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JOHN P. DALEY
Chairman
Committee on Finance

**Commissioner – 11th District
Cook County Board of Commissioners**

October 31, 2017

Dr. John Jay Shannon
Chief Executive Officer
Cook County Health and Hospital System
1900 W. Polk St.
Chicago, IL 60612

Dear Dr. Shannon:

During the Bureau of Finance budget hearing on October 23, 2017, inquiries were made regarding the consolidation of procurement activities for the Cook County Health and Hospital System with the Office of the Chief Procurement Officer ("OCPO"). The Committee on Finance requests that you collaborate with the OCPO and other stakeholders to explore all possible areas of consolidating County procurement operations.

This request is made on behalf of the entire Board of Commissioners. The Board seeks to work cooperatively with your office to achieve cost savings and increased efficiencies. Please review the questions and request for information attached hereto as Exhibit A.

Please submit your responses to the Board of Commissioners and send a carbon copy to the Chief Procurement Officer, Shannon E. Andrews at Shannon.Andrews@cookcountyil.gov by Monday, November 6, 2017.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "John P. Daley", is written over a horizontal line.

John P. Daley

Chairman, Finance Committee



Operational Considerations

1. What is CCHHS Procurement's current open workload of New Contracts by Procurement Type?
 - Bid-Formal >\$25K
 - Bid-Small Order<\$25K
 - RFP/RFO/RFIs
 - Sole Sources
 - Emergencies
 - Piggybacks
 - Job Order Contracts (Construction)
2. How many New Contracts did CCHHS Procurement complete by procurement type in FY2016?
 - Bid-Formal >\$25K
 - Bid-Small Order<\$25K
 - RFP/RFO/RFIs
 - Sole Sources
 - Emergencies
 - Piggybacks
 - Job Order Contracts (Construction)
3. What are CCHHS Procurement's cycle time targets vs. actuals for all Procurement Types, including Amendments?
 - Bid-Formal >\$25K
 - Bid-Small Order<\$25K
 - RFP/RFO/RFIs
 - Sole Sources
 - Emergencies
 - Piggybacks
 - Job Order Contracts (Construction)
 - Amendments
4. What is CCHHS Procurement's current open workload of Amendments?
5. How many amendments did CCHHS Procurement complete in FY2016?
6. What were CCHHS's top 10 contracts by dollar value in FY2016?
7. How many Outreach & Educational Activities does CCHHS Procurement attend each year?
8. How many Workshops does CCHHS Procurement conduct each year? Please describe the primary purpose of each workshop.
9. Does CCHHS Procurement have a Buying Plan prepared for FY2018? Please provide the CCHHS FY2017 Buying Plan.
10. How many Using Departments does CCHHS Procurement Serve?
11. How many Procurement Liaisons does CCHHS Procurement have?
12. Does CCHHS Procurement use any software to track open and completed new contracts/amendments?
13. What Interfaces have been built between Oracle and 3rd Party software for CCHHS Procurement?
14. How many FTEs does CCHHS Procurement have associated with Strategic Sourcing?
15. How many FTEs does CCHHS Procurement have associated with Commodity Purchases?
16. How many FTEs does CCHHS Procurement have associated with administrative tasks?
17. How many Managers does CCHHS Procurement have?
18. How many dedicated legal personnel does CCHHS Procurement have to negotiate contracts?
19. What other functions does CCHHS Procurement Perform? i.e. inventory, supply chain management, etc..
20. What is the approximate number of files that are onsite at CCHHS Procurement? If there any files stored offsite, where is the location?
21. Does CCHHS Procurement post completed contracts and amendments to open data?
22. Does CCHHS Procurement post information concerning bid tabulations or RFP openings to open data
23. Does CCHHS Procurement post information concerning the intent to execute contracts or intent to award contracts requiring Board approval to open data?

24. Does CCHHS Procurement advertise procurement opportunities in the newspaper? If so, what is the annual budget for advertisement?
25. Does CCHHS Procurement report out on procurements which do not fall under its Board's Authority?
26. What is CCHHS Procurement's procedure for communicating to suppliers during the advertisement/evaluation period? Are any of the following letters sent? If so please provide the template letters.
 - Addendum Letter
 - Cancellation Letter
 - Non-Responsive Letter
 - Non-Selection Letter
 - Oral Presentation Request Letter
 - Best and Final Offer Letter
 - Negotiation Letter
 - Award Letter
27. What is CCHHS's Encumbrance Policy regarding requisitions and purchase orders? When do requisitions and purchase orders encumber funds?
28. For IT Procurements, does CCHHS Procurement obtain written concurrence from the Bureau of Technology or another Technology Agency?

Legal/Ordinance Considerations/Procurement Code Considerations

1. Did CCHHS Procurement receive audit findings, of any kind during FY2015 and FY2016? If so, please state the nature of the audit findings, the recommendations and whether CCHHS Procurement has implemented the recommendations?
2. What are the latest CCHHS Templates being used for Contracts, Modifications, Amendments, Addendums, Memos, etc? Please provide copies.
3. Please provide a copy of all forms including but not limited to the Economic Disclosure Statement, Preference Forms, Site visits, etc.
4. Does CCHHS Procurement have templates for the RFP Evaluation Committees and/or Bid Evaluation process?
5. Please provide the number of disputes the CCHHS Procurement has received in the past three years and the number of decisions CCHHS Procurement has entered.
6. Does CCHHS Procurement allow Using Agencies to independently procure goods and services under a certain dollar threshold? If so, what is the dollar amount and does the CCHHS Procurement Officer or equivalent execute those contractual documents?
7. Please provide the number of notices of default or notices of cure that CCHHS Procurement has issued during the past three years.
8. How many FOIA requests does CCHHS Procurement get each month/year? How many dedicated personnel within CCHHS Procurement are responsible for providing information for FOIA requests?
9. Please provide the most recent CCHHS Procurement System Manual. Has CCHHS Procurement adopted changes made to the most recent Cook County Procurement Code?
10. How does CCHHS Procurement verify the accuracy of information included in Economic Disclosure Statements?
11. How does CCHHS Procurement verify that Contractors are providing the requested insurance?
12. Does CCHHS Procurement work with other CCHHS personnel to ensure that unique federal laws, such as HIPAA and HITECH are addressed in contracts?
13. How does CCHHS dispose of its unusable, surplus, obsolete or charitable property?
14. How many CCHHS vendors have utilized any of the bid incentive or earned credit programs allowed by the Cook County Procurement Code since implementation?