



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: FI-P-0022-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Hervas, Condon & Bersani, P.C.	VENDOR #: 43741	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith
VENDOR CONTACT:	VENDOR CONTACT PHONE: (630) 773-4774	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: hcbattorneys.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.). Attorney Scott Cohen of Hervas, Condon & Bersani was appointed as Special Assistant State's Attorneys to provide legal representation in the matter of Jonathan Sosa v. DuPage County, Case No. 25 cv 9617 in order to avoid a potential legal conflict as the State's Attorney's Office represents other named defendants.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The appointment of Special Assistant State's Attorneys are needed in this matter to avoid a legal conflict.			

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. The State's Attorney is familiar with this firm's expertise in the type of case in which they were appointed.
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 to use Hervas, Condon & Bersani due to existing contracts and working relationships.

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: Hervas, Condon & Bersani	Vendor#: 43741	Dept: State's Attorney's Office	Division: Civil Bureau
Attn:	Email:	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org
Address: 333 Pierce Road	City: Itasca	Address: 503 N. COUNTY FARM ROAD	City: WHEATON
State: IL	Zip: 60143	State: il	Zip: 60187
Phone: 630-860-4343	Fax:	Phone: 630-407-8206	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	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): 10/01/2025	Contract End Date (PO25): Nov 30, 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		Hervas, Condon & Bersani, P.C.	FY25	1100	1212	53030		10,000.00	10,000.00
2	1	EA		Hervas, Condon & Bersani, P.C.	FY26	1100	1212	53030		65,000.00	65,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 75,000.00

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.