



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#: 26-1433	RFP, BID, QUOTE OR RENEWAL #: 23-046-HR	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$0.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 05/26/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$0.00
	CURRENT TERM TOTAL COST: \$0.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Creative Planning Holdco, LLC d/b/a Creative Planning, LLC	VENDOR #:	DEPT: Human Resources	DEPT CONTACT NAME: Christine Clevenger
VENDOR CONTACT: Vincent Allegra	VENDOR CONTACT PHONE: 630-705-2085	DEPT CONTACT PHONE #: 630-407-6228	DEPT CONTACT EMAIL: christine.clevenger@dupagecounty.gov
VENDOR CONTACT EMAIL: vincent.allegra@creativeplanning.com	VENDOR WEBSITE: creativeplanning.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.).			
<p>The County issued an RFP in search for qualified firms to provide 457 plan consultant services to determine the overall competitiveness of the County's long-term retirement savings vehicle that provides an optional supplemental source of retirement income for County employees; offer a diverse and competitive plan investment fund line up at a reasonable cost; encourage growth and maximize participation in the the plan; arrange for an orderly and timely transition of assets and services as necessary; ensure education and communication with plan participants to promote knowledgeable investment. There is no cost to the County as the cost is born by plan participants. This will be the first of two optional renewals.</p>			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
<p>The County is following best practices to ensure that the investment services offered to County employees provide them with the best value in achieving their supplemental retirement savings goals while minimizing investment costs an maximizing investment capabilities. The investment advisory firm will assist the County in fulfilling its fiduciary responsibilities overseeing its 457 plan. Fiduciary services, under section 3(38) of the Employee Retirement Income Security Act of 1974, will allow the County to delegate the investment option selection, monitoring, analysis, and replacement, lowering the County's liability.</p>			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source.  A Request for Proposal (RFP) was issued. Four submittals were reviewed and scored. The review team finalized the selection through consensus.
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 approval of Creative Planning formerly known as Mesirow Financial Investment Management, Inc. to provide 457 plan services.  Alternatives: 1) Select another vendor from the 4 proposals, 2) Release a new RFP, 3) Discontinue offering a 457 plan provider to County employees.

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Creative Planning Holdco, LLC d/b/a Creative Planning, LLC	Vendor#:	Dept: Human Resources	Division: N/A
Attn: Vincent Allegra	Email: vincent.allegra@mesirow.com	Attn: N/A	Email: dpchumanresources@dupagecounty.gov
Address: 5454 W 110th St	City: Overland Park	Address: 421 N County Farm Rd	City: Wheaton
State: KS	Zip: 66211	State: IL	Zip: 60187
Phone: 630-705-2085	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Creative Planning, LLC	Vendor#:	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: N/A	Email: dpchumanresources@dupagecounty.gov
Address: 5454 W 110th St	City: Overland Park	Address: 421 N County Farm Rd	City: Wheaton
State: KS	Zip: 66211	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 1, 2026	Contract End Date (PO25): Jul 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	1	EA	N/A	457 Plan Services						54,000.00	54,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 54,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. 457 Plan related services. No cost to the County, cost is born by plan participants. First of two 1-year optional 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.