

Date Received

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information

Department:	Org Code:
<input type="text" value="54-Public Health"/>	<input type="text" value="5420200"/>
Contact Name:	Subsubject:
<input type="text" value="Heather Orchard"/>	<input type="text" value="4324"/>
Telephone:	User Code:
<input type="text" value="(530) 621-6155"/>	<input type="text"/>
	Fax:
	<input type="text"/>

Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
<input type="text" value="Maxim Healthcare Staffing Services, Inc."/>	<input type="text" value="7227 Lee Deforest Drive, Columbia, MD 21046-3236"/>
Contact Name:	
<input type="text" value="Andrea Torres"/>	<input type="text" value="7227 Lee Deforest Drive, Columbia, MD 21046-3236"/>
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
<input type="text" value="\$200,000"/>	<input type="text" value="jutorres@maximhealth.com"/>
Telephone:	Fax:
<input type="text" value="(410) 910-1500"/>	<input type="text"/>

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

Sole Source Justification utilizing Board of Supervisor Policy C-17 3.4 (2) (f) the procurement is for goods where the continuity of providers will provide efficiency or critical knowledge, and other providers of the goods cannot provide similar efficiencies or critical knowledge.

From August 25, 2020, to June 30, 2023, HHSA entered into Agreement #5061, with Maxim Healthcare. The purpose of this agreement was to address critical staffing needs within Public Health. These needs arose due to persistent challenges in recruiting Registered Nurses (RNs) and Public Health Nurses (PHNs) for vaccine programs and other essential areas. Maxim Healthcare emerged as the most dependable provider of specialized services of as-needed Public Health. Other providers, when compared to Maxim Healthcare, lacked the capacity to consistently deliver qualified PHNs and RNs with the specific expertise required in the field of Public Health nursing.

The chronic failures in recruiting suitable candidates for these specialized positions resulted in staffing shortages that hindered HHSA's ability to fulfill mandated services. The absence of needed staffing has impeded our capacity to vaccinate children, adults, and seniors against vaccine-preventable diseases. It also compromised our ability to provide essential nursing support at emergency shelters and to carry out disease surveillance and reporting, as mandated under CCR Title 17.

Department Head: *Olivia Byron-Cooper*
Olivia Byron-Cooper (Sep 22, 2023 11:50 PDT)
 Signature

Purchasing Agent: *Michelle Werners*
 Signature

Board of Supervisors: _____ P&C Assignment: _____

Date: _____ Assigned To: _____

Item: _____ Date: _____

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

We have attempted to locate health care staffing agencies that could provide nursing and other health care staff on-site at our western slope and South Lake Tahoe locations without success. Maxim Healthcare is the only supplier available. Additionally, further delay could lead to a public health emergency. In addition to the additional staffing needs related to back to school immunizations and communicable disease, fire season is upon us, in which we will need additional nursing staffing related to emergency shelter support.

Furthermore, it's important to note that Maxim Healthcare is officially approved by the California Department of Public Health (CDPH) within the Covid-19ELC068 grant budget. This approval grants HHSA the flexibility to allocate funding for these positions exclusively to utilize the services provided by Maxim Healthcare.

2. Provide the background of events leading to this acquisition.

Staffing shortages in Public Health Communicable Disease have continued to be a significant problem, especially in the nursing field post-Covid. The nursing position for the the Vaccine for Children (VFC) program has been unfilled for over 15 months. We have had several failed recruitments, most recently, over 3,000 views for the opening without a single applicant. Even temporary positions are difficult to fill. It is critical we obtain staffing to support back to school immunizations and extra support year - round. Additionally, we have an opening in communicable disease investigation that we have also had difficulty filling. To meet the health and safety demands for our community, outside staffing is needed.

HHSA contracted with Maxim Healthcare as noted above to provide the services from 8/25/20 - 6/30/23 due to staffing shortages PH as been in need again due to failed recruitments to provide these services.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

Because of the highly specialized nature of sourcing qualified, licensed, and experienced Public Health Nurses (PHNs), HHSA has identified Maxim Healthcare as the most dependable provider for this particular category of position. Maxim Healthcare has demonstrated its capability to supply on-site non-hospital staffing for both the Western Slope and South Lake Tahoe locations.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

The communicable disease unit will continue to suffer staffing shortages, limiting its ability to meet the public health and safety demands. We will have limited ability to assist local schools in meeting the childhood immunizations requirements for school entrance. We will also have limited capabilities to support the health needs during emergencies at our emergency shelters. Ongoing staffing shortages puts a long-term strain on existing staff, leading to staff burnout and turnover.

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

Market research included Internet searches and discussions with local community health care partners. Actual staffing agencies that could provide us with immediate outpatient nursing staff commensurate with Public Health staffing needs are not available to offer services in El Dorado County for the western slope and South Lake Tahoe. The agencies we were able to locate (3) are recruitment firms that deal with traveling hospital nurses and ancillary staff: (1) FlexCare located at 532 Gibson Drive, Suite 100, Roseville, CA; (2) Accountable Health Care located at 7777 Greenback Lane, Sre 205, Citrus Heights, CA; and, (3) Avid Healthcare Services located at 8880 Cal Center Drive #400, Sacramento, CA.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

Pricing analysis was based on professional research articles that report industry averages. While Maxim's prices are at the higher end of the scale, considering the higher cost of living (impacting salaries, malpractice, etc.) in California, they are within the industry standard.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

While the cost savings may not be substantial, the shortage in staffing has compelled us to contract for the specific specialized positions mentioned. Given the recurring challenges in recruitment and the as-needed nature of this contract, HHSa has deemed the expenses reasonable in order to fulfill the pressing community needs.