



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

Table with 4 columns: General Tracking, Contract Terms, Vendor Information, and Department Information. Rows include file ID (25-0815), committee (Human Services), vendor (CareVoyant, Inc.), and department (DuPage Care Center).

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.). Historical access data License Fee for CareVoyant LTC Software to reside on DuPage County's file server, and support for the period covering May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500.00, per Other Professional Services.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Currently CareVoyant stores data from our Legacy Medical Records, as DuPage Care Center is required by law to maintain Medical records. After working with Information Technology and analyzing the data hosting contract, it was determined that it is in the best interest of the County that we maintain our own information on our servers and no longer pay a continuous increasing yearly cost for CareVoyant to store our own data.

NOTE: By implementing this change, the Care Center will achieve a longterm cost savings.

SECTION 2: DECISION MEMO REQUIREMENTS

Table with 2 columns: Requirement and Selection. Rows include 'DECISION MEMO NOT REQUIRED' and 'DECISION MEMO REQUIRED' with instructions on how to select an item from a dropdown menu.

SECTION 3: DECISION MEMO

Table with 2 columns: Requirement and Description. Rows include 'SOURCE SELECTION' and 'RECOMMENDATION AND TWO ALTERNATIVES' with detailed descriptions of the selection process and staff recommendations.

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: CareVoyant, Inc.	Vendor#: 13289	Dept: DuPage Care Center	Division: Administration
Attn: Janice Pasupathy	Email: janice@carevoyant.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 3701 W. Algonquin Road, Ste 530	City: Rolling Meadows	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 847-925-9148	Fax:	Phone: 630-784-4261	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CareVoyant, Inc.	Vendor#: 13289	Dept: DuPage Care Center	Division: Administration
Attn: Janice Pasupathy	Email: janice@carevoyant.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 3701 W. Algonquin Road, Ste 530	City: Rolling Meadows	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 847-925-9148	Fax:	Phone: 630-784-4261	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		Historical Access Data License	FY25	1200	2000	53806		45,000.00	45,000.00
2	1	EA		Support	FY25	1200	2000	53806		4,500.00	4,500.00
3	1	EA		Set up Server to County Server	FY25	1200	2000	53806		3,600.00	3,600.00
4	1	EA		Training (16 hours) @ \$150.00	FY25	1200	2000	53610		2,400.00	2,400.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 55,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Historical access data License Fee for CareVoyant LTC Software to reside on DuPage County's file server, and support for the period covering May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500.00, per Other Professional Services.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 1, 2025 Human Services Committee April 8, 2025 County Board
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.