



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

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-0749	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,000.00
	CURRENT TERM TOTAL COST: \$17,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Redsail Technologies, LLC	VENDOR #: 34012	DEPT: DuPage Care Center	DEPT CONTACT NAME: Jonathan Klimek
VENDOR CONTACT: Brent Thomasson	VENDOR CONTACT PHONE: 864-253-8632	DEPT CONTACT PHONE #: 630-784-4275	DEPT CONTACT EMAIL: Jonathan.klimek@dupageco.org
VENDOR CONTACT EMAIL: brent.thomasson@redsailtechnologies.com	VENDOR WEBSITE:	DEPT REQ #: 7437	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2024 through April 30, 2025, for a total contract not to exceed \$17,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDS" (D) IT/TELECOM PURCHASES UNDER \$35,000.00			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Pharmacy Department uses a data system to electronically store prescriptions. The system keeps track of patient information, inventory and billing. DPCC purchases a maintenance agreement each year to keep the system up to date on pricing, clinical information and regulatory information. The software allows new prescriptions and filling refills quick and easy. HIPAA-compliant system makes processing claims, reporting, managing inventory and maintaining and updating data easier. Redsail offers a range of integrated services and systems that enhance work flow and patient safety in our pharmacy while providing the comprehensive management tools necessary for better service and profitability. The DPCC Pharmacy has utilized the data system since 1998 with little to no interruption in service. The system is flexible enough to interface with new technology and is adaptable with the needs to our inpatient and outpatient needs of our Pharmacy Department.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

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.
SOURCE SELECTION	Describe method used to select source.
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).

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: Redsail Technologies, LLC	Vendor#: 34012	Dept: DuPage Care Center	Division: Pharmacy
Attn: Brent Thomasson	Email: Brent.thomasson@redsailtechnologies.com	Attn: Jonathan Klimek	Email: jonathan.klimek@dupageco.org
Address: 201 W. St. John Street	City: Spartanburg	Address: 400 N. County Farm Road	City: Wheaton
State: SC	Zip: 29306	State: IL	Zip: 60187
Phone: 800-845-7558	Fax:	Phone: 630-784-4275	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Redsail Technologies, LLC	Vendor#: 34012	Dept: DuPage Care Center	Division: Pharmacy
Attn:	Email:	Attn:	Email:
Address: PO Box	City: Charlotte	Address: 400 N. County Farm Road	City: Wheaton
State: NC	Zip: 28289	State: IL	Zip: 60187
Phone: 800-845-7558	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2024	Contract End Date (PO25): April 30, 2025
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	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY24	1200	2085	53250		4,000.00	4,000.00
2	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY24	1200	2085	53807		8,000.00	8,000.00
3	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53250		3,000.00	3,000.00
4	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53807		2,000.00	2,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 17,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2024 through April 30, 2025, for a total contract not to exceed \$17,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDS" (D) IT/TELECOM PURCHASES UNDER \$35,000.00
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