

DUPAGE COUNTY BOARD OF HEALTH

May 10, 2007

6:15 P.M.

A G E N D A

<u>PAGE</u>	<u>ITEM NO.</u>	<u>SUBJECT</u>
---	1.	CALL TO ORDER AND CALL OF THE ROLL
---	2.	SUBCOMMITTEE REPORTS <ul style="list-style-type: none">a. Executive – (BOS)b. Community Health Services (CHS)c. Emergency Disease Control (EDC)d. Environmental Health Services (EHS)e. Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – April 12, 2007
---	4.	TREASURER’S REPORT – April 30, 2007
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
---	7.	CONSENT ITEMS <ul style="list-style-type: none">3. a. Personnel Transactions – BOS6. b. Fund Transfers - BOS
---	8.	OLD BUSINESS <ul style="list-style-type: none">a. Amendment to contract – P-BOS-10-05-0830 – Amendment to Professional Services contract renewal issued to MTM Strategies, LLC to provide services as Interim Executive Director. Contract term November 5, 2006 through November 4, 2007.
---	9.	NEW BUSINESS <ul style="list-style-type: none">1) Purchasing – BOS<ul style="list-style-type: none">7. a. P-MHS-06-06-063 - National Services Systems8. b. C-MHS-05-06-054 – Bid renewal to Albertson’s (Osco Drug)10. c. C-BOS-04-07-102 – Purchase of a cargo van11. d. C-BOS-07-06-071 – Change order for Printing Services12. e. C-CHS-05-06-056 – Bid renewal for Caligor, McKesson,13. Moore Medical & Richmark2) Grant Acceptances<ul style="list-style-type: none">14. (1) Ryan White Part B – AIDS Foundation of Chicago-EDC15. (2) Medical Reserve Corps. – National Association of County & City Health Officials – EDC16. (3) Perinatal Hepatitis Prevention – IDPH for Perinatal Hepatitis Prevention – EDC17. (4) IL Breast & Cervical Cancer Prog. – IDPH for the IL Breast & Cervical Cancer Program – CHS18. (5) IL Breast & Cervical Cancer Prog. – IDPH for Breast & Cervical Cancer program – CHS

- 19. (6) Susan G. Komen Breast Cancer Foundation – CHS
- 20. (7) Vision & Hearing Program – ILDPH Vision & Hearing program – CHS
- 21. (8) CAP V Residential Program – U.S. Dept. of Housing & Urban Development – MHS
- 22. (9) CAP VI & VII Residential Prog. – U.S. Dept. of Housing & Urban Development – MHS
- 23. (10) MISA Residential Program – U.S. Dept. of Housing & Urban Development – MHS
- 24. (11) Pre-Admission Screening Program – IL Dept. Of Human Services - MHS

--- 10. **NEXT MEETING – June 14, 2007**
--- 11. **ADJOURNMENT**

(05/10/07)

HUMAN RESOURCES TRANSACTIONS – BUSINESS OPERATIONS SERVICES

All employees hired and changing status are filling vacant budgeted positions.

The Changes of Status have not caused any increase in the budget.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 03/26/07 and 05/02/07.

(05/10/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Natalie Hernandez	Administrative Clerk III (Temporary)	11.80 hr. – 17.70 hr.	108	04/09/07
Maria D. Nicolas	Administrative Clerk III (Temporary)	11.80 hr. – 17.70 hr.	108	04/09/07
Alicia Martini	Clinic Assistant	11.80 hr. – 17.70 hr.	108	04/09/07
Maribel Rocha	Clinic Assistant	11.80 hr. – 17.70 hr.	108	04/09/07
Daniel K. Park	Network Administrator	20.02 hr. – 30.03 hr.	311	04/09/07
Salvatore Storniolo	Dentist (contractual)	56.00 hr.	----	04/09/07
Karen L. Termion	Account Clerk (Temporary)	11.80 hr. –	108	04/09/07

Daniel Gasper	Senior Clinician/Consultant	17.70 hr. 23.13 hr. – 34.69 hr.	208	04/09/07
Sheila Orr	Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	04/23/07
Juan A. Montemayor	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	04/24/07
Robert T. Pintozzi	Custodian	10.17 hr. – 15.26 hr.	107	04/24/07
Giovanni Serriteno	Custodian	10.17 hr. – 15.26 hr.	107	04/24/07
Elida C. Schultz	Customer Service Supervisor	20.02 hr. – 30.03 hr.	311	04/30/07

**The changes of status of the follo
employees:**

R. Raquel Wadsworth	From: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	03/26/07
	To: Emergency & Disease Control Assistant	16.00 hr. – 23.99 hr.	110	03/26/07
Lilliana Gutierrez	From: Case Monitor	16.00 hr. – 23.99 hr.	110	04/02/07
	To: Customer Service Supervisor	20.02 hr. – 30.03 hr.	311	04/02/07
Steven Gaydos	From: Group Home Resident Assistant	11.80 hr. – 17.70 hr.	108	04/16/07
	To: Mental Health Worker	15.95 hr. – 23.93 hr.	205	04/16/07

**The separation of the
following employees:**

Amanda Sabat	Respite Worker (on-call)	12.00 hr.	----	03/28/07
Jessica Gerdes	Program Manager (on-call)	26.28 hr. – 39.42 hr.	209	03/29/07
Agustin Rodriguez	Custodian	10.17 hr. – 15.26 hr.	107	03/30/07
Eulices Serriteno	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	04/09/07
Maureen Swanson	Public Health Nurse	20.31 hr. – 30.47 hr.	207	04/10/07
A. Ruth Dodd	Dental Hygienist (on-call)	20.31 hr. – 30.47 hr.	207	04/11/07
Norman Bartels	TSC Program Manager	30.19 hr. –	210	04/13/07

Shawna M. Heike	Administrative Clerk III	45.29 hr. 11.80 hr. – 17.70 hr.	108	04/16/07
Laura Kurtyak	Pool Inspector (temporary)	10.00 hr.	----	04/16/07
Mary Whorlow	Mental Health Worker	14.96 hr. – 22.43 hr.	205	04/18/07
Lilia Vazquez	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	04/20/07
Richard Duda	Mental Health Worker	15.95 hr. – 23.93 hr.	205	04/23/07
Dhwani Shah	Summer Employee (on-call)	7.00 hr.	---	04/23/07
Jennifer Gallaway	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	04/30/07
Kenyatta Rashad	Health Educator	20.31 hr. – 30.47 hr.	207	05/02/07

May 10, 2007

Date

Lanny Wilson, Vice President
for Linda Kurzawa, President
DuPage County Board of
Health

**MAY SCHEDULE OF TRANSFERS
FISCAL YEAR 2007**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
902	260	3099	Other Professional Services	\$24,000.00	
902	260	1070	Part-time Salary		\$24,000.00
The Sum of TWENTY-FOUR THOUSAND DOLLARS (\$24,000).					

To transfer funds originally budgeted for a part-time dental van driver, have contracted with First Care Ambulance Services for driving and other operational expenses.

902	254	2112	Promotional Materials	\$3,200.00	
902	254	3225	Promotional Services		\$3,200.00
The Sum of THREE THOUSAND, TWO HUNDRED DOLLARS (\$3,200)					

To transfer funds for the Reality Illinois Grant for the purchase of supplies rather than services.

903	330	3011	Data Processing Services	\$1,755.00	
903	330	4530	Data Processing Equipment	\$6,821.00	
903	330	3099	Other Professional Services		\$8,576.00
The Sum of EIGHT THOUSAND, FIVE HUNDRED AND SEVENTY-SIX DOLLARS (\$8,576).					

To transfers funds needed for the purchase of an IT backup and restore system and related licenses.

AGENDA ITEM #
(10/05/2006)

OLD BUSINESS - PURCHASING – Amendment to contract

P-BOS-10-05-0830 – Professional Services contract renewal issued to MTM Stragegies, LLC to provide services as Interim Executive Director. Contract term November 5, 2006 through November 4, 2007. Procurement Approval Checklist and decision memo included and staff recommends contract renewal not to exceed \$156,000.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # _____

This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	11/05/06-11/04/07
DATE SUBMITTED		REQUESTING DEPT.	
VENDOR	MTM Strategies, LLC	DEPT. CONTACT	
PHONE #		PHONE #	
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Professional services to perform duties and responsibilities as Interim Executive Director.		
REASON FOR PROCUREMENT	Renew contract for Maureen McHugh, d/b/a, MTM Strategies, LLC for up to a year in order to continue providing services as Interim Executive Director.		
BACKGROUND (HISTORY)	With the resignation of the Executive Director last November, the Board of Health entered into a contract with Maureen McHugh, d/b/a, MTM Strategies, LLC to provide services as Interim Executive Director until a permanent replacement was hired. During this time frame the Department has been proceeding with Foundations for the Future process and are currently at the beginning stages of implementation of the process teams' recommendations. With the potential for substantial changes in the organization, recruitment for a permanent Executive is not in the Department's best interest until this change process has been completed.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____ (ATTACH BID RECAP SHEET)
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

PREPARED BY: _____ DATE _____

BUYER _____ DATE _____

DIRECTOR OF BUSINESS OPERATIONS _____ DATE _____
(DECISION MEMOS OVER \$15,000 ONLY)

SERVICE UNIT DIRECTOR _____ DATE _____

PROCUREMENT MANAGER _____ DATE _____

EXECUTIVE DIRECTOR _____ DATE _____
(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO

Document # _____

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #		Requesting Program	Business Operations (Board of Health)
Vendor	MTM Strategies, LLC	Program Contact	
Date Submitted for Review	September 26, 2006	Contact Phone #	

ISSUE:

Need to continue to engage in professional services to perform duties and responsibilities of Interim Executive Director until such time as a permanent Executive Director is hired.

BACKGROUND:

With the resignation of the Executive Director last November, the Board of Health entered into a contract with Maureen McHugh, d/b/a, MTM Strategies, LLC to provide services as Interim Executive Director until a permanent replacement was hired. During this time frame the Department has been proceeding with Foundations for the Future process and are currently at the beginning stages of implementation of the process teams' recommendations. With the potential for substantial changes in the organization, recruitment for a permanent Executive is not in the Department's best interest until this change process has been completed.

DISCUSSION:

Until a permanent Executive Director is hired, the Department needs to have an Interim Executive Director to provide services including, but not limited to, services required by law and the State department of Public Health; plan, direct, coordinate and evaluate health department operations; provide management direction; represent the health department on various local, state, community and intergovernmental boards and committees; and such other services as directed by the Board of Health.

OPTIONS (ITEMIZE):

- 1) Renew contract with Maureen McHugh, d/b/a, MTM Strategies, LLC. Her knowledge of operations and work performed already as Interim Executive Director provide the Department with the necessary knowledge and skills to serve in this capacity.
- 2) Not renew the contract.

RECOMMENDATIONS:

Renew contract with Maureen McHugh, d/b/a, MTM Strategies, LLC.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Annual renewal not to exceed \$156,000.

(05/10/2007)

PURCHASING

P-MHS-06-06-063 – Professional Services issued to National Service Systems to provide reporting software utilization, data management, reports development and data warehousing services. Contract term June, 2007 through May, 2008. Procurement Approval Checklist and Decision Memo included and staff recommends contracting with National Service Systems not to exceed \$20,000.

C-MHS-05-06-054 – Bid renewal for retail pharmacy services for Behavioral and Mental Health programs, issued to Albertson’s (Osco Drug) in an amount not to exceed \$175,000 annually. Staff recommends bid renewal to Albertson’s (Osco Drug) per lowest responsive, responsible bid.

C-BOS-04-07-102 – Purchase of a cargo van from Elmhurst Ford in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Award to lowest responsible bidder and staff recommends the purchase in the amount of \$17,493.00.

C-BOS-07-06-071 – Change Order for Printing Services in accordance Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order included and staff recommends change order in the amount of \$10,000.

C-CHS-05-06-056 – Bid renewal for medical supplies issued to Caligor, McKesson, Moore Medical and Richmark in an accumulative amount not to exceed \$60,000. Staff recommends bid renewal to Caligor, McKesson, Moore Medical and Richmark and Professional Medical per lowest responsive, responsible bid.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items A through E as presented.



PROCUREMENT APPROVAL CHECKLIST

PMHS06
DOCUMENT # 06063

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	June,2007 – May, 2008
DATE SUBMITTED	04/25/07	REQUESTING DEPT.	Mental Health Services
VENDOR	National Service Systems	DEPT. CONTACT	Dave Christiansen
PHONE #		PHONE #	7547
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Obtain productivity and utilization management data reports which reside in the CMHC software but cannot be easily obtained through CMHC.		
REASON FOR PROCUREMENT	To utilize SPQM reports in order to increase productivity which is crucial as the State of Illinois continues to move to managed care.		
BACKGROUND (HISTORY)	The SPQM data reporting provides necessary information to the service unit which has been in the past provided through a custom designed reporting system which could not be supported.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 701-3099
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION _____)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____ (ATTACH BID RECAP SHEET)
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

PREPARED BY:	DATE
Pat Flaherty	04/25/07
/s/ M. Kiep	04/26/07
DIRECTOR OF BUSINESS OPERATIONS	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

SERVICE UNIT DIRECTOR	DATE
/s/ D. Christiansen	04/26/07
/s/ P. Flaherty	04/26/07
PROCUREMENT MANAGER	DATE
/s/ M. McHugh	04/26/07
EXECUTIVE DIRECTOR	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

DECISION MEMO

Document # PMHS0606063

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #		Requesting Program	MHS
Vendor		Program Contact	Dave Christiansen
Date Submitted for Review	04/25/07	Contact Phone #	7547

ISSUE: Ongoing need for productivity and utilization management data. While data resides within our CMHC software it is not easy to access and requires reports to be written. Managers needed drill down ability to identify issues and our UM staff need to pick up clinician and physician practice patterns.

BACKGROUND: Previously we had a custom designed reporting system called BIMS. Support for this system was stopped several years ago.

DISCUSSION: The SPQM system starts with multiple reports appropriate to our productivity and utilization management needs. We then added some custom reports to match our needs. Included in the cost is a monthly 2 hour web/phone consult by David Lloyd of our data. The use of the SPQM reports has been central to MHS productivity increases the last few years. The capability on the UM reports will become even more crucial as the state of Illinois continues to move to managed care in mental health services.

OPTIONS (ITEMIZE):

1. Continue SPQM contract
2. Discontinue SPQM while developing Netsmart reporting capabilities to replace SPQM in the future.
Discontinuing services would result in valuable data not being available while developing Netsmart.

RECOMMENDATIONS: Staff recommends continuing SPQM contract until the Department is able to generate similar reporting capabilities in the new Netsmart software.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Not to exceed \$20,000



PROCUREMENT APPROVAL CHECKLIST

CMHS05
DOCUMENT # 06054

This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	C-MHS-05-06-054	CONTRACT TERM	1-Year
DATE SUBMITTED	04/25/07	REQUESTING DEPT.	Mental Health
VENDOR	Albertson's (Osco Drug)	DEPT. CONTACT	Pat DelMastro
PHONE #	847-916-4717	PHONE #	X 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Identify retail pharmacy, which can provide prescription service for DuPage County Health Department clients. Pharmacy should have multiple locations within the county.		
REASON FOR PROCUREMENT	Mental Health requires the ability to have clients fill prescriptions at pharmacies within the community. Pharmacies should be located within close proximity of DuPage County Health Department Public Health Centers.		
BACKGROUND (HISTORY)	The Health Department has utilized Albertson's (Osco Drug) pharmacies for the last 10 years for prescription services. Additionally the Health Department has used several locally owned pharmacies such as G&G Pharmacy in Wheaton, Lombard Pharmacy in Lombard and Westmont Pharmacy in Westmont. Based upon 2006 bid, staff recommends renewal of bid for another year in an amount not to exceed \$175,000.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) Various Mental Health program lines
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # 2nd year renewal
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

PREPARED BY:	DATE
Pat Delmastro	04/25/07
BUYER	DATE
/s/ M. Kiep	04/26/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE

/s/ D. Christiansen	05/02/07
SERVICE UNIT DIRECTOR	DATE
/s/ P. Flaherty	04/26/07
PROCUREMENT MANAGER	DATE
/s/ M. McHugh	04/26/07
EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE



PROCUREMENT APPROVAL CHECKLIST

C-BOS-
DOCUMENT # 04-07-

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	INDIVIDUAL PURCHASE
DATE SUBMITTED	05/04/07	REQUESTING DEPT.	BOS-MAINTENANCE UNIT
VENDOR	ELMHURST FORD	DEPT. CONTACT	GREG BUCHEIT
PHONE #	279-6000 ext. 264	PHONE #	7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	PURCHASE OF CARGO VAN TO REPLACE EXISTING VAN IN THE AMOUNT OF \$17,493.00.		
REASON FOR PROCUREMENT	EXISTINGT VAN MEETS AGENCY CRITERIA FOR REPLACEMENT (150,000 MILES or 12 YEARS OF AGE).		
BACKGROUND (HISTORY)	CURRENT VAN IS A 1992 Ford E 150 WITH 87,000 miles, THIS VEHICLE IS SCHEDULED FOR REPLACEMENT.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 105-4710
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

PREPARED BY:	DATE
Pat Delmastro	04/25/07
BUYER	DATE
/s/ M. Kiep	05/04/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE

/s/ M. Kiep	05/04/07
SERVICE UNIT DIRECTOR	DATE
/s/ P. Flaherty	05/04/07
PROCUREMENT MANAGER	DATE
/s/ M. McHugh	05/04/07
EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

Pat Delmastro	04/25/07	/s/ P. Flaherty	04/26/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	04/26/07	/s/ M. McHugh	04/26/07
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT #

C-CHS-05-06-056

This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	1-Year
DATE SUBMITTED	4/25/2007	REQUESTING DEPT.	CHS
VENDOR	Various	DEPT. CONTACT	Pat DelMastro
PHONE #	Various	PHONE #	X 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Community Health programs require basic medical supplies for various clinics. Total purchase of these supplies will exceed \$15,000. A bid was completed in 2006 to identify possible suppliers to provide the needed clinic supplies. Renewal of current bid for an additional year is being requested in an amount not to exceed \$60,000.		
REASON FOR PROCUREMENT	Clinic required supplies to be stored in central storage area.		
BACKGROUND (HISTORY)	Central Service maintains a central supply room. Inventory maintained in this room provides the efficient and economic availability of needed clinic supplies. Annual purchases of these supplies exceed \$15,000. A bid was done in 2006 to identify various suppliers where required supplies could be ordered from. Renewal of this bid for a second year is requested		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) Various
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # 2ND YEAR RENEWAL
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

PREPARED BY:	DATE
Pat Delmastro	04/25/07
BUYER	DATE
/s/ M. Kiep	04/26/07
DIRECTOR OF BUSINESS OPERATIONS	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

/s/ J. Zimmerman	05/02/007
SERVICE UNIT DIRECTOR	DATE
/s/ P. Flaherty	04/26/07
PROCUREMENT MANAGER	DATE
/s/ M. McHugh	04/26/07
EXECUTIVE DIRECTOR	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

(05/10/07)

RYAN WHITE PART B – COLLAR COUNTY CONSORTIUM – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, AIDS Program, wishes to accept a grant from the AIDS Foundation of Chicago for the Ryan White Part B – Collar County Consortium Grant in the amount of \$19,000 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to provide 169 hours of counseling through individual and group therapy for at least 12 individuals with HIV disease in DuPage County.

This grant was originally included as part of the FY2007 budget. A budget transfer will be processed from the Grants Applications line items into the appropriate AIDS Program RU budget in the amount that the actual grant received exceeded the anticipated budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago for the AIDS Ryan White Part B Grant in the amount of \$19,000 as presented.

(05/10/07)

MEDICAL RESERVE CORPS GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, BioTerrorism Program, wishes to accept a Medical Reserve Corps Grant from the National Association of County and City Health Officials in the amount of \$10,000 for the period of April 9, 2007 through July 31, 2007. This grant is to be used to house an MRC Unit in good standing and to undertake the activities indicated in their capacity building award application.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the BioTerrorism Program RU budget in the amount of the grant.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the National Association of County and City Health Officials in the amount of \$10,000 as presented.

(05/10/07)

PERINATAL HEPATITIS PREVENTION GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Epidemiology Program, wishes to accept a grant amendment from the Illinois Department of Public Health for Perinatal Hepatitis Prevention in the amount of \$5,000 for the period of January 1, 2007 through December 31, 2007. This grant is to be used for the tracking and implementation of prevention measures related to perinatal hepatitis.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items with the Epidemiology RU budget in the amount of the grant amendment.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Department of Public Health for the Perinatal Hepatitis Prevention Grant in the amount of \$5,000 as presented.

(05/10/07)

**ILLINOIS BREAST AND CERVICALCANCER PROGRAM – OUTREACH GRANT –
COMMUNITY HEALTH SERVICES**

Community Health Services, Breast and Cervical Cancer Program, wishes to accept a grant amendment from the Illinois Department of Public Health for the Illinois Breast and Cervical Cancer Program – Outreach Grant in the amount of \$10,000 for the period of September 1, 2006 through June 30, 2007. This additional funding is to be used to provide the Health Department with additional outreach funds to help meet the Illinois Breast and Cervical Cancer Program caseload for FY2007.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Breast and Cervical Cancer Program RU budget in the amount of the grant amendment.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Department of Public Health in the amount of \$10,000 as presented.

(05/10/07)

ILLINOIS BREAST AND CERVICALCANCER PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Breast and Cervical Cancer Program, has received notification from the Illinois Department of Public Health that the Illinois Breast and Cervical Cancer Program Grant has been reduced in the amount of \$70,000 for the period of July1, 2006 through June 30, 2007. This reduction will effect funding for clinical services provided to clients directly or through referral.

A budget transfer will be processed from the Breast and Cervical Cancer Program RU budget into the Grants Applications RU from the appropriate line items effected by the reduction in the amount of \$70,000.

MOTION

The DuPage County Board of Health hereby approves the reduction of the grant from the Illinois Department of Public Health in the amount of \$70,000 as presented.

(05/10/07)

SUSAN G. KOMEN BREAST CANCER FOUNDATION GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Breast and Cervical Cancer Program, wishes to accept a grant from the Susan G. Komen Breast Cancer Foundation in the amount of \$75,000 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to provide staff for recruitment, case management, and support services for approximately 250 DuPage County women, funds will also be used to cover breast cancer related clinical services.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Komen Foundation Grant RU budget in the amount of the grant.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Susan G. Komen Breast Cancer Foundation in the amount of \$75,000 as presented.

(05/10/07)

VISION AND HEARING PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Vision and Hearing Program, wishes to accept a grant amendment from the Illinois Department of Public Health for the Vision and Hearing Grant in the amount of \$5,000 for the period of July 1, 2006 through June 30, 2007. This additional funding is to be used by the Health Department to provide additional vision and hearing screenings during the remainder of the grant year.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Vision and Hearing Program RU budget in the amount of the grant amendment.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Department of Public Health in the amount of \$5,000 as presented.

(05/10/07)

CAP V RESIDENTIAL PROGRAM - MENTAL HEALTH SERVICES

Mental Health Services, CAP V Residential Program, wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$99,437 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to help Mental Health clients obtain and remain in permanent housing, increase their skills and/or income levels and achieve greater self-determination.

These grants were anticipated during the budget preparation process and the amount of the grant has already been included in the CAP V Residential Program RU budgets for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this grant from the U.S. Department of Housing and Urban Development in the amount of \$99,437 as presented.

(05/10/07)

CAP VI & VII RESIDENTIAL PROGRAM - MENTAL HEALTH SERVICES

Mental Health Services, CAP VI & VII Residential Program, wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$385,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to help Mental Health clients obtain and remain in permanent housing, increase their skills and/or income levels and achieve greater self-determination.

These grants were anticipated during the budget preparation process and the amount of the grant has already been included in the CAP VI & VII Residential Program RU budgets for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this grant from the U.S. Department of Housing and Urban Development in the amount of \$385,000 as presented.

(05/10/07)

MISA RESIDENTIAL PROGRAM - MENTAL HEALTH SERVICES

Mental Health Services, MISA Residential Program, wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$83,280 for the period of February 1, 2007 through January 31, 2008. This grant is to be used to help Mental Health clients obtain and remain in permanent housing, increase their skills and/or income levels and achieve greater self-determination.

These grants were anticipated during the budget preparation process and the amount of the grant has already been included in the MISA Residential Program RU budgets for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this grant from the U.S. Department of Housing and Urban Development in the amount of \$83,280 as presented.

(05/10/07)

PRE-ADMISSION SCREENING PROGRAM - MENTAL HEALTH SERVICES

Mental Health Services, Pre-Admission Screening Program, wishes to accept a one-time grant from the Illinois Department of Human Service – Division of Mental Health in the amount of \$2,500 to be spent by June 20, 2007. This one-time funding is to be used to offset the costs of converting from the old OBRA reporting system to the new electronic PASRR product.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items with the Pre-Admission Screening RU budget in the amount of the one-time funding.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this one-time grant from the Illinois Department of Human Service – Division of Mental Health in the amount of \$2,500 as presented.