



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: Apr 29, 2024

MinuteTraq (IQM2) ID #: 24-1377

Department Requisition #: 6005-0001SERV

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

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 \$5,600.00 to cover final services, before Company changed name to Simple Laboratories.

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 September 20, 2022 through March 19, 2024.

Effective March 1, 2024 - the vendor changed their name to Simple Laboratories, a change order was completed to move monies to Simple Laboratories, however, the Care Center had received recently corrected invoices for January and February Services, that should be paid against Lifescan Labs, therefore, increasing contract to pay for final services paid against this contract.

NOTE: A change order to decrease Simple Laboratories will offset this increase, no change in budget total.

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.

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 increase contract in the amount of \$5,600.00 to cover final patient laboratory services for the residents of the DuPage Care Center for Lifescan Labs.
- 2) Do not approve to increase contract in the amount of \$5,600.00 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.

FY24 1200-2050-53070 \$5,600.00