

Resolution # 23-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and,

WHEREAS, the Department of Public Defender's wishes to procure goods and/or services from Dr. Pan for the purpose of Forensic Examinations in the amount of approximately \$40,000.00; and

WHEREAS, this purchase will allow the Public Defender's Office to provide Forensic Examinations to our clients to ensure fitness to stand trial; and

WHEREAS, as documented by the approval of this resolution, Courts Committee has approved the Public Defender's Department's request to procure the items specified and the committee recommends that the County Board approve procurement of the same, and;

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 14th day of May, 2019, approves the procurement of the goods and/or services detailed above. The Elected Official/Department Head is authorized to sign required documents to execute the provision of this procurement.

FILED

MAY 03 2019

Don Hay
Sangamon County Clerk

RECEIVED
2660

APR 17 2019

Attachment: Purchase Order form

Andy Goleman
SANGAMON COUNTY AUDITOR

Approved by the Courts _____ Committee

May 2nd _____, 2019

[Signature] Chairman _____, Member

Pam Deppe, Member _____, Member

T Smith, Member _____, Member

Jay Huff, Member _____, Member

Ryan B. Muchi, Member _____, Member

Abe Forsyth, Member _____, Member

[Signature] Member

Sangamon County Purchase Order Template
(Pre-ERP Implementation)

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-- Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

Department Information

Department Public Defender's Office
Employee Contact Shannon Adams/ Robert Scherschligt

Purchase Request Information

Vendor Dr. Pan
Purchase Description Forensic Examinations
Quantity case by case basis
Price Per Unit \$300.00/hr
Total Price \$40,000.00
G/L 001.004.514.000

Tracking
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2660
APR 8 2019
Andy Goleman
SANGAMON COUNTY AUDITOR

PO Number 2019-0408-004-00568B
(Manually assigned by Department)

Date: 3/20/2019

Legal Review (if applicable; see below) 3/14/2019 Spoke with Dwayne Gab

Sent to Auditor's Office for Review 3/20/2019

Note: PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting.

Auditor's Office Review Completed *Winda [Signature]* 3/24/19

Approved by Oversight Committee *[Signature]*

Approved by County Board (if applicable) *[Signature]*

*County Board Resolution Required

Note: Please attach all required documents such as quotes, bids, rfp's, evaluations, etc.

Legal Review is required for:

- All services being performed for or on behalf of the County
- All goods in excess of \$10,000 per year
- Any goods or services being procured through an RFP/Bid Process
- Intergovernmental/Interagency Agreements
- If a vendor or other agency requires a contract or written agreement.

Explanation of Expenditure

The Public Defender's Office uses Forensic Psychiatrists to examine clients for fitness to stand trial and sanity evaluations. \$40,000 is quite a substantial amount of funds and the reason we are asking for such a substantial amount of money, is because we are seeking approval for the entire year. We have no way of knowing exactly how many cases will need Forensic Examinations, however last year (2018) we spent \$37, 800.00 with Dr. Pan. I have discussed legal review with Attorney Dwayne Gab and although we do not need formal quotes or bids, because this falls under professional services, he recommend, I do my due diligence and do a google search to ensure we are getting a fair price. I did so, and what I found was the going rate for a Forensic Psychiatrist is \$250.00 - \$900.00 per hour based on expertise. We majorly use Dr. Pan who charges \$300.00 per hour and is very time efficient, which helps keep the cases moving along and is a very fair price.

We hire Dr. Pan on each case individually and enter into an agreement/contract per case, which does not come close to or exceed \$30,000.00