

## Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION						
General Tracking		Contract Terms				
FILE ID#: 25-2364	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$42,000.00			
COMMITTEE: TARGET COMMITTEE DATE:  JUDICIAL AND PUBLIC SAFETY 10/21/2025		PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$42,000.00			
	CURRENT TERM TOTAL COST: \$42,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM			
Vendor Information		Department Information	L			
VENDOR: VENDOR #: Anderson Attorneys & Advisors, LLC 45051		DEPT: 18th Judicial Circuit Court	DEPT CONTACT NAME: Nicole Swiss			
VENDOR CONTACT: Audriana T. Anderson	VENDOR CONTACT PHONE: 630-877-5800 x 1	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Nicole.Swiss@DuPageCourts.gov			
VENDOR CONTACT EMAIL: audriana@andersonaa.com	VENDOR WEBSITE: www.andersonaa.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.). Professional services as a Child Protection GAL Attorney assigned to juvenile cases for the period of November 1, 2025 through October 31, 2026 for a total of \$42,000.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Statutory need for the court to appoint an attorney for representation of juvenile cases. Attorneys are appointed by the Court to represent abused, neglected, dependent or delinquent minors or family members in cases where the DuPage County Public Defender may not represent a party, including appeals in these 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				
SOURCE SELECTION	Describe method used to select source. Attorney Audriana T. Anderson has been successfully filling the position and the Judiciary wishes to continue to have her in the position.			
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).  1. To approve contract with Anderson Attorneys & Advisors, LLC, attorney Audriana T. Anderson.  2. To appoint individual privaty attorneys per case, this would be significantly more expensive.  3. Add a juvenile conflict attorney to the court's headcount.			

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.		

	The state of the s	e Requisition Information  Send Invoices To:				
Send Purcho	ase Order To:					
Vendor: Vendor#: Anderson Attorneys & Advisors, LLC		Dept: 18th Judicial Circuit Court	Division:			
Attn: Audriana T. Anderson	Email: audriana@andersonaa.com	Attn: Nicole Swiss	Email: Nicole.Swiss@DuPageCourts.go			
Address: 2150 Manchester Road, Suite 101	City: Wheaton	Address: 505 N. County Farm, Room 2015	City: Wheaton			
State: IL	Zip: 60187	State:         Zip:           IL         60187				
Phone: Fax: 630-877-5800 x 1		Phone: 630-407-8788	Fax: 630-407-8836			
Send Payments To:		Ship to:				
Vendor: (same as above)	Vendor#:	Dept: (same as above)	Division:			
Attn:	Email:	Attn:	Email:			
Address:	City:	Address: City:				
State:	Zip:	State:	Zip:			
Phone: Fax:		Phone:	Fax:			
Shipping		Contract Dates				
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	November 1, 2025	October 31, 2026			

					Purcha	se Requisi	tion Lir	e Details			
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA	Monthly Svcs	Child Protection GAL Attorney	FY25	1000	5900	53030		3,500.00	3,500.00
2	11	EA	Monthly Svcs	Child Protection GAL Attorney	FY26	1000	5900	53030		3,500.00	38,500.00
FYis	require	d, ensur	e the correct FY	is selected.		1				Requisition Total \$	42,000.00

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.		