



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Oct 3, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Baker Tilly US, LLP	Vendor #: 13111	Contract Term: 10/1/23-9/30/27	Contract Total: \$2,084,340.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB

Description of Procurement/ Scope of Work/ Background | Recommendation for the affirming approval of a contract to Baker Tilly US, LLP, for audit services for various County offices, for a four-year period of October 1, 2023 through September 30, 2027, for a contract total amount of \$2,084,340.00 per RFP #23-073-FIN. (ETSB amount: \$132,000.00)

Reason for Procurement | Required by State Statute, DuPage County requires the services of a certified public accounting firm to audit the financial statements for fiscal years 2023, 2024, 2025, and 2026. The ETSB audit is included in the RFP costs contracted through the County Finance Department.

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY24-27 4000-5820-53000
- Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # 23-073-FIN (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # _____ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # _____
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Oct 3, 2023	LMZ	Oct 3, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date