



# 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 29, 2024

MinuteTraq (IQM2) ID #: 24-0917

Department Requisition #: 6363-0001SERV

Requesting Department: DuPage Care Center	Department Contact: Nursing
Contact Email: annabel.leonida@dupageco.org	Contact Phone: 630-784-4250
Vendor Name: Maxim Healthcare Services, Inc.	Vendor #: 13962

**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 in the amount of \$28,715.00 to cover services through April 12, 2024.

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

This contract is to provide supplemental staffing (CNA's, LPN's & RN's) for the period 04/13/23 through 04/12/24, per Proposal renewal #21-006-CARE.

The Nursing Department has analyzed this contract and it has been determined that this contract will need to be increased to provide supplemental staffing services.

DPCC has decreased Novastaff Healthcare in the amount of \$28,715.00 to accommodate this increase to Maxim Healthcare (1 of 3 supplemental staffing companies). Maxim Healthcare has been providing the most staff on a consistent basis out of the three (3) supplemental staffing contracts.

NOTE: Decreasing Novastaff Healthcare (1 of 3) to allow for an increase to Maxim Healthcare, which will not impact budget line. No change in the budget line amount needed at this time.

### Strategic Impact

Quality of Life

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Maxim Healthcare Services is one (1) of three (3) companies that provides supplemental staffing to our facility. Maxim has been the company that is currently providing consistent agency staff for for the DuPage Care Center.

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

RFP #21-006-CARE

**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 (CNA's, LPN's & RN's) for the period 04/13/23 through 04/12/24, be increase in the amount of \$28,715.00 to cover services provided through the end of this contract period.
- 2) 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 challenges.

**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.

NO CHANGE TO THE BUDGET LINE

