0022	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: stanley.spera@dupagecounty.gov
VENDOR CONTACT EMAIL: dave.moore@onlyonesource.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to ONE2ONE Communications DBA ONESOURCE, for Utility Bill Printing and Mailing Services, for Public Works, for the period of August 1, 2026, to July 31, 2030, for a total contract amount not to exceed \$75,000, per request for proposal #26-015-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This service is needed to print and mail sewer and/or water bills and related notices to approximately 39,000 DuPage County Public Works customers on a bimonthly basis whom DuPage County provides with water and sewer services.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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)	

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. ONESOURCE was selected through an RFP process that included 6 responses, the results of which were reviewed by DuPage County's Procurement Officer and Public Works Department Staff after the initial selection was unable to provide the appropriate post-award documentation.
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. Approve contract with ONESOURCE, for a contract total not to exceed \$75,000. 2. Do not approve the contract and go back out to bid. Not recommended due to the pricing and time required to implement a new system before the current agreement expires. 3. Do not award and complete work in house. Not recommended due to the number of bills and lack of capabilities by Public Works Staff.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: ONE2ONE Communications dba ONESOURCE	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Dave Moore	Email: dave.moore@onlyonesource.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 900 Asbury Drive	City: Buffalo Grove	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60089	State: IL	Zip: 60517
Phone: 614-565-0022	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#: Same as above	Dept: Same as above	Division: Same as above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 1, 2026	Contract End Date (PO25): 7/31/2030
Contract Administrator (PO25): Drew Cormican			

**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		Printing and direct mail services	FY26	2000	2665	53800		10,000.00	10,000.00
2	1	EA		Printing and direct mail services	FY27	2000	2665	53800		20,000.00	20,000.00
3	1	EA		Printing and direct mail services	FY28	2000	2665	53800		20,000.00	20,000.00
4	1	EA		Printing and direct mail services	FY29	2000	2665	53800		20,000.00	20,000.00
5	1	EA		Printing and direct mail services	FY30	2000	2665	53800		5,000.00	5,000.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 75,000.00

<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.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement