Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0772	RFP, BID, QUOTE OR RENEWAL #: 24-002-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $200,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $530,000.00
	CURRENT TERM TOTAL COST: $115,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		*Department Information*	
VENDOR: RCM Technologies, Inc.	VENDOR #: 43749	DEPT: DuPage Care Center	DEPT CONTACT NAME: Annabel Leonida
VENDOR CONTACT: Nicollette Cusmano	VENDOR CONTACT PHONE: 312-269-5444	DEPT CONTACT PHONE #: 630-784-4250	DEPT CONTACT EMAIL: annabel.leonida@dupagecounty.gov
VENDOR CONTACT EMAIL: nicollette.cusmano@rcmt.com	VENDOR WEBSITE:	DEPT REQ #: 7569	

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.).
Supplemental Nursing Staffing Services for the DuPage Care Center, for the period April 13, 2026 through April 12, 2027, for a total contract amount not to exceed $115,000.00, under RFP renewal #24-002-DCC, second of three one-year optional renewal.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
RN's, LPN's and CNA's are vital front line positions in the operation of the DuPage Care Center. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. Staffing is utilized to maintain staffing levels in light of attrition (i.e. vacancies), scheduled time off,unscheduled time off (i.e. call-ins), and medical leaves. In order to ensure that DPCC is able to meet the prescribed staffing plan regardless of these issues, secondary staffing contracts will allow for adequate staffing when the existing pool of qualified DPCC staff is not available.

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 RENEWAL OF RFP	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP #24-002-DCC 93 invitations were sent 6 documents were requested 24 bid responses received, 7 vendors deemed non-responsive and 1 vendor was rejected. 3 vendors were approved with a contract.
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 RCM Health Care Services, Inc. for Supplemental Staffing Services for the DuPage Care Center, for the period April 13, 2026 through April 12, 2027. 2) Establish contingency plans to address staffing shortages as they occur, such as temporarily suspending new resident admissions to bring resident needs in line with current staffing ability. This would have a negative impact on revenue streams and cash flow. This would also have very little effect for those situations caused by unplanned absences.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: RCM Technologies, Inc.	Vendor#: 43749	Dept: DuPage Care Center	Division: Nursing Department
Attn: Nicollette Cusmano	Email: nicollette.cusmano@rcmt.com	Attn: connie pureza	Email: connie.pureza@dupagecounty.gov
Address: 33 North Dearborn Street, Suite 1535	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60602	State: IL	Zip: 60187
Phone: 312-269-5444	Fax: 312-346-3726	Phone: 630-784-4254	Fax:
Send Payments To:		*Ship to:*	
Vendor: RCM Technologies, Inc.	Vendor#: 43749	Dept: DuPage Care Center	Division:
Attn: Nicollette Cusmano	Email: nicollette.cusmano@rcmt.com	Attn: Annabel Leonida	Email: annabel.leonida@dupagecounty.gov
Address: 33 North Dearborn Street, Suite 1535	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60602	State: IL	Zip: 60187
Phone: 312-269-5444	Fax: 312-346-3726	Phone: 630-784-4250	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): April 13, 2026	Contract End Date (PO25): April 12, 2027

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		Supplemental Nursing Staffing	FY26	1200	2050	53090		75,000.00	75,000.00
2	1	EA		Supplemental Nursing Staffing	FY27	1200	2050	53090		40,000.00	40,000.00

FY is required, ensure the correct FY is selected.

Requisition Total $ 115,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Supplemental Nursing Staffing Services for the DuPage Care Center, for the period April 13, 2026 through April 12, 2027, for a total contract amount not to exceed $115,000.00, under RFP renewal #24-002-DCC, second of three one-year optional renewal.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. March 3, 2026 Human Services Committee
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.