



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2766	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,832.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,832.00
	CURRENT TERM TOTAL COST: \$29,832.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: LexisNexis, a division of RELX Inc.	VENDOR #: 23985	DEPT: Public Defender	DEPT CONTACT NAME: Jeff York
VENDOR CONTACT: Matthew W. Smith	VENDOR CONTACT PHONE: 937-865-1963	DEPT CONTACT PHONE #: 630-407-8300	DEPT CONTACT EMAIL: Jeff.York@dupagecounty.gov
VENDOR CONTACT EMAIL: matthew.smith.1@lexisnexis.com	VENDOR WEBSITE: www.lexisnexis.com	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.). To purchase 50 attorney and non-attorney passwords for LexisNexis, a division of RELX Inc. Online Legal Research for the Public Defender's Office.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Previous contract was for LexisNexis, a division of RELX Inc. .			

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. Shepard's Citations Service, Legal Issue Trail, a patented research tool increasing the accuracy of research, Valuable information about your documents' legal topics, Case headnotes from LexisNexis, a division of RELX Inc. contain language directly from court opinions.
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: LexisNexis, a division of RELX Inc.	Vendor#: 23985	Dept: Public Defender	Division:
Attn: Matthew W. Smith	Email: matthew.smith.1@lexisnexis.com	Attn: Melissa Buckardt	Email: Melissa.Buckardt@dupagecounty.gov
Address: 9443 Springboro Pike	City: Miamisburg	Address: 503 N, County Farm Road, 3rd Floor	City: Wheaton
State: Ohio	Zip: 45342	State: Illinois	Zip: 60187
Phone: 937-865-1963	Fax:	Phone: 630-407-8303	Fax: 630-407-8310
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: LexisNexis, a division of RELX Inc.	Vendor#: 23985	Dept: Public Defender	Division:
Attn: Accounts Receivable	Email: account.receivable@lexisnexis.com	Attn: Jeff York	Email: Jeff.York@dupagecounty.gov
Address: 28544 Network Place	City: Chicago	Address: 503 N, County Farm Road, 3rd Floor	City:
State: Illinois	Zip: 60673-1285	State: Illinois	Zip: 60187
Phone: 800-543-6862	Fax:	Phone: 630-407-8300	Fax: 630-407-8310
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2026	Contract End Date (PO25): Mar 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	8	EA		One year contract to purchase LexisNexis, a division of RELX Inc.on-line legal research for the period of 4/1/26-3/31/26	FY26	1000	6300	52200		2,486.00	19,888.00
2	4	EA		One year contract to purchase LexisNexis, a division of RELX Inc.on-line legal research for the period of 4/1/26-3/31/26	FY27	1000	6300	52000		2,486.00	9,944.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 29,832.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. The contract is for on-line legal research and public record research for attorneys and investigators.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 1st allowed invoice date of 4/01/26.
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.