

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:		
FI-P-0011-25	24-098-FIN	1 YR + 3 X 1 YR TERM PERIODS	\$65,000.00		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:		
FINANCE	10/28/2025	3 MONTHS	\$260,000.00		
			\$260,000.00		
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:		
	\$65,000.00	FOUR YEARS	FIRST RENEWAL		
Vendor Information		Department Information			
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:		
Nugent Consulting Group, LLC 44763		Finance	Jim Morrissy		
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Michael Nugent	847-412-0410	630-407-6116	jim.morrissy@dupagecounty.gov		
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:			
Nugentllc@comcast.net					

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.). Nugent Consulting Group (NCG) will provide risk management consulting services, including but not limited to, ensuring County compliance with risk management policies, procedures and protocols. Review of insurance policies, contracts, and Certificates of Insurance for adequate coverage. Gather loss information, address rick exposures, recommend steps for resolution, and perform risk assessments.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Risk management consulting services will ensure compliance with state and federal laws, in addition to maximizing the reduction of safety and County risk.

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 RENEWAL OF RFP	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. RFP #24-098-FIN				
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 renew contract with Nugent Consulting Group to provide consulting. An alternative would be to do nothing or hire a full-time employee to provide the same service at a higher cost.				

	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: Purcha	se Requisition Informat	ion			
Send Purc	hase Order To:	Send Invoices To:				
Vendor: Nugent Consulting Group, LLC	Vendor#: 44763	Dept: Finance	Division: Risk			
Attn: Michael Nugent	Email: Nugentllc@comcast.net	Attn: Jim Morrissy	Email: Jim.Morrissy@dupagecounty.gov			
Address: 2409 Peachtree Lane	City: Northbrook	Address: 421 N. COUNTY FARM ROAD	City: Wheaton			
State: IL	Zip: 60062	State:	Zip: 60187			
Phone: 847-412-0410	Fax: 847-919-3805	Phone: 630-407-6116	Fax:			
Send Payments To:		Ship to:				
Vendor: Nugent Consulting Group, LLC	Vendor#: 46130	Dept: Division:				
Attn: Michael Nugent	Email: Nugentllc@comcast.net	Attn: Email:				
Address: 2409 Peachtree Lane	City: Northbrook	Address: City:				
State: IL	Zip: 60062	State: Zip:				
Phone: 847-412-0410	Fax: 847-919-3805	Phone:	Fax:			
Shipping		Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 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		FY26	FY26	1100	1212	53090		65,000.00	65,000.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 65,000.00						

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.			