



## Decision Memo

### Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Feb 28, 2023

MinuteTraq (IQM2) ID #: 23-1107

Department Requisition #: 5758-0001

Requesting Department: DuPage Care Center	Department Contact: Nursing Department
Contact Email: annabel.leonida@dupageco.org	Contact Phone: 630-784-4251
Vendor Name: Novastaff Healthcare, Inc.	Vendor #: 37419

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Increase contract in the amount of \$50,000.00 to cover services through end of contract.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

This contract is to provide supplemental staffing (CNA's, LPN's & RN's) for the period 04/13/22 through 04/12/23, per Proposal #21-006-CARE.

DPCC has decreased Maxim Healthcare (1 of 3 supplemental staffing companies) in the amount of \$113,000.00 to accommodate this increase to Novastaff, as well as the other supplemental staffing company in need of increase. Maxim Healthcare has not provided the amount of staff that Novastaff is currently providing, therefore utilizing the monies for the contracts that provide more staffing on a consistent basis.

NOTE: Decreasing Maxim Healthcare contract (1 of 3) to allow for an increase to Novastaff, which will not impact Budget Line. NO CHANGE IN BUDGET LINE AMOUNT NEEDED AT THIS TIME.

#### Strategic Impact

Quality of Life

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Novastaff Healthcare Services is one (1) of three (3) companies that provides supplemental staffing to our facility. Novastaff has been the company that is currently providing consistent agency staff for the DuPage Care Center.

With the continued challenges that DPCC has with staffing, due to Covid, unscheduled and scheduled time off, Novastaff has continued to provide staffing during challenging times.

**Source Selection/Vetting Information** - Describe method used to select source.

RFP - #21-006-CARE

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) DuPage Care Center recommends that this contract for supplemental staffing (CNA's, LPN's & RN's) to the DuPage Care Center for the period April 13, 2022 through April 12, 2023 be increased in the amount of \$50,000.00 to cover services provided through the end of this contract period.
- 2) Develop cash based incentives (beyond those that already are offered) to further entice current staff to work more overtime to cover the open shifts. This has the potential to cause significant staff burnout, resulting in less than desirable performance levels and an exacerbation to the current challenges.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

NO CHANGE TO THE BUDGET LINE