



# 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: Jul 6, 2023

MinuteTraq (IQM2) ID #: 23-2386

Department Requisition #: 6005-0001SERV

Requesting Department: DuPage Care Center	Department Contact: Annabel Leonida
Contact Email: annabel.leonida@dupageco.org	Contact Phone: 630-784-4250
Vendor Name: Lifescan Labs	Vendor #: 38420

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

Extend contract through March 19, 2024 and Increase contract in the amount of \$32,500.00 to cover patient phlebotomy and lab services

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

Contract for phlebotomy and laboratory services for the Care Center residents for the period 09/20/22 through 09/19/23.

The Care Center would like to extend this contract through March 19, 2024, to allow for Procurement to put forth a new RFP. This extension should allow us the time to complete and to include any transition time if a new vendor is awarded contract.

Labs are prescribed by Physicians, the Doctors are including respiratory panels, which is more costly. Therefore, the current increase is requested to allow for continued patient laboratory services while preparing the necessary RFP process and to include transitions, if necessary, and services provided through end of the extended period of March 19 2024.

### Strategic Impact

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

To allow continued patient laboratory services for the residents of the DuPage Care Center.

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

21-049-CARE

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

- 1) Approve request to extend contract through March 19, 2024 and to increase contract in the amount of \$32,500.00 to cover continued patient laboratory services for the residents of the DuPage Care Center.
- 2) Do not approve request to extend contract through March 19, 2024 and to increase contract in the amount of \$32,500.00 to cover continued patient laboratory services for the residents of the DuPage Care Center, however, the DuPage Care Center must continue to fulfill physician orders for laboratory services for residents.

**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.

FY23 1200-2050-53070 \$19,500.00 and FY24 1200-2050-53070 \$13,000.00