



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$37,350.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 12/2/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$37,350.00
	CURRENT TERM TOTAL COST: \$37,350.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Optimum Management Resources	VENDOR #: 11548	DEPT: Community Services	DEPT CONTACT NAME: Joan Fox
VENDOR CONTACT: Peg White Lijewski	VENDOR CONTACT PHONE: 630-926-5238	DEPT CONTACT PHONE #: 630-407-6426	DEPT CONTACT EMAIL: joan.fox@dupagecounty.gov
VENDOR CONTACT EMAIL: peglijewski@gmail.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.). Grant funded purchase of specialized professional services to assist our Continuum of Care compete for over \$7.37 million annually for DuPage Agencies to provide services to homeless persons. Awards are for HUD allowed programs such as Permanent Supportive, & Rapid Rehousing, for homeless persons. In addition the awards allow for Continuum Planning and data management through our Homeless Management Information System which assists our Continuum move toward our goal of making the condition of homelessness infrequent, brief and a one-time occurrence			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County Community Services is the lead agency for the DuPage Continuum of Care. Much of our staffing related to the competitive funding process comes from the Continuum consultant. Optimum Management Resources (OMR) which has been providing professional services to the Continuum since it started in 1999. This is a highly specialized field and requires familiarity with complex HUD regulations and processes. The amount of funding received is based on performance. Therefore, the consultant must be familiar with the working of the HUD system and be able to guide the Continuum's planning and development to maximize the DuPage Continuum of Care's Score on its annual application to HUD. OMR is a local entity with the special knowledge and expertise necessary to prepare our continuum agencies to be in the best position possible for the competition and possesses the ability to complete the research, engagement, and tasks of completing the HUD Continuum of Care application components.			

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. Source of Selection--OMR is the local entity with the special knowledge and expertise necessary to provide Continuum services in preparation of the application to HUD. It is important to have a local entity to provide these services, as attendance is required at various meetings of the Continuum, Regional planning groups and the necessity to provide training and technical assistance to Continuum agencies. OMR has a proven track record of success with the Continuum since 1999 and has been instrumental in the DuPage Continuum receiving over \$7.1 Million from HUD for 2024 (no application submitted for 2025).
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). Recommendation - Proceed with OMR P.O. Alt 1.) Hire additional staff to assist with the NOFO Process 2.) Authorize Overtime

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: Optimum Management Resources	Vendor#: 11548	Dept: Community Services	Division: Housing Supports and Self-Sufficiency
Attn: Peg White Lijewski	Email: peglijewski@gmail.com	Attn: Joan Fox	Email: joan.fox@dupagecounty.gov
Address: 1512 N. Columbia	City: Naperville	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60563	State: IL	Zip: 60187
Phone: 630-926-5238	Fax:	Phone: 630-407-6426	Fax: 630-407-6501
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	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): December 31, 2026

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 purchase order for professional services to provide technical assistance and consultation services to the DuPage County Homeless Continuum of Care for the periods of January 1, 2026 through December 31, 2026	FY26	5000	1510	53090	IL1918L5T1 42400	37,350.00	37,350.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 37,350.00

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.