



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Feb 4, 2025

File ID #: 25-0477

Purchase Order #: 7020-0001SERV

Requesting Department: DuPage Care Center	Department Contact: Nursing Department
Contact Email: annabel.leonida@dupagecounty.gov	Contact Phone: 630-784-4250
Vendor Name: Novastaff Healthcare Services	Vendor #: 37419

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Increase contract 7020-0001 SERV in the amount of \$65,000.00 to cover services through end of contract period.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Contract 7020-0001, issued to Novastaff Healthcare Services, is to provide supplemental Nursing staffing services for the Nursing Department for (CNA's, LPN's & RN's), for the period 04/13/24 through 04/12/25, per Proposal #24-002-DCC. DPCC has decreased Brightstar Care of Central DuPage and RCM Technologies (2 of 3 companies with contracts) in the amount of \$65,000.00 to accommodate this increase to Novastaff Healthcare Services. Brightstar & RCM has not provided the amount of staff that Novastaff is currently providing, therefore utilizing the monies for the contract that provides more staffing on a consistent basis. NOTE: Decreasing Brightstar and RCM Contracts (2 of 3) allows for an increase to Novastaff.

Original Source Selection/Vetting Information - Describe method used to select source.

RFP #24-002-DCC.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) DuPage Care Center recommends that this contract for supplemental staffing services for the Nursing Department for CNA's, LPN's & RN's), for the period 04/13/24 through 04/12/25, be increased in the amount of \$65,000.00 to cover services provided through the end of this contract period.
- 2) Continue to shift monies between contracts based on which company is able to provide staffing.
- 3) Develop cash based incentives (beyond those that already are offered) to further entice current staff to work more overtime to cover the open shifts. This has the potential to cause significant staff burnout, resulting in less than desirable performance levels and an exacerbation to the current challenge.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

FY25 - 1200-2050-53090 - there is enough budget to allow for the increase.