



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-0194	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$32,125.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 01/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$32,125.00
	CURRENT TERM TOTAL COST: \$32,125.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: LeadingAge Illinois	VENDOR #: 10112	DEPT: DuPage Care Center	DEPT CONTACT NAME: Janelle Chadwick
VENDOR CONTACT: Angela Schnepf	VENDOR CONTACT PHONE: 630-325-6170	DEPT CONTACT PHONE #: 630-784-4202	DEPT CONTACT EMAIL: janelle.chadwick@dupagecounty.gov
VENDOR CONTACT EMAIL: aschnepf@leadingage.org	VENDOR WEBSITE:	DEPT REQ #: 7430	

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.). Annual membership dues for the DuPage Care Center, for the period of January 1, 2024 through December 31, 2024, in the amount of \$32,125.00, per Other Professional Services - Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County code Section 2-353(1)(b)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
LeadingAge Illinois is one of the largest & most respected associations of providers serving Illinois older adults. Committee to advancing excellence, LeadingAge Illinois advocates quality services, promotes innovative practices & fosters collaboration. Leading Age Illinois services the full spectrum of providers including home & community based services (HCBS), senior housing, continuing care retirement communities (CCRC), assisted living, supportive living & skilled nursing/rehabilitation centers. LeadingAge Illinois is the state affiliated of Leading Age national. LeadingAge Illinois is the largest elder-care association in Illinois. Leading Age Illinois is nationally recognized for its innovative programs, leadership & expertise on issues related to long term care & senior housing & services. Along with their national partners, LeadingAge & Argentum (previously the Assisted Living Federation of America (ALFA)), LeadingAge Illinois is highly committed to the advancement of quality & innovation in older adult services. Membership provides access to extensive, diverse programming including but not limited to the following: LeadingAge Illinois advocates for all members, obtaining adequate reimbursement to allow for DPCC to maintain & improve quality to our residents, reducing redundant & innovation-stifling regulations, promoting resident/customer directed care & services, developing protection standards, support additional Medicaid funding for nursing homes, addressing the late Medicaid determinations crisis, Managed Care Oversight, Collaboration with Telligen, a Quality Improvement Organization for the State of IL, Audio Seminars, workshops, Annual conventions, webinars & professional certification programs.

NOTE: Made numerous attempts to obtain invoice since November, Previously we have received invoice in mid November, however, Invoice was received 12/11/23, next scheduled is January 9, 2024 (discharged committee)

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.

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)

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. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Other Professional Services
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). 1) Approve LeadingAge Illinois for the DuPage Care Center's annual membership dues, so that services are not interrupted. 2) Do not approve LeadingAge Illinois for the DuPage Care Center's annual membership dues, which would leave DPCC without services that assist with valuable information, programs, workshops, conventions for continued education, quality services and collaboration and latest guidelines and regulations knowledge.

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: LeadingAge Illinois	Vendor#: 10112	Dept: DuPage Care Center	Division: Administration
Attn: Angela Schnepf	Email: aschnepf@leadingageil.org	Attn: Janelle Chadwick	Email: janelle.chadwick@dupagecounty.gov
Address: 550 Warrenville Road, Suite 102	City: Lisle	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 630-325-6170	Fax:	Phone: 630-784-4202	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: LeadingAge Illinois	Vendor#: 10112	Dept: DuPage Care Center	Division: Administration
Attn:	Email:	Attn: Janelle Chadwick	Email: janelle.chadwick@dupagecounty.gov
Address: Department #10347, PO Box 87618	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60680-0618	State: IL	Zip: 60187
Phone: 630-325-6170	Fax:	Phone: 630-784-4202	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): January 1, 2024	Contract End Date (PO25): December 31, 2024
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		Annual Membership Dues for the DuPage Care Center	FY24	1200	2000	53600		32,125.00	32,125.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 32,125.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Annual membership dues for the DuPage Care Center, for the period of January 1, 2024 through December 31, 2024, in the amount of \$32,125.00, per Other Professional Services - Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County code Section 2-353(1)(b)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. January 2, 2024 HS Committee (discharge committee to January 9th)
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