

## Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: 25-0815	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$55,500.00		
COMMITTEE: TARGET COMMITTEE DATE: 04/01/2025		PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,500.00		
	CURRENT TERM TOTAL COST: \$55,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM		
Vendor Information	<u> </u>	Department Information			
VENDOR: CareVoyant, Inc.	VENDOR #: 13829	DEPT: DuPage Care Center	DEPT CONTACT NAME: Shauna Berman		
VENDOR CONTACT: VENDOR CONTACT PHONE: Janice Pasupathy 847-925-9148		DEPT CONTACT PHONE #: 630-784-4261	DEPT CONTACT EMAIL: shauna.berman@dupagecounty.gc v		
VENDOR CONTACT EMAIL: janice@carevoyant.com	VENDOR WEBSITE:	DEPT REQ #: 7499	1		

## 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. The Care Center has partnered with Information Technology to have the County store our medical records and create and supply a mechanism to access the needed information, that would best serve the DuPage Care Center.

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

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 OTHER PROFESSIONAL SERVICES (I	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.  DETAIL SELECTION PROCESS ON DECISION MEMO)			

	SECTION 3: DECISION MEMO				
SOURCE SELECTION	Describe method used to select source. The DuPage Care Center owns the CareVoyant Clinical/Financial System, that is at the DuPage Care Center. CareVoyant currently stores the medical records, that is required by law. the DPCC feels that it is in the best interest of the County to have this information stored on Servers at the DuPage Care Center.				
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) DuPage Care Center recommends the approval of the Contract to CareVoyant, Inc. for historical access to 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.  2) Do not approve Contract to CareVoyant, Inc. for 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, however, the Care Center needs to meet regulatory expectations and legal requirements.				

	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: Purcha	se Requisition Informat	ion			
Send Purch	ase Order To:	Seno	Send Invoices To:			
Vendor:	Vendor#:	Dept:	Division:			
CareVoyant, Inc.	13289	DuPage Care Center	Administration			
Attn:	Email:	Attn:	Email:			
Janice Pasupathy	janice@carevoyant.com	Shauna Berman	shauna.berman@dupagecounty.go v			
Address:	City:	Address:	City:			
3701 W. Algonquin Road, Ste 530	Rolling Meadows	400 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60008	IL	60187			
Phone:	none: Fax: Phone:					
847-925-9148		630-784-4261				
Send Pa	Send Payments To:		Ship to:			
Vendor:	Vendor#:	Dept:	Division:			
CareVoyant, Inc.	13289	DuPage Care Center	Administration			
Attn:	Email:	Attn:	Email:			
Janice Pasupathy	janice@carevoyant.com	Shauna Berman	shauna.berman@dupagecounty.go v			
Address:	City:	Address:	City:			
3701 W. Algonquin Road, Ste 530	Rolling Meadows	400 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60008	IL	60187			
Phone:	Fax:	Phone:	Fax:			
847-925-9148		630-784-4261				
Shipping		Con	Contract Dates			
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	May 1, 2025 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
FY is required, ensure the correct FY is selected.  Requisition Total						\$ 55,500.00					

Comments					
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.				