

DUPAGE COUNTY BOARD OF HEALTH

November 8, 2007

6:15 P.M.

A G E N D A

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---	2.	SUBCOMMITTEE REPORTS
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	b.	Community Health Services (CHS) & (EDC)
	c.	Environmental Health Services (EHS)
	d.	Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – October 11, 2007
---	4.	TREASURER’S REPORT – October 31, 2007
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
2	7.	RESOLUTION – Great American Smoke Out
---	8.	CONSENT ITEMS
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---	9.	OLD BUSINESS
		West Chicago Property Update
---	10.	NEW BUSINESS
10	1)	FY08 Budget – BOS
13	2)	Purchasing – BOS
---	a.	C-BOS-11-06-087 - Microsoft Enterprising Licensing
---	b.	C-CHS-01-06-002 – Various Vaccines - Merck & Co.
---	c.	C-CHS-01-06-014 – Ortho Pharmaceuticals
---	d.	C-CHS-01-06-013 – Various Medications - R & S Northeast
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---	f.	S-BOS-04-06-048 – Natural Gas Supply - NICOR
---	g.	S-BOS-04-06-049 – Electric Services - ComEd
---	h.	L-MHS-04-06-050 – Lease Agreement – NAMI
---	i.	P-BOS-01-07-092 – PHN Architects
---	j.	S-BOS-04-06-051 – DS1 Circuits - SBC
---	k.	P-BOS-11-090 – Auditing Services - Wolf & Co.
---	l.	P-MHS-03-06-039 – April Nowak
---	m.	C-CHS-2-06-030 – Various Medications – R & S Northeast
---	n.	P-MHS-02-06-038 – Various Psychiatric providers
---	o.	P-MHS-02-06-037 – Various Apartment Leases
---	p.	P-CHS-02-06-036 – Various Community Providers
---	q.	C-BOS-06-06-060 – Various Office Supplies - Office Depot
---	r.	C-BOS-11-06-089 – Tech Depot
---	s.	S-BOS-10-05-082 – Renewal for Netsmart Computer

RESOLUTION

(CHS-07-09)

GREAT AMERICAN SMOKE OUT

NOVEMBER 15, 2007

WHEREAS, tobacco-related illnesses take the lives of more than 20,000 Illinois residents each year and cost the state \$6.7 billion annually in medical care and lost productivity

WHEREAS, passive smoking is estimated by EPA to cause approximately 3,000 lung cancer deaths in nonsmokers each year

WHEREAS, 30% of all cancer deaths and 87% of lung cancer deaths can be attributed to tobacco; and

WHEREAS, smokers who quit before the age of 35 avoid 90% of the risks attributable to tobacco; and

WHEREAS, 70% of adults who smoke want to quit; and

WHEREAS, the DuPage County Health Department provides smoking cessation for all citizens of the county and offers education on smoking, secondhand smoke to the youth and adults of DuPage county; **therefore**,

BE IT RESOLVED that DuPage County Health Department and the DuPage Coalition Against Tobacco (DCAT) urge all residents to stop smoking for their and others health on this the 15th day of November 2007.

Linda Kurzawa
President, DuPage County Board of Health

Attest: _____
Scott J. Cross
Secretary, DuPage County Board of Health

(11/08/07)

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 10/05/07 and 10/29/07.

(11/08/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Constantino Binetti	Security Officer	11.06 hr. – 16.59 hr.	108	10/08/07
Walter Scott Baxendale	Respite Worker (on-call)	12.00 hr.	----	10/09/07
Brian Bossier	Respite Worker (on-call)	12.00 hr.	----	10/09/07
Carole DeSimone	Public Health Nurse	20.31 hr. – 30.47 hr.	207	10/09/07
Krisann Willhoit	Mental Health Worker	15.95 hr. – 23.93 hr.	205	10/09/07
Anelia Aleksandrova	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	10/17/07
Esther Fulcher	Respite Worker (on-call)	12.00 hr.	----	10/17/07
Renee Sanchez	Psychiatric Nurse	19.04 hr. – 28.56 hr.	207	10/17/07
Dorota Szaroma	Respite Worker (on-call)	12.00 hr.	----	10/17/07
Rosemary Venuto	Psychiatric Nurse (on-call)	19.04 hr. – 28.56 hr.	207	10/17/07
Jenice Brown	Dietetic Technician	15.95 hr. – 23.93 hr.	205	10/22/07
Candass Burton	Public Health Nurse	20.31 hr. – 30.47 hr.	207	10/22/07
Anders Carlson	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	10/22/07
Abby Hurley	Group Home Resident Assistant (temporary)	11.80 hr. – 17.70 hr.	108	10/22/07
James Matter	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	10/22/07
Paul Matthews	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	10/22/07
Sharon Merrill	Training and Development Specialist	22.24 hr. – 33.36 hr.	312	10/22/07
John Nix	Group Home Resident Assistant (temporary)	11.80 hr. – 17.70 hr.	108	10/22/07
Christine Stoutenburg	Mental Health Worker	15.95 hr. – 23.93 hr.	205	10/22/07
Jeffery Swim	Network Administrator	20.02 hr. – 30.03 hr.	311	10/22/07
Shanna Thieman	Mental Health Worker	14.96 hr. – 22.43 hr.	205	10/22/07
Araceli Chavez	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	10/29/07

The changes of status of the following employees:

Yolanda Chrusciel	From: Accountant (temporary)	21.01 hr. – 30.03 hr.	311	10/15/07
	To: Billing Reimbursement Supervisor	25.02 hr. – 37.53 hr.	313	10/15/07
Lynn Pasquale	From: Temporary Houseparent	10.79 hr.	----	10/16/07
	To: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	10/16/07
Pamela DiGioia	From: Customer Service Representative II	13.69 hr. – 20.54 hr.	109	10/22/07
	To: Mental Health Worker	15.95 hr. – 23.93 hr.	205	10/22/07
Peggy Iverson	From: Information System Specialist	20.02 hr. – 30.03 hr.	311	10/22/07
	To: Epidemiologist	23.13 hr. – 34.69 hr.	208	10/22/07
Cassandra Ortiz	From: Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	10/29/07
	To: Customer Service Representative II	13.69 hr. – 20.54 hr.	109	10/29/07

The separation of the following employees:

Marcella Santos	Health Educator	20.31 hr. – 30.47 hr.	207	10/05/07
Julia Wallin	Intern (on-call)	10.00 hr.	---	10/08/07
Barbara Callock	Mental Health Worker	15.95 hr. – 23.93 hr.	205	10/10/07
Kim Onigbinde	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	10/16/07
Natalie Hernandez	Clinic Assistant	11.80 hr. – 17.70 hr.	108	10/17/07
Marina Gerakaris	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	10/23/07
Sonia Rodriguez	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	10/26/07
Anthony Madonia	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	10/29/07

President, Board of Health

November 8, 2007
Date

FUND TRANSFERS – BUSINESS OPERATIONS SERVICES

The Business Operations Services requests DuPage County Board of Health approval of the transfer of funds to the designated line items in the FY 2007 budget as set forth on the attached budget transfer form.

MOTION

The DuPage County Board of Health hereby approves the transfer of funds to the designated line items in the FY 2007 budget as set forth in the attached Schedule of Transfers.

NOVEMBER SCHEDULE OF TRANSFERS						
FISCAL YEAR 2007						
Service Unit	Reporting Unit	Line Item	Description	To: Debit		From: Credit
	9	5899	Grant Applications-Revenue			\$12,100.00
	9	2997	Grant Applications-Commodities			\$12,100.00
902	207	5411	DHS-Grant	\$12,100.00		
902	207	2151	Drugs/Vaccine	\$12,100.00		
	The Sum of TWENTY FOUR THOUSAND TWO HUNDRED DOLLARS (\$24,200).					
To transfer funds to cover a one time COLA revenue payment from IDHS.						
	9	3997	Grant Applications-Contractual			\$40,971.00
	9	5899	Grant Applications-Revenue			\$32,500.00
902	231	3080	Medical Services	\$32,500.00		
902	231	5410.02	IDPH Reimbursement	\$32,500.00		
902	244	3080	Medical Services	\$8,471.00		
	The Sum of SEVENTY THREE THOUSAND FOUR HUNDRED SEVENTY ONE DOLLARS (\$73,471).					
To transfer funds to cover clinical billing expenses.						
903	321	2151	Drugs/Vaccines			\$10,000.00
903	321	3080	Medical Services	\$10,000.00		
	The sum of TEN THOUSAND DOLLARS (\$10,000).					
To transfer funds to cover the cost of lab fees for Quantiferon Gold.						

FY 2008 BUDGET – BUSINESS OPERATIONS SERVICES

Business Operations Services has finalized the FY 2008 Budget proposal for your consideration. This proposal, prepared and approved by Service Unit Leadership, includes parameters discussed at the October 11, 2007 Board of Health meeting and balances projected revenues with expenditures for the General Fund (70), Social Security Fund (71) and IMRF Fund (72) and includes balanced revenue and expenditures for Grant Applications. Grant Applications lines allow for acceptance of additional or unforeseen grant funding during the fiscal year. In addition, this Budget proposal includes the use of the Contingency Fund (73) for anticipated reconstruction costs associated to the September 11, 2007 West Chicago Group Home fire.

Business Operations Services is requesting that the DuPage County Board of Health adopt the FY 2008 Budget contingent upon DuPage County Board approval.

RESOLUTION

(BOS-07-010)

DUPAGE COUNTY HEALTH DEPARTMENT

FY 2008 BUDGET

WHEREAS, at the October 11, 2007 Board of Health meeting, the FY 2008 Budget process and parameters were presented and reviewed with the Board of Health. In addition to those parameters, utilization of the Contingency Fund (73) for reconstruction costs associated with the West Chicago Group Home fire has been added to the FY 2008 Budget proposal. Therefore, the final FY 2008 Budgets for the Health Department General Operating Fund (70), Social Security Fund (71) and IMRF. Fund (72) are balanced for revenues and expenditures as presented on October 11, 2007. In addition, the FY 2008 Health Department Budget also includes the utilization of the Contingency Fund (73); and

WHEREAS, the final proposal for the FY 2008 Budget appropriation for the General Operating Fund (70), Social Security Fund (71), IMRF. Fund (72) and Contingency Fund (73) is presented on the following page. Business Operations Services, with the approval of the Executive Director, requests the Board of Health adopt the FY 2008 Budget as presented;

NOW, THEREFORE BE IT RESOLVED that the DuPage County Board of Health hereby adopt the DuPage County Health Department's FY 2008 Budget for the General Operating Fund (70), Social Security Fund (71), IMRF. Fund (72) for a combined budget of \$49,486,672. In addition, include utilization of \$325,000 from Contingency Fund (73) for reconstruction costs associated to the West Chicago Group Home fire.

Dated this 8th day of November 2007 in Wheaton, Illinois.

Linda A. Kurzawa, President
DuPage County Board of Health

Attest: _____
Scott J. Cross, Secretary
DuPage County Board of Health

**DUPAGE COUNTY HEALTH DEPARTMENT
ANTICIPATED APPROPRIATION FOR FISCAL YEAR 2008
WITH GRANT APPLICATIONS**

70 HEALTH DEPARTMENT OPERATING FUND

PERSONNEL	\$34,467,535
COMMODITIES	\$2,608,415
CONTRACTUAL	\$6,923,657
CAPITAL OUTLAY	\$545,000
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$44,544,607</u></u>

71 HEALTH SOCIAL SECURITY FUND

PERSONNEL	\$2,291,740
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$2,291,740</u></u>

72 HEALTH I.M.R.F. FUND

PERSONNEL	\$2,650,325
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$2,650,325</u></u>

TOTAL APPROPRIATION - FUND 70, 71 & 72	<u><u>49,486,672</u></u>
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73 CONTINGENCY FUND

CAPITAL OUTLAY	325,000
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$325,000</u></u>

(11/08/2007)

PURCHASING

C-BOS-11-06-087 – Approval for costs associated with Microsoft Enterprise Licensing per State of Illinois bid joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. This is the second year of a three-year (3) contract term. The Procurement Approval Checklist is included and staff recommends approval of the expenditure to CDW-G in an amount not to exceed \$218,610.82. Funds have been budgeted for this purchase.

C-CHS-01-06-002 – Purchase of various vaccines from Merck & Co, to be used in the Travel Clinic at public health pricing 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 to purchase vaccines from Merck & Co. in an amount not to exceed \$42,000 in the fiscal year. Funds have been budgeted for this purchase and program fees cover the cost of vaccines.

C-CHS-01-06-014 – Purchase of various medications from Ortho Pharmaceuticals to be used in the Family Planning Clinic through the Family Planning Coop Program 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 to purchase medications from Ortho Pharmaceuticals in an amount not to exceed \$60,000 in the fiscal year. Funds have been budgeted for this purchase and a combination of client fees, Medicaid billing, grant revenue and tax dollars cover the cost of medications.

C-CHS-01-06-013 – Purchase of various medications from R & S Northeast to be used in the Family Planning Clinic through the Family Planning Coop Program 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 to purchase medications from R & S Northeast in an amount not to exceed \$75,000 in the fiscal year. Funds have been budgeted for this purchase and a combination of client fees, Medicaid billing, grant revenue and tax dollars cover the cost of medications.

C-CHS-01-06-008 – Purchase of various medications from Sanofi Pasteur, to be used in the Travel Clinic at public health pricing 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 to purchase medications from Sanofi Pasteur in an amount not to exceed \$70,000 in the fiscal year. Funds have been budgeted for this purchase and program fees cover the cost of medications.

S-BOS-04-06-048 – Purchase of natural gas supply from NICOR for department facilities not connected to the County’s Power Plant, sole source in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement approval Checklist and Sole Source Justification Form are included and staff recommends approval to purchase natural gas from NICOR for FY08 in an amount not to exceed \$77,000. Funds have been budgeted for this purchase.

S-BOS-04-06-049 – Purchase of electrical service from ComEd for department facilities, sole source in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement approval Checklist and Sole Source Justification Form are included and staff recommends approval to purchase electrical service from ComEd for FY08 in an amount not to exceed \$150,000. Funds have been budgeted for this purchase.

L-MHS-04-06-050 – Lease agreements issued to National Alliance for Mentally Ill to allow the department to lease group homes to provide 24-hour supervised care to 16 DuPage County clients. Contract term through January 31, 2009. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure for FY08 in the amount of \$57,344. Funds have been budgeted for the lease agreements and a combination of client fees, grant revenue and tax dollars cover the cost.

P-BOS-01-07-092 - Change Order for PHN Architects in accordance with Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order included and staff recommends approval of the Request for Change Order in an amount not to exceed \$30,745. Funds are available in the budget.

S-BOS-04-06-051 – Contract with SBC for fifteen DS1 Circuits for department facilities per DuPage County’s Request for Proposal in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. Contract term through September 30, 2009. The Procurement Approval Checklist is included and staff recommends approval of the expenditure to SBC in FY08 in the amount of \$58,730.28. Funds have been budgeted for this purchase.

P-BOS-11-090 – Second year of four year renewal of contract award to Wolf & Company for Professional Auditing Services per Request for Proposal in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure to Wolf & Company for preparation of the FY 2007 annual financial audit in an amount not to exceed \$48,000. Funds have been budgeted for this contract.

P-MHS-03-06-039 – Professional Services issued to April Nowak to provide services to maintain appropriate relationship between Health Department billing system and State of Illinois data system and provide staff education. Contract term December 1, 2007 through November 31, 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the contract for FY08 not to exceed \$40,000. Funds have been budgeted for this contract.

C-CHS-2-06-030 – Purchase of various medications from R & S Northeast, to be used in the Travel Clinic through the 340 B Prime Vendor Program 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 to purchase medications from R & S Northeast in an amount not to exceed \$30,000 in the fiscal year. Funds have been budgeted for this purchase and program fees cover the cost of medications.

P-MHS-02-06-038 – Professional Services for contracts issued to various university residency programs to provide psychiatric treatment for clients during fiscal year 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$108,505.00. Funds have been budgeted for this contract.

P-MHS-02-06-037 – Professional Services for various apartment leases to provide housing for mentally ill clients during fiscal year 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$635,000.00. Funds have been budgeted for the apartment leases and a combination of client fees, grant revenue and tax dollars cover the cost.

P-CHS-02-06-036 – Professional Services for contracts issued to various community providers to perform services to clients in the Breast and Cervical Cancer Program and Wisewoman Program during fiscal year 2008. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$345,482.00. Funds have been budgeted for these contracts and a combination of grant revenue and donations cover the cost.

C-BOS-06-06-060 – Purchase of various office supplies from Office Depot per US Communities 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 \$95,000. Funds have been budgeted for these purchases.

C-BOS-11-06-089 – Purchase of computer supplies from Tech Depot per US Communities 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 \$120,000. Funds have been budgeted for these purchases.

S-BOS-10-05-082 – Annual support renewal for Netsmart computer system from Netsmart, sole source in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source form is included and staff recommends approval of the support contract with Netsmart in an amount not to exceed \$74,547.00. Funds have been budgeted for the support renewal.

P-EDC-04-07-099 - Professional Services contract to Integrated Solutions Consulting to develop, implement and maintain an automated web based system for all departmental emergency plans, assist in development of second phase of departmental emergency plans, assist in drills, tests and provide mock audits for the Office of Risk and Emergency Management in accordance with Article 4, Part A, Section 4-108, b), Other Professional Services, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the contract with Integrated Solutions Consulting in an amount not to exceed \$80,000. Funds are budgeted for the contract and grant revenue covers the cost.

P-BOS-020-6033 – Professional Services issued to John Wyma & Associates for lobbyist 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 contract in an amount not to exceed \$48,000. Funds have been budgeted for these services.

P-BOS-110-8124 – Professional Services issued to DuPage Federation on Human Services for training 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 contract in an amount not to exceed \$40,640.00. Funds have been budgeted for these services.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items # 2 A through V as presented.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-11-06-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	11/2007 – 11/2008
DATE SUBMITTED	10/26/2007	REQUESTING DEPT.	Information Technology
VENDOR	CDW-G	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	Ext. 7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Microsoft Enterprise Agreement not to exceed \$218,610.82.		
REASON FOR PROCUREMENT	In order to maintain licensing suitable for the current usage at Dupage County Health Department, and allow for upgrade of Microsoft suite as well as the use of Microsoft's .Net Application Development suite. The State contract will be renewable for up to 3 years		
BACKGROUND (HISTORY)	The Enterprise agreement allows for a 44% discount and we can upgrade to the next level without extreme out of pocket expense. The entire three-year agreement costs less than the purchase of 700 MS office professional licenses. at the original equipment manufacturer rate.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-2117
- 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 STATE OF ILLINOIS BID - # CMS5003360
- 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:

Mike Latham	10/26/07	/s/ Michael Kiep	11/02/07
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
BUYER	DATE	/s/ Pat Flaherty	11/02/07
/s/ Michael Kiep	11/02/07	PROCUREMENT MANAGER	DATE
DIRECTOR OF BUSINESS OPERATIONS	DATE	/s/ Maureen McHugh	11/02/07
(DECISION MEMOS OVER \$15,000 ONLY)		EXECUTIVE DIRECTOR	DATE
		(DECISION MEMOS OVER \$15,000 ONLY)	



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-CHS-0106014

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	C-CHS-01-06-014	CONTRACT TERM	NOVEMBER 2007-NOVEMBER2008
DATE SUBMITTED	10/29/07	REQUESTING DEPT.	Family Planning
VENDOR	Ortho Pharmaceuticals	DEPT. CONTACT	Marie Doll
PHONE #		PHONE #	7143
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Family Planning medications not to exceed \$60,000.		
REASON FOR PROCUREMENT	Family Planning requires medications for their clinics.		
BACKGROUND (HISTORY)	Health Department has used the Family Planning Coop for purchases through joint purchasing.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 207-2151
- 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 Family Planning Coop
- 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:

Marie Doll 10/29/07
 PREPARED BY: _____ DATE

BUYER _____ DATE

/s/ Michael Kiep 11/01/07
 DIRECTOR OF BUSINESS OPERATIONS _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

/s/ Karen Ayala 11/01/07
 SERVICE UNIT DIRECTOR _____ DATE

/s/ Pat Flaherty 11/02/07
 PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 11/02/07
 EXECUTIVE DIRECTOR _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

C-CHS-
DOCUMENT # 0106013

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	C-CHS-01-06-013	CONTRACT TERM	NOVEMBER 2007-NOVEMBER 2008
DATE SUBMITTED	10/26807	REQUESTING DEPT.	Family Planning
VENDOR	R & S NORTHEAST	DEPT. CONTACT	Marie Doll
PHONE #		PHONE #	Ext. 7143
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Family Planning medications needed for program clinics not to exceed \$75,000.		
REASON FOR PROCUREMENT	Family Planning requires medication for the clinics.		
BACKGROUND (HISTORY)	Health Department has used the Family Planning Coop to purchase needed medications from R & S Northeast through joint purchasing.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 207-2151
- 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 Family Planning Coop
- 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:

Marie Doll 10/26/07
PREPARED BY: DATE

BUYER DATE

/s/ Michael Kiep 11/01/07
DIRECTOR OF BUSINESS OPERATIONS DATE
(DECISION MEMOS OVER \$15,000 ONLY)

/s/ Karen Ayala 11/01/07
SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 11/02/07
PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 11/02/07
EXECUTIVE DIRECTOR DATE
(DECISION MEMOS OVER \$15,000 ONLY)

**DU PAGE COUNTY HEALTH DEPARTMENT
JUSTIFICATION FOR SOLE SOURCE**

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Business Operations
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ITEM BEING JUSTIFIED:

MANUFACTURER	NICOR	PART NUMBER	
DESCRIPTION	Natural gas supply for Health Department facilities not connected to Power Plant		

- 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	NICOR	CONTACT	
ADDRESS	PO Box 2020	PHONE	
		FAX	
CITY, STATE ZIP	Aurora, IL 60507-2020	e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Natural gas charges for Health Department facilities not connected to Power Plant

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: _____

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED? Only available through NICOR

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

N/A



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # SBOS04
06049

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	12/01/07-11/30/08
DATE SUBMITTED	10/29/07	REQUESTING DEPT.	Business Operations
VENDOR	ComEd	DEPT. CONTACT	Pat Flaherty
PHONE #		PHONE #	630/682-7979x7390
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Electrical service for all Health Department facilities not to exceed \$150,000.		
REASON FOR PROCUREMENT	Service needed to provide electricity for these facilities.		
BACKGROUND (HISTORY)	Electricity needed to run the infrastructure equipment.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 3420
- 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:

Pat Flaherty
 PREPARED BY: _____ DATE: 10/29/07

BUYER DATE

/s/ Michael Kiep 11/01/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ Michael Kiep 11/01/07
 SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 11/02/07
 PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 11/02/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

**DU PAGE COUNTY HEALTH DEPARTMENT
JUSTIFICATION FOR SOLE SOURCE**

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Business Operations

ITEM BEING JUSTIFIED:

MANUFACTURER	Com Ed	PART NUMBER	
DESCRIPTION	Electrical service for Health Department facilities.		

- 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	ComEd	CONTACT	
ADDRESS	Bill Payment Center	PHONE	
		FAX	
CITY, STATE ZIP	Chicago, IL 60668	e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: _____

Electrical service

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: _____

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED? Only available through ComEd. _____

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

DECISION MEMO

Document #LMHS0406050

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	Residential Services
Vendor	National Alliance for the Mentally Ill	Program Contact	Randi Luna
Date Submitted for Review	10/29/07	Contact Phone #	2721

ISSUE:

Approval for expenditure of budgeted funds for the multi-year lease agreements with the National Alliance for the Mentally ill for the Health Department to operate group home residences owned by their organization.

BACKGROUND:

The Department’s residential program began in 1977 and we have been able to purchase several group homes to provide 24-hour supervised care to clients, however there were still clients in need of this type of housing. The National Alliance for the Mentally Ill was willing to enter into contracts for the Health Department to operate two group homes owned by their organization. The first lease was entered into in 1993 and the second lease was entered into in 1994.

The current leases allow the Department to provide 24-hour supervision to 16 DuPage County clients.

DISCUSSION:

This is an ongoing lease arrangement (entered into February 1, 2005 through January 31, 2009) that allows the Department to serve 16 DuPage clients in need of 24-hour supervised care. Without this housing these individuals would be placed in Institutes for Mental Disease (IMD) facilities outside of DuPage County at a considerable greater cost to the State of Illinois.

OPTIONS (ITEMIZE):

1. Expend budgeted funding for the existing leases with the National Alliance for the Mentally Ill.
2. No longer provide 24-hour supervised housing to this client population.

RECOMMENDATIONS:

Since the Department needs to obtain 24-hour supervised housing for mentally ill clients in order to eliminate costly out of County placements, and the National Alliance for the Mentally Ill is willing to lease their owned homes for us to provide this service, the department recommends that funding for the two group home leases continue to be expended for the term of the lease agreements.

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

Fiscal year cost for leasing of these two group homes from the National Alliance for the Mentally Ill for the term of the lease agreements is as

follows:

FY2006	\$54,048	
FY2007	\$55,672	
FY2008	\$57,344	
FY2009 through	1/31/09	\$ 9,604

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	
CHANGE ORDER #	PBOS0107092	REQUEST DATE	10//26/07
VENDOR NAME	PHN Architects	VENDOR #	
ACCOUNT CODE		DEPARTMENT	Business Operations
BID #	PBOS0107092	PROJECT NAME	Remodeling
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	Now that construction has been completed at the Central Office and three outlying Public Health Centers, it is time to close out contract. This change order is needed due to the final changes orders that encompass items such as code changes, unforeseen conditions and field modifications..		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			
<input checked="" type="checkbox"/>	(A) WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED		
<input type="checkbox"/>	(B) THE CHANGE IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED		
<input type="checkbox"/>	(C) IS IN THE BEST INTEREST OF THE COUNTY OF DU PAGE AND AUTHORIZED BY LAW		

- CANCEL ENTIRE ORDER
- CHANGE BUDGET CODE FROM _____ TO _____
- INCREASE/DECREASE QUANTITY FROM _____ \$460,000 TO _____
\$490,745
- PRICE SHOWS \$ _____ SHOULD BE _____
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A	ORIGINAL CONTRACT VALUE:	\$400,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ 60,000
C	CURRENT CONTRACT AMOUNT (A+B)	\$460,000
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 30,745
E	NEW CONTRACT AMOUNT (C+D)	\$490,745
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	6.68%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	22.69%

REVIEWED AND APPROVED BY:

P. Flaherty	10/26/07	/s/ Michael Kiep	11/01/07
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ Pat Flaherty	11/02/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ Michael Kiep	11/01/07	/s/ Maureen McHugh	11/02/07
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE



PROCUREMENT APPROVAL CHECKLIST

SBOS04
DOCUMENT # 06051

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	10/1/2005 – 9/30/2009
DATE SUBMITTED	10/29/07	REQUESTING DEPT.	Business Operations
VENDOR	SBC	DEPT. CONTACT	John Kling
PHONE #		PHONE #	Ext. 7404
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Provide 15 DS1 circuits for Health Department facilities in the amount of \$58,730.28.		
REASON FOR PROCUREMENT	The need to provide voice and data services to Health Department offices.		
BACKGROUND (HISTORY)	<p>In the past the department maintained several contracts and accounts for DS1 circuits and in 2005, in order to receive the most favorable rates, the Health Department's 15 DS1 circuits were included in DuPage County's Request for Proposal for various telecom services.</p> <p>The contract was awarded to SBC and will provide for continued savings to the Health Department.</p>		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET 105-3430)
- 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 PO5009
(ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED _____ DATE: _____

REVIEWED AND APPROVED BY:

John Kling 10/29/07
 PREPARED BY: DATE

/s/ Michael Kiep 11/01/07
 SERVICE UNIT DIRECTOR DATE

BUYER DATE
 /s/ Michael Kiep 11/01/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ Pat Flaherty 11/02/07
 PROCUREMENT MANAGER DATE
 /s/ Maureen McHugh 11/02/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

PBOS11
 DOCUMENT # 09090

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

NEW PURCHASE ORDER REQUEST

REQUISITION #/		CONTRACT TERM	3 YEARS
DATE SUBMITTED	10/29/07	REQUESTING DEPT.	Business Operations Services
VENDOR	Wolf & Company	DEPT. CONTACT	Cathy O'Reilly
PHONE #	(630) 545-4500	PHONE #	(630) 682-7979 ext. 7432
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	To perform the Health Department's annual Financial Audit and Single Audit for the Fiscal Years Ending on 11/30/2006, 11/30/2007 and 11/30/2008, with a one year option to renew not to exceed \$48,000 for FY08.		
REASON FOR PROCUREMENT	Compliance with State and Federal audit requirements.		
BACKGROUND (HISTORY)	An annual audit is performed at the completion of each fiscal year by an independent audit firm to express an opinion of the financial records/recordkeeping of the Health Department.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 100-3010.0
 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/OFFEROR RFP PBOS1109090
 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 _____
 PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
 OTHER PROFESSIONAL SERVICES
 EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Cathy O'Reilly 10/29/07

/s/ Michael Kiep 11/01/07

PREPARED BY:	DATE
BUYER	DATE
/s/ Michael Kiep	11/01/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE

SERVICE UNIT DIRECTOR	DATE
/s/ Pat Flaherty	11/02/07
PROCUREMENT MANAGER	DATE
/s/ Maureen McHugh	11/02/07
EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

	PROCUREMENT APPROVAL CHECKLIST	PMHS03
		DOCUMENT # 06039

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	12/01/07-11/30/08
DATE SUBMITTED	10/24/07	REQUESTING DEPT.	Mental Health Services
VENDOR	April Nowak	DEPT. CONTACT	Dave Christiansen
PHONE #		PHONE #	7547
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Contract for services relating to Department of Human Resources billing system issues and health department's agency plan not to exceed \$40,000.		
REASON FOR PROCUREMENT	Contract for services will provide the Department with needed consulting services which will result in revenue recovery for the Department		
BACKGROUND (HISTORY)	Due to a variety of changes that have occurred over the past few years including departmental staff turnover in the state billing area for Mental Health Services, and the staff turnover at the State of Illinois, Mental Health Services needed to seek assistance. Since the state makes its' program decisions based upon the data it receives through our information entered into the ROCS system, it was necessary to obtain consultation from someone who knew the state systems well. Also during this same time because of a variety of changes at the Health Department, our Department of Human Services billing was getting increasingly corrupted and complex. This consultation was started to address these growing gaps.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 907-3099
- 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:

Dave Christian	10/24/07	/s/ Dave Christiansen	11/01/07
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
BUYER	DATE	/s/ Pat Flaherty	11/02/07
/s/ Michael Kiep	11/01/07	PROCUREMENT MANAGER	DATE
DIRECTOR OF BUSINESS OPERATIONS	DATE	/s/ Maureen McHugh	11/02/07
(DECISION MEMOS OVER \$15,000 ONLY)		EXECUTIVE DIRECTOR	DATE
		(DECISION MEMOS OVER \$15,000 ONLY)	

DECISION MEMO

Document #PMHS0306039

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	Mental Health
Vendor	April Nowak	Program Contact	Dave Christiansen
Date Submitted for Review	October 24, 2007	Contact Phone #	X7547

ISSUE:

Engage in professional services for billing systems issues relating to the State Department of Human Services and the Health Department’s agency plan.

BACKGROUND: Due to a variety of changes that have occurred over the past few years including departmental staff turnover in the state billing area for Mental Health Services, and the staff turnover at the State of Illinois, Mental Health Services needed to seek assistance. Since the state makes its’ program decisions based upon the data it receives through our information entered into the ROCS system, it was necessary to obtain consultation from someone who knew the state systems well. Also during this same time because of a variety of changes at the Health Department, our Department of Human Services billing was getting increasingly corrupted and complex. This consultation was started to address these growing gaps.

The Department has previously utilized the services of April Nowak to assist with the Department’s as well as the State of Illinois’ billing issues and systems. Her knowledge of Health Department operations coupled with her prior State of Illinois background provides the Department with needed consulting services. Her services have resulted in revenue recovery for the Department.

DISCUSSION:

Services to be provided include, but are not limited to ensuring accurate transmission of service data into the State’s data base, develop a process for correction of rejected claims, provide education to staff on state systems, integrate all possible state funding flows into Netsmart (department’s electronic medical records system), keep staff informed of changes in the state system and propose internal adjustments for same, and represent the department in systems improvement process with the Department of Human Services.

OPTIONS (ITEMIZE):

- 1) Contract with April Nowak. Her knowledge of Health Department and State operations, and expertise in the State’s billing systems provides the Department with a unique skill set to assist with this project.
- 2) Stop ongoing consultation.

RECOMMENDATIONS:

Contract with April Nowak.

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

Contract beginning December 1, 2007 not to exceed \$40,000 for fiscal year 2008.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-EDC-0206030

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	C-EDC-02-06-030	CONTRACT TERM	NOVEMBER 2007-NOVEMBER 2008
DATE SUBMITTED	10/26/07	REQUESTING DEPT.	Travel Clinic
VENDOR	R & S Northeast	DEPT. CONTACT	Shaun Nelson
PHONE #		PHONE #	Ext. 7175
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Twinrx needed to needed for Travel Clinic not to exceed \$30,000.		
REASON FOR PROCUREMENT	Travel Clinic requires Twinrx for clinics.		
BACKGROUND (HISTORY)	Twinrx can be ordered through a 340B Prime Vendor Program at a considerable saving through joint purchasing.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 324-2151
- 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 340B Prime Vendor Program
- 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:

Shaun Nelson 10/26/07
PREPARED BY: _____ DATE

/s/ Mary Lally 11/01/07
SERVICE UNIT DIRECTOR _____ DATE

/s/ Pat Flaherty 11/02/07

BUYER	DATE
/s/ Michael Kiep	11/01/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE

PROCUREMENT MANAGER	DATE
/s/ Maureen McHugh	11/02/07
EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

	<u>PROCUREMENT APPROVAL CHECKLIST</u>	PMHS02
		DOCUMENT # 06038

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	12/01/07 – 11/30/08
-0DATE SUBMITTED	10/26/07	REQUESTING DEPT.	Mental Health
VENDOR	various	DEPT. CONTACT	David Baron, M.D.
PHONE #		PHONE #	7987
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need to contract for psychiatry services in an amount not to exceed \$108,505.		
REASON FOR PROCUREMENT	The mental health clients require the services of psychiatrists for treatment.		
BACKGROUND (HISTORY)	The department currently has contracts with one university residency program to provide services to clients.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 907-1073
- 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:

David Baron	10/26/07
PREPARED BY:	DATE
BUYER	DATE

/s/ Dave Christiansen	11/01/07
SERVICE UNIT DIRECTOR	DATE
/s/ Pat Flaherty	11/02/07
PROCUREMENT MANAGER	DATE

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

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

DECISION MEMO

Document #PMHS0206038

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	Psychiatric
Vendor		Program Contact	David Baron
Date Submitted for Review	10/26/07	Contact Phone #	7987

ISSUE:

Engage in professional services contracts with universities who supply psychiatry residents to provide services to the Department's Mental Health Services clients.

BACKGROUND:

The Department currently has a contract with one university residency program. The contracting decisions are made by the Director of Mental Health Services and the Administrative Psychiatrist.

DISCUSSION:

Once the interview process is complete, contracts with universities would be executed. If Board of Health approval was required prior to each execution of contracts, this could result in disruption of client care, and disruption of the day-to-day operations of the service unit.

OPTIONS (ITEMIZE):

1. Contract with universities as may be needed in order to meet the needs of our clients. Allow the department to contract throughout the year since it cannot be determined at the start of the contract which contracts might receive compensation in excess of \$15,000.
2. Require Board of Health approval for every contractor.

RECOMMENDATIONS:

In order to avoid disruption of a client care, disruption of day-to-day operations or the loss of interested providers, the Department recommends Board of Health approval to enter into contracts for psychiatric services throughout the year.

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

The services to be provided by the universities shall not exceed \$108,505 and funding is included in the fiscal year 2008 budget for these services.

DECISION MEMODocument **PMHS0206037***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	Residential Programs
Vendor		Program Contact	Randi Luna/Ken Edminster
Date Submitted for Review	10/24/07	Contact Phone #	2721/3565

ISSUE:

Enter into lease agreements with providers of apartment buildings who will allow Mental Health Services Unit's clients to live in.

BACKGROUND:

The residential program started back in 1979 and has been involved in negotiations with landlords within DuPage County to provide housing to our mentally ill clients. During fiscal year 2006, a new sheltered care plus housing (funding provided by HUD) began providing apartments leased by the Health Department to homeless mentally ill clients. Once apartments have been identified (usually block of apartments), and the landlord agreed to provide lease services to the Health Department for its clients, lease agreements are executed.

DISCUSSION:

Once landlords have been identified lease agreements would be executed. If Board of Health approval was required prior to each lease execution, the actual availability of leases could be jeopardized leaving clients without housing.

OPTIONS (ITEMIZE):

1. As program needs dictate, enter into lease agreements for housing which will meet the needs of our clients. Allow the department to enter into lease agreements when necessary throughout the year since it cannot be determined at the start of a lease which leases due to changes, additions, terminations, etc. might receive compensation in excess of \$15,000.
2. Attempt to send out requests for proposals/bids.

RECOMMENDATIONS:

Since not all landlords desire to contract with the Health Department to house mentally ill clients, and the Department needs to obtain housing for clients efficiently, the department recommends that leasing agreements be executed throughout the year if necessary.

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

Cost for leasing of apartments from various landlords shall not exceed a total of \$635,000 that is currently budgeted for in fiscal year 2008.

DECISION MEMO**Document #PCHS0206036**

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	CHS - Adult Health Promotion
Vendor		Program Contact	Bette Lawrence Water
Date Submitted for Review	10/24/07	Contact Phone #	7095

ISSUE:

Engage in contractual services with several community providers who will provide services to the Department's Breast and Cervical Cancer and WISEWOMAN clients.

BACKGROUND:

Since the Breast and Cervical Cancer and WISEWOMAN program started in 1995, the Department is required to solicit providers who are willing to participate in this program. Program staff meet with community providers to educate them on the program and if they are interested, contracts covering all provisions of the program and grant requirements are executed.

DISCUSSION:

Once solicited, the community providers provide the services directly to the Department's clients. Reimbursement to the community providers is paid to them by the Department through grant funding received from the Illinois Department of Public Health and through donations.

OPTIONS (ITEMIZE):

1. Contract with as many interested providers as possible in order to meet the needs of our clients. Allow the department to contract throughout the year since it cannot be determined at the start of the contract which community providers might receive compensation in excess of \$15,000.
2. Attempt to send out requests for proposals/bids.

RECOMMENDATIONS:

Since community providers are not receiving full payment for services provided in our program as they would for other clients, and the department cannot guarantee a certain caseload, and since so many community providers already provide discounted/free services through Access DuPage, sending out requests for proposals/bids is not an option. The department recommends that contracting with providers be permitted throughout the year.

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

Majority of contracts are for two years and fiscal impact is dictated by the grant and amount of donations. Current year fiscal grant amount is \$345,482.00. Any increase or decrease in the grant plus amount of donations will change this total and the budget adjusted accordingly.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-0106089

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	C-BOS-1106089	CONTRACT TERM	November 2006-November 2007
DATE SUBMITTED	11/26/07	REQUESTING DEPT.	Information Technology
VENDOR	Tech Depot	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	<p>The DuPage County Health Department IT unit requires various parts and supplies through out the year. These supplies may include: cables, back up tapes, network product, computer components and auxiliary equipment. Tech Depot through the US Communities contract offers an expeditious, efficient and cost effective manner to acquire these needed supplies. Purchases for FY07 will not exceed \$120,000</p>		
REASON FOR PROCUREMENT	Health Department requires computer items during the fiscal year. Use of Tech Depot through the US Communities contract will assist IT in acquiring this needed product.		
BACKGROUND (HISTORY)	Periodic bids had been done to acquire this needed product. The bid process often caused a delay in receipt of needed supplies and also caused the program to order additional inventory. Use of Tech Depot will provide a "this in time" solution to the need and also provide the product at a competitive price.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-2117
- 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 US Communities Contract
- 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:

Mike Latham 10/26/07
 PREPARED BY: _____ DATE
 BUYER DATE
 /s/ Michael Kiep 11/01/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ Michael Kiep 11/01/07
 SERVICE UNIT DIRECTOR DATE
 /s/ Pat Flaherty 11/02/07
 PROCUREMENT MANAGER DATE
 /s/ Maureen McHugh 11/02/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Information Technology
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ITEM BEING JUSTIFIED:

MANUFACTURER	Netsmart	PART NUMBER	
DESCRIPTION	Annual Support for Netsmart Computer System		

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	Mary Ronan
ADDRESS	570 Metro Place North	PHONE	614-932-6764
		FAX	
CITY, STATE ZIP	Dublin OH 43017	e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Annual Support to operate our Netsmart Computer 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: _____

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED? The support services are only available 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 # PEDC04
07099

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	11/30/07-07/30/08
DATE SUBMITTED	10.30.2007	REQUESTING DEPT.	EDC
VENDOR	Integrated Solutions Consulting	DEPT. CONTACT	G. DeTella
PHONE #	773-383-7221	PHONE #	Ext. 7121
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Development and implementation of an automated Comprehensive Emergency Management Plan. In addition direct assistance with plan writing and on-site coordination of Agency Drills, Tests and Exercises (DTE). <ol style="list-style-type: none"> 1. Organize resources 2. Obtain Information and review data 3. Coordinate with local, state, and federal governments 4. Develop automated platform 5. Coordinate information and data load 6. Train and test system 7. Support the automated platform 8. Provide technical assistance in plan writing in conjunction with federal and state guidance and audits 9. Provide technical assistance with DTE development. Implementation and After Action Reports 10. Assist with mock audits of major emergency incident annexes 		
REASON FOR PROCUREMENT	The Department requires assistance in plan development, maintenance, and implementation strategy which will allow all emergency plans and associated components to be reviewed, updated and automated.		
BACKGROUND (HISTORY)	A Comprehensive Emergency Management Plan will allow the agency to prepare, protect and respond to County emergencies. DCHD is an integral component of the County Emergency Operations Plan and in so much must ensure readiness.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 330
- 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:

G. DeTella	10.30.2007	/s/ M. Lally	10.30.2007
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
_____	_____	/s/ P. Flaherty	11/02/2007
BUYER	DATE	PROCUREMENT MANAGER	DATE

DECISION MEMO

Document # PEDC0407099

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	EDC
Vendor	Integrated Solutions Consulting (ICS)	Program Contact	George DeTella
Date Submitted for Review	10.30.2007	Contact Phone #630.221.7121	Ext. 7121

ISSUE:

Emergency response and management are key functions of the Department. Based on perceived and assessed risks, additional planning is required to prepare the DuPage County Health Department's Comprehensive Emergency Management Plan (CEMP). The CEMP allows us to effectively prepare, protect, and respond to public health emergencies. Practical Emergency Operations Plans are required to facilitate appropriate actions when faced with emergency events. Automating these plans allows for staff and key external partners to be familiar with and understand expectations.

BACKGROUND:

The nation's vulnerability was demonstrated in the terrorist attack of 9/11, bioterrorism utilizing anthrax in our nation's postal system, and natural disasters such as Hurricane Katrina, Rita; the possibility of the pandemic influenza, extreme heat and cold, the Utica or Plainfield tornadoes, or fires. For several years, the Department has worked diligently to develop; bioterrorism plans, receiving, distributing, and dispensing the Strategic National Stockpile, and pandemic influenza, a CEMP prepares the agency to deal with any crisis or emergency event.

DISCUSSION:

Key to successful plan development is scope of experience and knowledge. Based on grant requirements and the County expectations plans must include; data analysis, hazard and risk assessment, plan development, and education of appropriate staff. The Department requires individuals with extensive expertise in all hazard planning to assist in this project.

OPTIONS (ITEMIZE):

1. Based on review of data and discussions with other agencies, it is the opinion of the Office of Risk and Emergency Management that the Department should issue a contract to ISC. This is based on review of information documenting more that 30 years experience developing and implementing comprehensive crisis management plans; their demonstrated expertise in the field of emergency preparedness and response; and their ability to meet grant timelines.
2. Continue to seek the assistance of other consulting firms.

RECOMMENDATIONS:

Contract with ICS to develop and implement the DCHD CEMP.

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

Contract period of 11/30/2007 through 07/30/2008 in an amount not to exceed \$80,000. Funds are from grants received for Emergency Preparedness from the Illinois Department of Public Health.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # PBOS02
06033

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	01/01/07 –102/31/07
DATE SUBMITTED	October 25, 2007	REQUESTING DEPT.	Business Operations
VENDOR	John Wyma & Associates	DEPT. CONTACT	Maureen McHugh
PHONE #	312-474-7943	PHONE #	7554
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Renew contract for Lobbyist Services not to exceed \$48,000.		
REASON FOR PROCUREMENT	Services needed to represent and promote DuPage County Health Department interests at the state and federal level working in partnership with DuPage County		
BACKGROUND (HISTORY)	In order to work in partnership with DuPage County in lobbying efforts on behalf of the Health Department, It is important to ensure that the views of the DuPage County Health Department are communicated to policy makers at the federal and state level.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 103-3099
- 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

10/25/07

/s/ Michael Kiep

11/01/07

PREPARED BY:	DATE
BUYER	DATE
/s/ Michael Kiep	11/01/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE

SERVICE UNIT DIRECTOR	DATE
/s/ Pat Flaherty	11/02/07
PROCUREMENT MANAGER	DATE
/s/ Maureen McHugh	11/02/07
EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

DECISION MEMO

Document# PBOS0206033

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
Vendor	John Wyma & Associates	Program Contact	Maureen McHugh
Date Submitted for Review	October 25, 2007	Contact Phone #	7554

ISSUE:

Renew contract for lobbyist services to represent and promote DuPage County Health Department interests at the state and federal level working in partnership with DuPage County.

BACKGROUND:

In order to work in partnership with DuPage County in lobbying efforts on behalf of the Health Department, DuPage County has previously retained lobbyists at both the state and federal level.

John Wyma has over 15 years of government and private sector experience, with significant policy and legislative experience in the areas of Finance, Information Technology, Banking, Judiciary, Commerce and Health Care.

DISCUSSION:

It is important to ensure that the views of the DuPage County Health Department are communicated to policy makers at the federal and state level. John Wyma & Associates can provide these services and offer counsel and advice regarding state and federal government issues and appropriations.

OPTIONS (ITEMIZE):

- 1) Selection of John Wyma & Associates.
- 2) Selection of other entity
- 3) Selection of no entity

RECOMMENDATIONS:

John Wyma has over 15 years of government experience; maintains excellent relationships with legislators in the General Assembly and Congress as well as key officials in the state executive branch of government. John Wyma has a thorough understanding of the legislative process and understands the issues confronting County Government.

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

This contract will be in effect from November 1, 2007 through April 30, 2008 in the amount of \$48,000.

DECISION MEMO**Document #** PBOS1108124

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 Services
Vendor	DuPage Federation on Human Services Reform	Program Contact	Kristen Hartsaw
Date Submitted for Review	11/01/07	Contact Phone #	7505

ISSUE:

Training needs for staff working in the new Client Registration, Resource and Referral Services have been identified through the Foundations for the Future process teams.

BACKGROUND:

Prior to the Foundations for the Future project as it relates to centralizing the department's billing and scheduling process, the mechanism for scheduling, registering, benefiting and collecting client fees was done in various ways by various departmental units. Now that the Client Registration, Resource and Referral Services is functioning at all delivery sites, a centralized approach to ensuring that our clients are receiving the maximum in benefits they may be eligible for is needed and will enhance the department's potential revenues.

DISCUSSION:

The services we are looking to provide training for relate to areas such as aid to the aged, blind or disabled, spend downs, Social Security disability, Medicare, and other state funded health care programs.

Since the DuPage Federation on Human Services Reform has expertise in these area and is familiar with the Health Department's operations, they will be able to provide staff with the needed training.

OPTIONS (ITEMIZE):

1. Seek other providers to perform the needed services.
2. Contract with the DuPage Federation on Human Services Reform
3. Don't provide training

RECOMMENDATIONS:

Contract with the DuPage Federation on Human Services Reform.

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

Contract beginning November 9, 2007 through November 30, 2008 in an amount not to exceed \$40,640.

(11/08/07)

2007 YEAR-END ENCUMBRANCES – BUSINESS OPERATIONS SERVICES

A copy of the 2007 fiscal year encumbrances that will be added to the 2008 fiscal year budget is presented herewith. These items represent approved purchase orders and expenditures that have been incurred by November 30, 2007 and will be paid on claim forms, but will probably not be invoiced until FY08. This procedure will allocate funds for these approved expenditures and incorporate them into the FY08 budget. This is a normal accounting procedure that occurs at the end of each fiscal year.

MOTION

The DuPage county Board of Health hereby approves the allocation of funds to designated lines representing approved expenditures in the FY07 budget and incorporating these items into the FY08 budget as set in the year-end encumbrance listing, as presented.

**DUPAGE COUNTY HEALTH DEPARTMENT RE-
ENCUMBRANCE LIST - FY2007**

SVC	RU	ACCT	OBL #	DESCRIPTION	VENDOR NAME	AMOUNT
901	104	2117	169037	15 COMPUTERS FROM BID AWARD	DELL INC.	\$20,849
901	105	2020	169558	LAB FREEZER	FISHER SCIENTIFIC	\$3,945
901	105	3610	169181	COUNTERS, SINKS, FAUCET FOR CRISIS	KDA	\$2,081
901	105	3610	169567	METAL DOORS FOR EAST	MORETON CONSTRUCTION COMPANY	\$3,385
901	105	3610	169569	REPLACEMENT OF CRISIS UNIT DOOR	HOUSE OF GLASS	\$4,810
901	105	3610	169599	CRISIS UNT GENERATOR	ALL INDUSTRIAL ELECTRIC INC	\$47,700
901	105	3610	169602	PELLA DOORS FOR SANTE FE GH	PLATINUM PLUS FOR BUSINESS	\$3,533
901	105	3610	169605	WALLPAPERING FOR CENTRAL OFFIC	RAINBOW PAINTING & DECORATIN	\$13,933
901	107	3531	160929	3RD QTR LEASE MAIL MACHINE FY	PITNEY BOWES	\$801
901	107	3670	161549	TYPEWRITER MAINT AGREEMENT	VICTORIN BUSINESS MACHINES	\$2,951
907	791	3090	CLAIMS	CLIENTS RIDES	DUPAGE COUNTY HUMAN SERVICES	\$2,500
907	780	2151	CLAIMS	MEDICATION	DUPAGE CONVALESCENT CENTER PHARMACY	\$20,000
				TOTAL		\$126,488

(11/08/07)

DUPAGE COUNTY BOARD OF HEALTH 2008 MEETING SCHEDULE – BOARD OF HEALTH

In order to inform the general public and others of the 2008 calendar year scheduled Board of Health meetings, the attached schedule has been prepared for review.

Please note that the regular meeting dates are the second Thursday of each month. Additionally, the annual schedule includes a listing of Alternate Dates for meetings, which may be cancelled if not needed in the normal conduct of business.

Upon approval, the schedule will be distributed and posted.

MOTION

The DuPage county Board of Health hereby approves the 2008 calendar year Board of Health meeting schedule, as presented.

DUPAGE COUNTY BOARD OF HEALTH

2008 MEETING SCHEDULE

	<u>REGULAR MEETING*</u>	<u>ALTERNATE DATE*</u>
JANUARY	10 th	24 th
FEBRUARY	9 th	23 rd
MARCH	13 th	27 th
APRIL	10 th	24 th
MAY	8 th	22 nd
JUNE	12 th	26 th
JULY	10 th	24 th
AUGUST	14 th	28 th
SEPTEMBER	11 th	25 th
OCTOBER	9 th	23 rd
NOVEMBER	13 th	27 th
DECEMBER	11 th	25 th

*Meetings are held at 111 North County Farm Road, Wheaton, at 6:15 p.m. in the Lower Level Conference Room #1 on the second Thursday of the month except in February, which is held on a Saturday. Alternate dates are the fourth Thursday and may be cancelled.

(11/08/07)

BOARD OF HEALTH RETREAT – BOARD OF HEALTH

The Board of Health has for the past several years held a daylong retreat at a local establishment. In some years, the retreat has been combined with the February Board of Health meeting. In order to secure a location for holding a February Retreat, staff should contact establishments now. If a retreat will be held, authorization to confirm a location to hold the Retreat is being requested.

MOTION

The DuPage county Board of Health hereby authorizes the Health Department staff to secure a location for the Board of Health Retreat to be held in February 2008, as presented. It further approves the February Board of Health meeting to be combined with the Retreat.

(11/08/07)

**LOCAL HEALTH PROTECTION GRANT – COMMUNITY HEALTH,
ENVIRONMENTAL HEALTH & MENTAL HEALTH SERVICES**

Community Health, Environmental Health & Mental Health Services, wishes to accept an additional grant from the Illinois Department of Public Health for Local Health Protection services in the amount of \$52,632 for the period October 1, 2007 through June 30, 2008. This amendment represents Dupage County Health Department's share of an additional State of Illinois appropriation of \$5 million for this program in the State. This grant is to be used to assure the provision of health protection program services such as infectious diseases, food protection and private sewage disposal. A total of \$780,669 will be received for this grant from July 1, 2007 through June 30, 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional grant from the Illinois Department of Public Health for the Local Health Protection Grant in the amount of \$52,632 as presented.

(11/08/07)

ELECTION OF OFFICERS – BOARD OF HEALTH

Chapter 55, Illinois Revised Statutes, which provides for County Health Departments, requires that the election of officers for the upcoming fiscal year (FY08) “shall be conducted prior to the end of the individual department’s current fiscal year.” The current fiscal year for this Department ends November 30, 2007. Since the November Board of Health meeting is the last scheduled meeting in the this fiscal year, the election of officers must be conducted at the November meeting.

The statute requires the election of “one of its number” as President, Secretary, and such other officers as it may deem necessary, and further requires election of a Treasurer “either from one of its number or otherwise”. Current officers include:

President
Vice President
Secretary
Treasurer