



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1092	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$24,706.71
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$24,706.71
	CURRENT TERM TOTAL COST: \$24,706.71	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: McKesson Medical Surgical Government Solutions	VENDOR #: 30801	DEPT: DuPage Care Center	DEPT CONTACT NAME: Annabel Leonida
VENDOR CONTACT: Christine Mazzucchelli	VENDOR CONTACT PHONE: 800-328-8111	DEPT CONTACT PHONE #: 630-784-4250	DEPT CONTACT EMAIL:
VENDOR CONTACT EMAIL: Christine.Mazzucchelli@mcckesson.com	VENDOR WEBSITE:	DEPT REQ #: 7376	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Connex Spot Vital Sign Monitors and mobile work stands with baskets for the DuPage Care Center, for the period March 22, 2023 through November 30, 2023, for a contract total not to exceed \$24,706.71, per MMCAP Cooperative Purchasing Agreement (ARPA item)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Connex Vital Signs Monitor is an advanced, touch screen monitor for all health care environments and clinical workflows, it measures pulse oximetry, blood pressure and temperature. These additional machines will specifically be used for Covid Unit and or isolated units.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. MMCAP Cooperative Purchasing Agreement
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Approve the purchase of Connex Spot Vital Sign Monitors and Mobile Work rolling stands with baskets for the Covid Unit and or isolated units, so that when these situation exists, current machines are not being taken from other units in need. 2) Do not approve purchase of Connex Spot Vital Sign Monitors and Mobile Work rolling stands with baskets for the Covid Unit and or isolated units, which would cause units to move machines to other units, hard to keep track of machines and operationally take more time for nursing staff to identify a resident issue without the use of monitors.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: McKesson Medical Surgical Government Solutions	Vendor#: 30801	Dept: DuPage Care Center	Division: Nursing Division
Attn: Chrisitne Mazzucchelli	Email: christine.mazzucchelli@mckesson.com	Attn: Annabel Leonida	Email: annabel.leonida@dupageco.org
Address: 9954 Mayland Drive, Suite 5176	City: Henrico	Address: 400 N. County Farm Road	City: Wheaton
State: VA	Zip: 23233	State: IL	Zip: 60187
Phone: 833-343-2700	Fax:	Phone: 630-784-4250	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: McKesson Medical Surgical Government Solutions	Vendor#: McKesson Medical Surgical Government Solutions	Dept: DuPage Care Center	Division:
Attn:	Email:	Attn: Annabel Leonida	Email: annabel.leonida@dupageco.org
Address: PO Box 936279	City: Atlanta	Address: 400 N. County Farm Road	City: Wheaton
State: GA	Zip: 31193-6279	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4250	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 22, 2023	Contract End Date (PO25): November 30, 2023
Contract Administrator (PO25): Christine Kliebhan			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	7	EA	946244	Connex Spot Vital Sign Monitor w/NIBP, SPO2, sure temp thermometers	FY23	5000	2115	52000	ARPA230229	3,141.18	21,988.26
2	7	EA	959363	Spot Monitor Mobile Work Stand w/basket for Connex Unit	FY23	5000	2115	52000	ARPA230229	538.35	3,768.45
3	7	EA		rebate	FY23					-150.00	-1,050.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 24,706.71

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Connex Spot Vital Sign Monitors and mobile works stands with baskets for the DuPage Care Center, for the period March 22, 2023 through November 30, 2023, for a contract total not to exceed \$24,706.71, per MMCAP Cooperative Purchasing Agreement (ARPA item)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

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