



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-1461	RFP, BID, QUOTE OR RENEWAL #: 25-048-WIOA	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$24,000.00
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$96,000.00
	CURRENT TERM TOTAL COST: \$24,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Western DuPage Chamber of Commerce	VENDOR #: 23042	DEPT: HR/WDD	DEPT CONTACT NAME: Amy Everett
VENDOR CONTACT: David J. Sabbathne	VENDOR CONTACT PHONE: (630)231-3003	DEPT CONTACT PHONE #: 630-955-2045	DEPT CONTACT EMAIL: aeverett@worknetdupage.org
VENDOR CONTACT EMAIL: dave@westerndupagechamber.com	VENDOR WEBSITE: www.westerndupagechamber.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.). An RFP was issued to secure proposals for a One-Stop Operator (OSO). The basic role of a OSO is to coordinate the service delivery of participating one-stop partners and service providers. The scope for this role will be to coordinate service delivery between the DuPage County Workforce Development Division (WDD) and various State and local agencies that assist jobseekers and the public. Cost of the initial term will be \$24,000, with 3 additional 1-year terms possible, bring the total of this PO and subsequent COs to \$96,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. The One-Stop Operator (OSO) is a role required per the Workforce Innovation and Opportunity Act (WIOA). The OSO's role is to facilitate ongoing, consistent communication between the various partner agencies, of which the WDD is one. The OSO aims to improve service integration between the partners and works as a sort of ombudsman when needed.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP #25-048-WIOA
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). The recommendation is to award a contract to the Western DuPage Chamber of Commerce to fulfill the role of the OSO. Taking no action will result in the absence of a OSO, which is required by the WIOA guidelines.

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			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Western DuPage Chamber of Commerce	Vendor#: 23042	Dept: HR	Division: Workforce Development
Attn: David J. Sabbathne	Email: team@westerndupagechamber.com	Attn: Amy Everett	Email: aeverett@worknetdupage.org
Address: 306 Main Street	City: West Chicago	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State: IL	Zip: 60185	State: IL	Zip: 60532
Phone: 630-231-3003	Fax:	Phone: 630-955-2045	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Western DuPage Chamber of Commerce	Vendor#: 23042	Dept:	Division:
Attn: David J. Sabbathne	Email: team@westerndupagechamber.com	Attn:	Email:
Address: 306 Main Street	City: West Chicago	Address:	City:
State: IL	Zip: 60185	State:	Zip:
Phone: 630-231-3003	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		One Stop Operator 25-681006		5000	2840	53830	25-681006	24,000.00	24,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 24,000.00

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.