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

SECTION 1: DESCRIPTION

General Tracking

FILE ID#: 25-1915	RFP, BID, QUOTE OR RENEWAL #:
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/19/2025
	CURRENT TERM TOTAL COST: $90,980.00

Contract Terms

INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $90,980.00
PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $90,980.00
MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information

VENDOR: Kronos Inc., A UKG Company	VENDOR #: 11850
VENDOR CONTACT: Endisima Tep	VENDOR CONTACT PHONE: 978-947-7311
VENDOR CONTACT EMAIL: endisima.tep@UKG.com	VENDOR WEBSITE:

Department Information

DEPT: Administration	DEPT CONTACT NAME: Shauna Berman
DEPT CONTACT PHONE #: 630-784-4261	DEPT CONTACT EMAIL: shauna.berman@dupagecounty.gov
DEPT REQ #: 7526	

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.).
Software support services for the Kronos automated time and attendance system, for the DuPage Care Center, for the period September 28, 2025 through September 27, 2026, for a contract total not to exceed $90,980.00, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - renewal to sole maintenance/upgrade provider)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Software support services for Kronos automated time and attendance Workforce system. This contract will also include an upgrade to Kronos Pro Workforce, effective 01/01/26 with no interruptions in service, as well as continued Payroll Based Journal (PBJ) reporting.
NOTE: Payroll-based Journal (PBJ) is a system used to track and report staffing and payroll data in nursing and long-term care facilities. PBJ reporting is mandated by the Centers for Medicare & Medicaid Services (CMS) under Section 6106 of the Affordable Care Act (ACA). the primary purpose of PBJ reporting is to ensure nursing facilities maintain adequate staffing levels for quality of care and are held accountable for positive resident outcomes.
NOTE: Failure to submit accurate employee data may result in citations and civil money penalties, as well as reduced staffing star rating, significant reduction in revenue as well as severe consequences of terminating the facility's contract, transfer residents and potentially leading to a closure.

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

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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. Kronos/UKG are experts that are well versed in the reporting structure and format for Payroll-based Journal (PBJ) to track and report staffing and payroll data in nursing and long-term care facilities. The Kronos/UKG team collaborates directly with Centers for Medicare & Medicaid Services (CMS) and understands the changes that are mandated under Section 6106 of the Affordable Care Act (ACA).
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. yes, is currently being tested
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. Other companies do not have the in depth reporting of Payroll Based Journaling (PBJ) that is needed for reporting to CMS. Failure to submit accurate employee data may result in citations and civil money penalties, as well as reduced staffing star rating as well as severe consequences of terminating the facility's contract, transfer residents and potentially leading to a closure.

SECTION 5: Purchase Requisition Information

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Kronos Inc., A UKG Company	Vendor#: 11850	Dept: DuPage Care Center	Division: Administration
Attn: Endisima Tep	Email: endisima.tep@ukg.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 900 Chelmsford Street	City: Lowell	Address: 400 N. County Farm Road	City: Wheaton
State: MA	Zip: 01851	State: IL	Zip: 60187
Phone: 978-947-7311	Fax:	Phone: 630-784-4261	Fax:
Send Payments To:		*Ship to:*	
Vendor: Kronos Inc., A UKG Company	Vendor#: 11850	Dept: DuPage Care Center	Division: Administration
Attn:	Email:	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 900 Chelmsford Street	City: Lowell	Address: 400 N. County Farm Road	City: Wheaton
State: MA	Zip: 11850	State: IL	Zip: 60187
Phone: 978-947-7311	Fax:	Phone: 630-784-4261	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 28, 2025	Contract End Date (PO25): September 27, 2026

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 support services and upgrade for Kronos time and attendance for the DuPage Care Center	FY25	1200	2000	53807		90,980.00	90,980.00

FY is required, ensure the correct FY is selected.

Requisition Total $ 90,980.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Software support services for the Kronos automated time and attendance system a, for the DuPage Care Center, for the period September 28, 2025 through September 27, 2026, for a contract total not to exceed $90,980.00, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - renewal to sole maintenance/upgrade provider)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 08/19/25 HS Committee 08/26/25 County Board Meeting
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.