

DUPAGE COUNTY BOARD OF HEALTH

December 13, 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
		a. Executive – (BOS)
		b. Community Health Services (CHS) & (EDC)
		c. Environmental Health Services (EHS)
		d. Mental Health Services (MHS)

	3.	APPROVAL OF MINUTES – November 8, 2007

	4.	TREASURER’S REPORT – November 30, 2007

	5.	PUBLIC COMMENT

	6.	PRESIDENT’S REMARKS

	7.	CONSENT ITEMS
2		a. Personnel Transactions – BOS
6		b. Fund Transfers - BOS

	8.	OLD BUSINESS

	9.	NEW BUSINESS
7		1) Purchasing – BOS
---		a. S-BOS-01-06-022 – Cingular – Western States Contract Alliance (WSCA)
---		b. C-BOS-09-06-080 – Various office supplies – Warehouse Direct
---		c. S-BOS-08-09-107.a – Interpreting Services
---		d. P-CHS-01-07-093 – Storage Space – First Care Health Serv.
---		e. S-BOS-12-13-126 – Netsmart
---		f. S-BOS-01-06-027 – Telephone Service Maintenance
16		2) Grant Acceptances
---		1. Cities Readiness Initiative Grant - EDC

	10.	EXECUTIVE SESSION – Pursuant to 5ILCS 120/2 (c) (11) – Pending Litigation

	11.	NEXT MEETING – January 10, 2008

	12.	ADJOURNMENT

(12/13/07)

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 8/14/07 and 12/3/07.

AGENDA ITEM #7 (a)

(12/13/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Kelly Sourwine	Temporary Houseparent (temporary)	10.79 hr.	----	11/06/07
Patricia DeMuro	Telecomm Specialist	20.02 hr. – 30.03 hr.	311	11/09/07
Ivette Alverio	Mental Health Worker	15.95 hr. – 23.93 hr.	205	11/13/07
Fairel DeBerry	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	11/13/07
Cori Harley	Respite Worker (on-call)	12.00 hr.	----	11/13/07
Tegan Henke	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	11/13/07
Kiyona Horne	Respite Worker (on-call)	12.00 hr.	----	11/13/07
Tonya Martin-Coleman	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	11/13/07
Carmen Ochoa	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	11/13/07
Francisca Ramirez	Clinic Assistant	11.80 hr – 17.70 hr.	108	11/13/07
Blanca Urbina	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	11/13/07
LaDonna Washington	Overnight Support Staff (temporary)	9.54 hr. – 14.31 hr.	107	11/13/07
Victoria White	Overnight Support Staff (temporary)	9.54 hr. – 14.31 hr.	107	11/13/07
Alyson Wold	Mental Health Worker	15.95 hr. – 23.93 hr.	205	11/13/07
Vanessa M. Valenciano	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	11/13/07
Robert J. Siemer	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	11/14/07
Darren Hackey	Respite Worker (on-call)	12.00 hr.	----	11/19/07
Andrew W. Fortin	Security Officer (part-time 20 hrs/wk)	11.06 hr. – 16.59 hr.	108	11/19/07
Matthew Yee	Intern	10.00 hr.	---	11/21/07
Maricela D. Ibarra	Customer Service Representative II	13.69 hr. – 20.54 hr.	109	11/26/07
Zoraida Laureano	Mental Health Worker	15.95 hr. – 23.93 hr.	205	11/26/07
Mercedes Castro	Customer Service Representative III	16.00 hr. – 24.00 hr.	110	12/03/07
Donald Penney	PC/Lan Specialist (temporary)	18.96 hr. – 28.44 hr.	210T	12/03/07

The changes of status of the following employees:

Melissa Kroll	From: Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	11/04/07
	To: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	11/04/07
Lori Runkle	From: Clinician/Consultant	19.04 hr. – 28.56 hr.	207	11/04/07
	To: Qualified Examiner	21.68 hr. – 32.52 hr.	208	11/04/07
Magdalena Carrasco Aviles	From: Administrative Clerk I (temporary)	8.95 hr. – 13.43 hr.	106	11/05/07
	To: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	11/05/07
Elizabeth Valdez	From: Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/13/07
	To: Case Manager Assistant	13.70 hr. – 20.54 hr.	109	11/13/07
Leslie Gustin	From: Mental Health Worker (on-call)	14.96 hr. – 22.43 hr.	205	11/18/07
	To: Clinician/Consultant (on-call)	19.04 hr. – 28.56 hr.	207	11/18/07
Jennifer Hawkins	From: Clinician/Consultant (on-call)	19.04 hr. – 28.56 hr.	207	11/18/07
	To: Clinician/Consultant	19.04 hr. – 28.56 hr.	207	11/18/07
Linda Pituch	From: Mental Health Worker (on-call)	14.96 hr. – 22.43 hr.	205	11/18/07
	To: Clinician/Consultant (on-call)	19.04 hr. – 28.56 hr.	207	11/18/07
Michelle Manassah	From: Clinician/Consultant (part-time)	19.04 hr. – 28.56 hr.	207	11/26/07
	To: Clinician/Consultant (full-time)	19.04 hr. – 28.56 hr.	207	11/26/07
Kristin Hartsaw	From: Program Coordinator	23.13 hr. – 34.69 hr.	208	11/26/07
	To: STD/HIV Program Manager	30.19 hr. – 45.29 hr.	210	11/26/07
Dana Greer	From: Temporary Houseparent (on-call)	10.79 hr.	----	12/01/07
	To: Group Home Resident Asst. (temporary)	11.80 hr. – 17.70 hr.	108	12/01/07
Lidia Hart	From: Customer Service Representative III	16.00 hr. – 24.00 hr.	110	12/01/07
	To: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	12/01/07
Jeanne Kirby	From: Clinician/Consultant	19.04 hr. – 28.56 hr.	207	12/01/07
	To: Qualified Examiner	21.68 hr. – 32.52 hr.	208	12/01/07

The separation of the following employees:

Lauren Schaus	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	08/14/07
Kaitlin Kiburz	Administrative Clerk III	11.80 hr – 17.70 hr.	108	08/16/07
Alketa Mansaku	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	09/26/07
Robert Eschmann	Respite Worker (on-call)	12.00 hr.	----	10/26/07
Yolanda Lozano-Ortiz	Customer Service Rep II	13.69 hr. – 20.54 hr.	109	10/30/07
Jacklyn Gulbro	Public Health Nurse	20.31 hr. – 30.47 hr.	207	10/31/07
Alice Perez	Billing Reimbursement Coordinator	13.69 hr. – 20.54 hr.	109	10/31/07
Gage Rosti	Sanitarian	20.31 hr. – 30.47 hr.	207	11/02/07
Rocio Tena	Clinic Assistant	11.80 hr – 17.70 hr.	108	11/07/07
Karen Hoffman	Qualified Examiner (on-call)	21.68 hr. – 32.52 hr.	208	11/09/07
Eileen Milano	Qualified Examiner (on-call)	21.68 hr. – 32.52 hr.	208	11/09/07
Judy Manista	Administrative Clerk III	11.80 hr – 17.70 hr.	108	11/06/07
Brian Bossier	Respite Worker (on-call)	12.00 hr.	----	11/14/07
Flossie Berry	Group Home Resident Assistant	11.80 hr. – 17.70 hr.	108	11/20/07
Mary Ann Martinovsky	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	11/29/07
Todd Kasdan	Psychiatrist (contractual)	97.51 hr.	----	11/30/07
Daniel Park	Network Administrator	20.02 hr. – 30.03 hr.	311	11/30/07

President, Board of Health

December 13, 2007

Date

DECEMBER SCHEDULE OF TRANSFERS						
FISCAL YEAR 2008						
Service Unit	Reporting Unit	Line Item	Description	To: Debit		From: Credit
901	104	2117	D/P Equipment Non-Capital	\$14,000.00		
901	104	4530	D/P Equipment Capital			\$14,000.00
The Sum of FOURTEEN THOUSAND DOLLARS AND ZERO CENTS, \$14,000.00						
To transfer the Avatar General Ledger Interface software from non-capital to capital expenditure.						

(12/13/07)

PURCHASING

S-BOS-01-06-022 – Approval of costs associated with a two-year contract with Cingular per Western States Contract Alliance (WSCA) joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the annual expenditure to Cingular in an amount not to exceed not to exceed \$67,500. Funds have been budgeted for this purchase.

C-BOS-09-06-080 - Purchase of various office supplies from Warehouse Direct per DuPage County contract, joint purchase, in accordance with Article 4, Part A, Section 4-107 of the Dupage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure in an amount not to exceed \$50,000. Funds have been budgeted for these purchases.

S-BOS-08-09-107.a – Bid award to DuPage Federation on Human Services Reform for costs associated with interpreting services in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure in an amount not to exceed \$60,000. Funds have been budgeted for these services.

P-CHS-01-07-093 – Professional Services contract to First Care Health Services to provide storage space, maintenance and operation for the Dental Van, other professional services, in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$66,160.20. Funds have been budgeted for this contract.

S-BOS-12-13-126 – Contract with Netsmart to purchase AVATAR general ledger interface, sole source, in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Sole Source form is included and staff recommends approval of the expenditure in the amount of \$22,040. Funds have been budgeted for this purchase.

S-BOS-01-06-027.a – Request for Proposal award to NACR for telephone system maintenance agreement in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an annual amount not to exceed \$53,676.50. Funds have been budgeted for this contract.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items # 9, A through F as presented.



PROCUREMENT APPROVAL CHECKLIST

**C-BOS-
DOCUMENT # 09-06-**

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0906080	CONTRACT TERM	12/14/07-11/30/08
DATE SUBMITTED	12/05/07	REQUESTING DEPT.	Business Operations
VENDOR	Warehouse Direct	DEPT. CONTACT	Pat DelMastro
PHONE #		PHONE #	Ext. 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of various office supply items for agency use in an amount not to exceed \$50,0000.		
REASON FOR PROCUREMENT	Warehouse direct will be used a the preferred second office supply company for the Department. The Department also uses Office Depot.		
BACKGROUND (HISTORY)	The department has been utilizing both office depot and warehouse direct under joint purchasing and both suppliers provide cost efficient means to purchase our office supplies.		

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 # _____ (ATTACH BID RECAP SHEET)
- PER JOINT PURCHASING DUPAGE COUNTY
- 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:

Pat Flaherty 12/05/07
 PREPARED BY: _____ DATE

BUYER DATE
 /s/ M. Kiep 12/05/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 12/05/07
 SERVICE UNIT DIRECTOR DATE

/s/ P. Flaherty 12/05/07
 PROCUREMENT MANAGER DATE

/s/ M. McHugh 12/05/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

SBOS08
DOCUMENT # 09107.a

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	SBOS0809107.a	CONTRACT TERM	12/18/2007-12/17/2008
DATE SUBMITTED	12/05/07	REQUESTING DEPT.	Agency
VENDOR	Dupage Federation on Human Services Reform	DEPT. CONTACT	Pat DelMastro
PHONE #	630-782-4782	PHONE #	Ext. 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Agency interpreting needs including telephonic, on-site, and document translation in an amount not to exceed \$60,000 for the contract term.		
REASON FOR PROCUREMENT	To meet the needs of all service units program requirements relating to interpreting.		
BACKGROUND (HISTORY)	While working through the Foundations for the Future Project and the implementation of the new Client Registration Resources and Referral unit, the Board of Health in August approved a contract with an agency to provide interpreting services since the cost was anticipated to exceed \$15,000. Now that the department has analyzed its interpreting needs a bid for competitive pricing was conducted.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 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 # _____
- 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:

Pat Flaherty 12/05/07
 PREPARED BY: _____ DATE

BUYER DATE

/s/ M. Kiep 12/05/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 12/05/07
 SERVICE UNIT DIRECTOR DATE

/s/ P Flaherty 12/05/07
 PROCUREMENT MANAGER DATE

/s/ M. McHugh 12/05/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # PCHS01
07093

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	01/01/08 – 12-31-08
DATE SUBMITTED	December 5, 2007	REQUESTING DEPT.	Community Health Services
VENDOR	First Care Health Services	DEPT. CONTACT	Mila Tsagalis
PHONE #	851-3181	PHONE #	7336
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need to store, maintain and operate Dental Van not to exceed \$66,160.20.		
REASON FOR PROCUREMENT	This vehicle requires heated storage, has maintenance requirements and needs a driver with a CDL license.		
BACKGROUND (HISTORY)	The Illinois Children’s Health Foundation provided funding for a dental van to be operated by the Department’s Dental Health Unit. Due to the size and nature of the vehicle, a licensed CDL driver is required to drive, and the vehicle requires heated storage. Staff exhausted all efforts in trying to find an agency that could provide these services for the Department and First Care Health Services was the only provider staff could locate at this time.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 260-3510
- 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:

Mila Tsagalis 12/05/07
 PREPARED BY: _____ DATE
 BUYER DATE
 /s/ M. Kiep 12/05/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ K. Ayala 12/05/07
 SERVICE UNIT DIRECTOR DATE
 /s/ P. Flaherty 12/05/07
 PROCUREMENT MANAGER DATE
 /s/ M. McHugh 12/05/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO**Document #PCHS0107093***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	Community Health Service
Vendor	First Care Health Services	Program Contact	Mila Tsagalis
Date Submitted for Review	December 6, 2007	Contact Phone #	7336

ISSUE:

Need to store, maintain and operate Dental Van.

BACKGROUND:

The Illinois Children's Health Foundation provided funding for a dental van to be operated by the Department's Dental Health Unit. Due to the size and nature of the vehicle, a licensed CDL driver is required to drive, and the vehicle requires heated storage. Staff exhausted all efforts in trying to find an agency that could provide these services for the Department and First Care Health Services was the only provider staff could locate at this time.

DISCUSSION:

The dental van arrived in October, 2006, and due to its size and the related necessary equipment a mobile dental van needs, staff had to try to locate a facility to store the vehicle in a heated located, particularly in the winter months, and since a driver with a CDL is required for operation, staff were looking for options to achieve that service as well. After months of reviewing options and making inquiries, First Care Health Services was the only agency who could provide all the services needed.

OPTIONS (ITEMIZE):

1. Issue contract to First Health Care Services.
2. Continue to explore other options to meet the needs of the operation of the dental van, which could jeopardize its use due to not being stored in a heated environment.

RECOMMENDATIONS:

Issue contract to First Care Health Services.

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

Contract through the end of the calendar year not to exceed \$66,160.20.



JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #	SBOS1213126	DEPARTMENT	Business Operations Services
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ITEM BEING JUSTIFIED:

MANUFACTURER	Netsmart	PART NUMBER	N/A
DESCRIPTION	General ledger Interface, training support and maintenance		

- SOLE SOURCE - AVAILABLE FROM ONLY ONE SOURCE** (e.g. only sold by the manufacturer)
- SOLE AUTHORIZED DISTRIBUTOR – MANUFACTURER HAS ESTABLISHED TERRITORIES** (e.g. Caterpillar Parts)
- OTHER – EXPLAIN:** _____

REQUESTED SOURCE:

COMPANY NAME	Netsmart	CONTACT	
ADDRESS	570 Metro Place North	PHONE	
		FAX	
CITY, STATE ZIP	Dublin, Ohio 43010	e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Phase one (intake, scheduling, billing and MHS concurrent documentation) of implementing the Department’s Electronic Client Record (AVATAR) has been completed. Part of the next phase includes integration of accounts receivable data from AVATAR into our Financial System.

WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT? **YES**
IF YES, AS A COMPONENT TO BE INTERFACED WITH EXISTING EQUIPMENT (e.g. machine accessory)? YES
NO

IF YES, GIVE MANUFACTURER AND MODEL NUMBER OF EXISTING EQUIPMENT: _____
AVATAR electronic medical records system.

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED? Purchase and processing of this item can only be done through Netsmart.

NAME OTHER SOURCES WHOSE PRODUCTS OR SERVICES HAVE BEEN EVALUATED AND WHY THEY DO NOT MEET REQUIREMENTS:

N/A



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # SBOS010
6027.a

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	12/22/07 – 12/21/2011
DATE SUBMITTED	12/06/07	REQUESTING DEPT.	Business Operations Services
VENDOR	NACR	DEPT. CONTACT	John Kling
PHONE #		PHONE #	Ext. 7404
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Telephone Service Maintenance Agreement for Department's Avaya telephone system in an amount not to exceed \$53,676.50 annually.		
REASON FOR PROCUREMENT	Current contract with Avaya expires on December 21, 2007.		
BACKGROUND (HISTORY)	In order to ensure that the department's telephone system is maintained and does not experience major disruption in service, the department purchases a maintenance service agreement. The current contract with Avaya is expiring so the department prepared a Request for Proposals to secure information and pricing with suppliers who can provide these services.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR 104-3430
- BUDGET _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER _____
- 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
- REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # SBOS0106027.a
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED _____ DATE: _____

REVIEWED AND APPROVED BY:

John Kling 12/06/07

PREPARED BY: _____ DATE

BUYER _____ DATE

/s/ M. Kiep 12/07/07

DIRECTOR OF BUSINESS OPERATIONS _____ DATE

(DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 12/07/07

SERVICE UNIT DIRECTOR _____ DATE

/s/ P Flaherty 12/07/07

PROCUREMENT MANAGER _____ DATE

/s/ M. McHugh 12/07/07

EXECUTIVE DIRECTOR _____ DATE

(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMODocument SBOS0106027

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 #	SBOS0106027	Requesting Program	Business Operations Services
Vendor	NACR	Program Contact	John Kling
Date Submitted for Review	12/06/07	Contact Phone #	Ext. 7404

ISSUE:

In order to ensure that the department's telephone system is maintained and does not experience major disruptions in service, the department needs to purchase a service maintenance agreement for its Avaya telephone system.

BACKGROUND:

The current provider of the maintenance service agreement is Avaya. That contract was entered into four years ago and will expire on December 21, 2007. The service maintenance agreement provides coverage that includes remote diagnostics; remote alarm monitoring; maintenance help line support; software programming support; on-site service; and parts replacement including telephone sets and circuit packs.

DISCUSSION:

While the last contract was with Avaya directly, Avaya has now chosen to sell most of their products and services through their suppliers who are Avaya partners. For this reason, as well as, the need to solicit information in order to have a better understanding of the maintenance service agreement coverages and options, the department approved the Request for Proposal procedure for obtaining information and pricing from suppliers. A mandatory preproposal conference was held on November 19 where further clarification of the Department's needs requesting suppliers provide specific information on items such as outage category definitions and response times, etc. The Request for Proposal process requires that evaluation criteria for awarding the contract be spelled out in the RFP. After receipt of the Requests for Proposals, telecommunications staff in conjunction with purchasing has reviewed the proposals in detail and have applied the evaluation criteria in order to make a recommendation for award.

OPTIONS (ITEMIZE):

1. Award new four-year contract to NACR
2. Not have a maintenance service agreement

RECOMMENDATIONS:

Staff recommended award of the Request for Proposal to NACR for a four-year period. NACR is one of Avaya's largest partners and as an Avaya agent is able to receive significant savings off Avaya's standard pricing.

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

Annual contract not to exceed \$53,676.50. Funds for this contract have been budgeted for.

(12/13/07)

CITIES READINESS INITIATIVE GRANT, EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health for the Cities Readiness Initiative in the amount of \$78,250 for the period August 31, 2007 through July 31, 2008. This grant funding is from the Public Health Preparedness and Response to Bioterrorism Program in cooperation with the Centers for Disease Control. The grant of \$78,250 is an addition to funding expected in the FY 2008 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional funding from the Illinois Department of Public Health for the Cities Readiness Initiative Grant in the amount of \$78,250 as presented.