



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$16,750.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,750.00
	CURRENT TERM TOTAL COST: \$16,750.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: PETHEALTH SERVICES USA INC	VENDOR #: 29775	DEPT: Animal Services	DEPT CONTACT NAME: Kristie Lecaros
VENDOR CONTACT: Jessica Nelson Director of Client Services, Software Specialist	VENDOR CONTACT PHONE: 224.342.2610	DEPT CONTACT PHONE #: (630) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupageco.org
VENDOR CONTACT EMAIL: Jessica.Nelson@Pethealthinc.com	VENDOR WEBSITE: https://www.pethealthinc.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 is for the annual PetPoint software license fee, PetPoint support, and 24PetWatch microchips for the period of October 23, 2023 - October 22, 2024.			
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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
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).

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Pethealth Services USA Inc.	Vendor#: 29775	Dept: Animal Services	Division:
Attn: Jessica Nelson Director of Client Services, Software Specialist	Email: Jessica.Nelson@Pethealthinc.com	Attn: Kristie Lecaros	Email: animalservices@dupageco.org
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: 224.342.2610	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: animalservices@dupageco.org
Address: P.O. Box 2150	City: Buffalo	Address: 120 N. County Farm Rd	City: Wheaton
State: NY	Zip: 14240	State: IL	Zip: 60187
Phone:	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): Oct 23, 2023	Contract End Date (PO25): Oct 22, 2024
Contract Administrator (PO25):			

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			Annual Fee Petpoint Enterprise Software & Suites	FY24	1100	1300	53807		10,600.00	10,600.00
2	700	EA		Standard 12 gauge microchip	FY24	1100	1300	52320		5.25	3,675.00
3	450	EA		Mini 15 gauge microchip	FY24	1100	1300	52320		5.50	2,475.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 16,750.00

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. Approved for Per 55 ILCS 5/5-1022 Competitive Bids (D) IT/Telecom Purchases Under \$35,000 by A. McPhearson and V. Calvente
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement