



Legislation Text

File #: 22-1535, **Version:** 1

Human Resources Department, Risk Management Division, recommending the Board:

- 1) Make findings that the provision of pre-employment health screening and physical examinations provided by Occu-Med LTD. are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030 (B);
- 2) Make findings in accordance with Procurement Policy C-17, Section 3.4 (2) exempting the competitive bidding process because the Contractor is the sole qualified provider that provides pre-employment health screening and physical examinations and therefore, it is not possible to obtain competitive bids;
- 3) Approve and authorize the Chair to sign Agreement 6922 with Occu-Med LTD., for pre-employment health screening and physical examinations with a total not-to-exceed amount of \$276,000 for a two-year term of January 1, 2023 - December 31, 2024; and
- 4) Authorize the Purchasing Agent to execute any necessary amendments relating to Agreement 6692, excluding term extensions and increases to the not-to-exceed amount, contingent upon approval by County Counsel and Risk Management.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

In accordance with Board Policy Number C-17, departments are required to obtain authorization from the Board of Supervisors to utilize any contract for services that exceeds \$100,000. The contract process for this agreement was initiated prior to the October 20, 2022, Procurement Policy going into effect. The Human Resources Department, Risk Management Division is requesting the Board approve and authorize the Chair to sign Agreement 6922 with Occu-Med LTD., for a total not-to-exceed amount of \$276,000 for a two-year term of January 1, 2023 - December 31, 2024.

The Contractor currently provides professional occupational health consulting and related services under Agreement 5309 that includes but is not limited to pre-employment health screenings and physical examinations. The Contractor also provides advice and guidance to the County related to the results of these screenings and evaluations.

Occu-Med LTD. was awarded Request for Proposal 19-961-007 on November 20, 2018, with Legistar item 18-1766. Occu-Med has provided professional occupational health consulting and related services for the County since January 2019. The County initiated a Request for Proposals (RFP) but due to Occu-Med being the only qualified respondent, Human Resources is requesting the Board waive competitive bidding for this Agreement. The proposed Agreement 6922 will continue professional occupational health consulting and related services for the County.

ALTERNATIVES

The Board could choose not to approve the agreement and Human Resources, Risk Management Division could find another vendor to provide pre-employment health screenings and physicals.

PRIOR BOARD ACTION

November 20, 2018, Legistar Item 18-1766 - approval of Occu-Med Agreement 3576, award of Request for Proposal 19-961-007.

December 15, 2020, Legistar Item 20-1538 - approval of Occu-Med Agreement 5309.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

CAO, County Counsel, Procurement and Contracts

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Agreement 6922 includes a 10-15% increase in fees compared to Agreement 5309 with Occu-Med. Funding for the Agreement is included in the Human Resources Program Budget for Fiscal Year 2022-23. Any department specific services will be charged back to that department.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to obtain Board Chair signature on Agreement 6922 and forward to CAO Fiscal, attention Kelley Lawrie.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources