



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#: 24-2163	RFP, BID, QUOTE OR RENEWAL #: RFP #24-050-WIOA	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$25,000.00
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 08/20/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,000.00
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Lightcast	VENDOR #:	DEPT: WDD	DEPT CONTACT NAME: Jamie Brown
VENDOR CONTACT: Monica Heffernan	VENDOR CONTACT PHONE: 206.948.6058	DEPT CONTACT PHONE #: 630.955.2033	DEPT CONTACT EMAIL: jbrown@worknetdupage.org
VENDOR CONTACT EMAIL: monica.heffernan@lightcast.io	VENDOR WEBSITE: www.lightcast.io	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.). An RFP was released to secure proposals to conduct a skill gap analysis of the clean energy sector in DuPage County.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A clean energy workforce analysis report to inform current and long-term efforts toward developing the workforce necessary for clean energy businesses and energy efficiency/sustainability gains for the community was included as part of the Energy Efficiency Conservation Block Grant awarded to DuPage County.			

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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. RFP # 24-050-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 Lightcast to conduct the clean energy skill gap analysis in DuPage County. Taking no action will result in inability to determine clean energy assessment.

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: Lightcast	Vendor#:	Dept: HR	Division: WDD
Attn: Monica Heffernan	Email: monica.heffernan@lightcast.io	Attn: Lisa Scvhach	Email: lschvach@worknetdupage.org
Address:	City:	Address: 2525 Cabot Drive	City: Lisle
State:	Zip:	State: IL	Zip: 60532
Phone:	Fax:	Phone: 630.955.2066	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Lightcast	Vendor#:	Dept:	Division:
Attn: Monica Heffernan	Email: monica.heffernan@lightcast.io	Attn:	Email:
Address: 232 N Almon St	City: Moscow	Address:	City:
State: Idaho	Zip: 83843	State:	Zip:
Phone: 208-883-3500	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2024	Contract End Date (PO25): Nov 30, 2025
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	1	EA		Skills gap analysis - activity DE-SE000018		5000	2704	53090	DE- SE0000181	25,000.00	25,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 25,000.00

<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. Jamie Brown 630-955-2033, Cathie Figlewski x5665, David Barnes x6191
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

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