



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

### SECTION 1: DESCRIPTION

<b>General Tracking</b>		<b>Contract Terms</b>	
FILE ID#: 24-2936	RFP, BID, QUOTE OR RENEWAL #: 18-094-JM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$22,600.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$22,600.00
	CURRENT TERM TOTAL COST: \$22,600.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<b>Vendor Information</b>		<b>Department Information</b>	
VENDOR: PETHEALTH SERVICES USA INC	VENDOR #: 29775	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: Jamie Fitzpatrick Client Services Director, Software Specialist	VENDOR CONTACT PHONE: (224) 324-0253	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: jamie.fitzpatrick@pethealthinc.com	VENDOR WEBSITE: PetPlace.com   24Pet.com	DEPT REQ #:	

#### 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.). PetPoint shelter management database software went live at Animal Services in the fall of 2020 following an extensive RFP process (#18-094-JM). This contract has been approved by the IT Department as a Sole Source procurement item.

**JUSTIFICATION** Summarize why this procurement is necessary and what objectives will be accomplished  
Animal Services relies on shelter management software to track client interactions, animal activity, and shelter operations. PetPoint provides Animal Services with critical functions such as detailed financial tracking and reporting, workflow management, customizable reporting and dynamic data management through its Enterprise, Builders, and Constituent Services suites. The PetPoint platform allows Animal Services to provide a higher level of client service, better measure outcomes, assess community needs, target services, and make more informed decisions, with the aim of being fiscally responsible and building on principles of quality and efficiency.

### 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.  
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

**DECISION MEMO REQUIRED** Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

<b>SOURCE SELECTION</b>	Describe method used to select source.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	<p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER</p>
<b>NECESSITY AND UNIQUE FEATURES</b>	<p>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.</p> <p>In 2020, Animal Services converted from an outdated home-grown Microsoft Access database to the cloud-based PetPoint shelter management software platform following an extensive research and RFQ process. PetPoint software is available only through Pethealth Services Inc. PetPoint provides Animal Services with critical functions such as detailed financial tracking and reporting, workflow management, customizable reporting and dynamic data management through its Enterprise, Builders, and Constituent Services suites. The PetPoint platform allows Animal Services to provide a higher level of client service, better measure outcomes, assess community needs, target services, and make more informed decisions, with the aim of being fiscally responsible and building on principles of quality and efficiency. Since 2020, Pethealth Services has acquired even more brands that further enhance Animal Services ability to report and reunite lost and found pets with their families. 24PetWatch microchips are priced at the same price point as former microchip vendor Datamars, with the added benefit (to Animal Services and to the client) of free lifetime registration. Additionally, the 24PetConnect portal allows the public to post and network lost and found pets and notifies owners if/where their animal has been found. 24PetConnect access can also be assigned to key Animal Services partners that will make it possible for them to post their agency's own lost/found pets free of charge. Animal Services was able to replace its outdated and inefficient home-grown lost/found database with the 24PetConnect iframe which has allowed Animal Services to increase efficiencies while providing enhanced lost/found services with the added benefit of reducing the number of county-managed databases and sharing information within an integrated online (24PetConnect) community. Animal Services was also able to replace its outdated Adoptable Animals database with the Petpoint Available Animals iframe which allows Animal Services to automate the posting and removal of an animal to/from the adoption website with one click in the animal's PetPoint record. PetPoint has also made it possible to automate animal postings on the third party website Petfinder via the Petlink integration, saving hundreds of staff hours spent duplicating adoptable animal postings on Petfinder.</p>
<b>MARKET TESTING</b>	<p>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.</p> <p>In 2018 Procurement sent out requests for proposal (#18-094-JM) to thirteen (13) companies, five (5) responded. Animal Services used a scoring system that evaluated the solution's functionality, usability, sustainability, interfaces, vendor credibility, and pricing. Pethealth Services Inc. had the highest score with Chameleon Software coming in second highest. In 2020, Pethealth Services acquired Chameleon Software. There is currently not another shelter management software provider that is able to provide the extensive features and functionality that Pethealth Services Inc. does.</p>
<b>AVAILABILITY</b>	<p>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. The following shelter management software platforms were evaluated:</p> <p>Pethealth Services Inc. Renee Wolfram, Client Services - Animal Welfare Director, 847-306-1388, renee.wolfram@pethealthinc.com</p> <p>Chameleon Software (now a part of Pethealth Services Inc.)</p> <p>Shelter Pro <a href="https://www.shelterpro.com/">https://www.shelterpro.com/</a></p> <p>Animals First <a href="https://animalsfirst.com/">https://animalsfirst.com/</a></p> <p>ShelterLuv <a href="https://www.shelterluv.com/">https://www.shelterluv.com/</a></p> <p>Shelter Buddy <a href="http://www.shelterbuddy.com/index.html">http://www.shelterbuddy.com/index.html</a></p>

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: PETHEALTH SERVICES USA INC	Vendor#: 29775	Dept: ANIMAL SERVICES	Division:
Attn: Jamie Fitzpatrick Client Services Director, Software Specialist	Email: jamie.fitzpatrick@pethealthinc.com	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 3315 W Algonquin Rd	City: Rolling Meadows	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: (224) 324-0253	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: PETHEALTH SERVICES USA INC	Vendor#: 29775	Dept: ANIMAL SERVICES	Division:
Attn:	Email:	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: P.O. Box 2150	City: Buffalo	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: NY	Zip: 14240	State: IL	Zip: 60187
Phone: 1-866-600-4815	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): Nov 30, 2025

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	Software	Annual Fee Petpoint Enterprise Software & Suites Licensing and Maintenance	FY25	1100	1300	53807		10,600.00	10,600.00
2	1500	EA	Microchip	Standard 12 gauge microchip w/registration	FY25	1100	1300	52320		5.25	7,875.00
3	750	EA	Microchip	Mini 15 gauge microchip w/registration	FY25	1100	1300	52320		5.50	4,125.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 22,600.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Microchip quantities increased as community outreach activities are expected to increase in FY25.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.