



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0787	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$19,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$19,000.00
	CURRENT TERM TOTAL COST: \$19,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
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@dupagecounty.gov
VENDOR CONTACT EMAIL: brent.thomasson@redsailtechnologies.com	VENDOR WEBSITE:	DEPT REQ #: 7498	
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.). Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2025 through April 30, 2026, for a total contract not to exceed \$19,000.00. 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

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@dupagecounty.gov
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: Jonathan Klimek	Email: jonathan.klimek@dupagecounty.gov
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:	Fax:	Phone: 630-784-4275	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2025	Contract End Date (PO25): April 30, 2026

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 & Software Maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53250		4,000.00	4,000.00
2	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53807		9,000.00	9,000.00
3	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY26	1200	2085	53250		3,000.00	3,000.00
4	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY26	1200	2085	53807		3,000.00	3,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 19,000.00

Comments	
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, 2025 through April 30, 2026, for a total contract not to exceed \$19,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDES" (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. April 1, 2025 Human Services
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.