Procurement Review Comprehensive Checklist
Procurement Services Division
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: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $200,000.00
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 06/16/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: $200,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: The Salem Group	VENDOR #:	DEPT: Workforce Development/HR	DEPT CONTACT NAME: Lisa Schvach
VENDOR CONTACT: Jon Keil	VENDOR CONTACT PHONE: 847-850-2525	DEPT CONTACT PHONE #: 630-955-2066	DEPT CONTACT EMAIL: lschvach@worknetdupage.org
VENDOR CONTACT EMAIL: jonkeil@saleminc.com	VENDOR WEBSITE: https://saleminc.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.).
WIOA work-based learning employer of record services procured through a joint purchasing provision with Lake County; initial term of WIOA program year 26 running July 1, 2026 through June 30, 2027 with a maximum initial value of $200,000

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Will allow for increased capacity and participation in WIOA work-based learning services provided by the DuPage County Workforce Development Division at workNet DuPage while removing liability and risk held by the County under current arrangement

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.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Joint purchasing provision in Lake County's RFP- Temporary Employment Staffing Services issued on January 20, 2026 and awarded on March 10, 2026
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). Status Quo- not recommended as County is liable for risks inherent with serving as employer of record; Procure services of an alternative staffing firm lacking specific expertise in WIOA work-based learning programming- not recommended due to niche nature of this work and vendor's 12+ years of successful experience with Lake County WIOA counterpart

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: The Salem Group	Vendor#:	Dept:	Division: Workforce Development/HR
Attn: Jon Keil	Email: jonkeil@saleminc.com	Attn: Lisa Schvach	Email: lschvach@worknetdupage.org
Address: 2 Trans Am Plaza Drive	City: Oakbrook Terrace	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State: IL	Zip: 60181	State: IL	Zip: 60532
Phone: 847-850-2525	Fax: na	Phone: 630-955-2066	Fax: na
Send Payments To:		***Ship to:***	
Vendor: The Salem Group	Vendor#:	Dept:	Division:
Attn: Jon Keil	Email: jonkeil@saleminc.com	Attn:	Email:
Address: 2 Trans Am Plaza Drive	City: Oakbrook Terrace	Address:	City:
State: IL	Zip: 60181	State:	Zip:
Phone: 847-850-2525	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2026	Contract End Date (PO25): Jun 30, 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		Salem Group Work-Based Learning Services	FY26	5000	2840	53820		200,000.00	200,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 200,000.00

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. Full explanation memo provided to Economic Development Committee (June 16, 2026)
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.