



**Procurement Review Comprehensive Checklist**  
**Procurement Services Division**  
**This form must accompany all Purchase Order Requisitions**

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: JPS-P-0069-23	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: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE:	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
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Antonioli, Cerny & Winthers PC	VENDOR #: 30126	DEPT: CIRCUIT COURT	DEPT CONTACT NAME: Katherine Thompson
VENDOR CONTACT: Christa M. Winthers	VENDOR CONTACT PHONE: 630-668-6700	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Katherine.Thompson@18thjudicial.org
VENDOR CONTACT EMAIL: cwinthers@dupageattorneys.org	VENDOR WEBSITE: www.dupageattorneys.org	DEPT REQ #:	
<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.). Issue contract with attorney Christa Winthers of Antonioli, Cerny & Winthers PC, to provide professional services as a conflict attorney assigned to juvenile cases.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished 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. Number of cases throughout the year average 210.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
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).

### 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. OTHER
<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. Due to her qualifications, and since Christa Winters has been successfully fulfilling the position, the Judiciary chose her to continue as GAL attorney.
<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: Antoniolli, Cerny & Winters PC	Vendor#: 30126	Dept: Circuit Court	Division:
Attn: Christa M. Winters	Email: cwinthers@dupageattorneys.org	Attn: Katherine Thompson	Email: Katherine.Thompson@18thjudicial.org
Address: 1N141 County Farm Rd.Suite 230	City: Winfield	Address: 505 N. County Farm Rd. Room 2015	City: Wheaton
State: IL	Zip: 60190	State: IL	Zip: 60187
Phone: 630-668-6700	Fax: 630-668-6733	Phone: 630-407-8788	Fax: 630-407-8836
<i>Send Payments To:</i>		<i>Ship to:</i>	
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: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25):			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	12	EA	Service	Conflict Juvenile Attorney	FY24	1000	5900	53030		3,500.00	42,000.00
										<b>Requisition Total</b>	<b>\$ 42,000.00</b>

**FY is required, assure the correct FY is selected.**

<i>Comments</i>	
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. <b>Signature on file</b>

The following documents have been attached:  W-9  Vendor Ethics Disclosure Statement