



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#: 23-3252	RFP, BID, QUOTE OR RENEWAL #: N/A	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 10/10/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$600,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Rock Fusco & Connelly, LLC	VENDOR #: 23123	DEPT: Human Resources	DEPT CONTACT NAME: MarGaret Mason-Ewing
VENDOR CONTACT: John Rock	VENDOR CONTACT PHONE: 312-494-1000	DEPT CONTACT PHONE #: 630-407-6300	DEPT CONTACT EMAIL: dpchumanresources@dupageco.org
VENDOR CONTACT EMAIL: jrock@rfclaw.com	VENDOR WEBSITE: www.rockfuscoconnelly.com	DEPT REQ #: N/A	
<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 assistance in labor negotiation matters with various Unions specifically, but not limited to Local 150, Local 399 and American Federation of State, County, and Municipal Employees (AFSCME). This will be a 1-year contract with 3 options for 1-year renewals. The contract calls for the following terms: Labor/Employment will be charged monthly under the following class: \$220/hr for all attorneys, total not to exceed \$150,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County requires experienced representation in negotiation matters. It is the opinion of the County Board Chair and the County Board that we secure a consultant to represent the County's interests. Contracting with Rock Fusco & Connelly will ensure continuity of navigating collective bargaining unit 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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Vendor selected pursuant to DuPage County Code Section 2-300.4-108(1)(b). Other professional service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Rock Fusco & Connelly have been involved with the County's negotiations and have provided excellent support and recommendations to the County Board regarding collective bargaining matters. To ensure continuity, it would be advantageous to the County's position to secure a new contract with Rock Fusco & Connelly.
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). Staff recommends contracting with Rock Fusco & Connelly due to the existing working relationship with the County's ongoing union issues. Alternatives include: 1) Select another consultant to handle ongoing union issues. 2) Utilize the State's Attorney's office to handle ongoing union issues.

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: Rock Fusco & Connelly, LLC	Vendor#: 23123	Dept: Human Resources	Division: N/A
Attn: John Rock	Email: jrock@rfclaw.com	Attn: Human Resources Dept	Email: dpchumanresources@dupageco.org
Address: 333 W. Wacker Dr, Suite 1900	City: Chicago	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 312-494-1000	Fax: 312-494-1001	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Rock Fusco & Connelly	Vendor#: 23123	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: Human Resources Dept	Email: dpchumanresources@dupageco.org
Address: 333 W. Wacker Dr, Suite 1900	City: Chicago	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): MarGaret Mason-Ewing			

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	N/A	Prof Coll Bargaining (Care Ctr)	FY24	1200	2000	53060	N/A	50,000.00	50,000.00
2	1	EA	N/A	Prof Coll Bargaining (DOT)	FY24	1500	3500	53060	N/A	50,000.00	50,000.00
3	1	EA	N/A	Prof Coll Bargaining (PW)	FY24	2000	2665	53060	N/A	50,000.00	50,000.00
										Requisition Total	\$ 150,000.00

FY is required, assure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Service agreement to provide professional assistance in collective bargaining matters, 12/01/2023 through 11/30/2024. Initial contract with 3 optional 1-year renewals.
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