



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Robert Sapien, Jr.

**SUBJECT:** Report on the Request for  
Proposal for the Fire  
Department's Wellness  
Program

**DATE:** November 25, 2024

Approved:

Date:

12/5/24

**COUNCIL DISTRICT:** Citywide

## **RECOMMENDATION**

- (a) Accept the San José Fire Department report on the Request for Proposal for Wellness Program services.
- (b) Adopt a resolution authorizing the City Manager or her designee to:
  - (1) Negotiate and execute an agreement with Active Wellness, LLC to provide services for an initial three-year term beginning January 2, 2025 through January 1, 2028, for a maximum compensation not to exceed \$537,900 for the initial term (\$179,300 annually);
  - (2) Negotiate and execute amendments as required to add, delete, or modify services to address seasonal variations, budgetary constraints, or unanticipated changes in demand, subject to the appropriation of funds; and
  - (3) Exercise up to two one-year options to extend the term of the agreement through January 1, 2030, subject to the appropriation of funds.

## **SUMMARY AND OUTCOME**

Approval of this recommendation will provide continuity to the San José Fire Department's Safety and Wellness Program for the sworn personnel. This program provides a comprehensive and full-service wellness program with a dedicated on-site

manager, fitness testing, database system and reporting, health management portal, and other services.

## **BACKGROUND**

The Fire Department's Safety and Wellness program is responsible for supporting efforts to reduce and prevent workplace health and safety hazards for sworn personnel.

Under the Office of the Fire Chief, the Safety and Wellness program is responsible for the implementation and management of a full-service wellness initiative. This program is committed to providing a database and portal for monitoring and tracking individual and program-wide metrics. A contracted, full-time on-site Program Manager oversees the wellness program and coordinates with City staff to develop strategies to reduce the incidence of injuries and illness among sworn personnel. The contracted Program Manager also provides health, fitness, and wellness training programs for all sworn personnel to help improve their quality of life.

The last Request for Proposal (RFP) for a full-service wellness program was conducted in 2019. Active Wellness, LLC was awarded a three year contract with two additional one-year options to extend. This contract was amended twice in anticipation of issuing a new RFP. The first amendment increased the maximum compensation for one year and the second amendment extended the term and compensation to ensure this service was maintained while the department issued a new RFP.

On September 17, 2024, the City released a new RFP for these same services. The RFP closed on October 11, 2024, and the results are detailed in the analysis section below.

## **ANALYSIS**

On September 17, 2024, the City released an RFP for a full-service wellness program through the City's e-procurement system, Biddingo. The RFP was downloaded by 15 unique companies, resulting in the City receiving two complete and responsive proposals.

### ***Evaluation Process***

The proposals were evaluated and scored independently by a three-member evaluation team consisting of subject-matter experts from three separate departments in the City. The expense and time required to conduct oral interviews, with the scores, were considered and oral interviews were deemed unnecessary. The evaluation scores are summarized below.

<b>Evaluation Criteria</b>	<b>Maximum Percentage</b>	<b>Active Wellness, LLC</b>	<b>Pinnacle Training Systems</b>
Proposal Responsiveness	Pass/Fail	Pass	Pass
General Requirements	10%	8%	7%
Experience and Qualifications	40%	37%	29%
Project Approach	30%	26%	22%
Cost Proposal	10%	9%	6%
Local Business Enterprise	5%	5%	0%
Small Business Enterprise	5%	0%	0%
<b>Total</b>	<b>100%</b>	<b>85%</b>	<b>64%</b>

***Protest***

The RFP process included a 10-day protest period that commenced when the City issued the Notice of Intended Award on October 1, 2024. No protests were received.

***Award Recommendation***

The evaluation panel used the criteria established within the RFP. Based on the results of the RFP process and evaluations, staff recommends awarding a contract to Active Wellness, LLC.

**EVALUATION AND FOLLOW-UP**

No further follow-up is required for this item, and no additional evaluation will be conducted.

**COST SUMMARY/IMPLICATIONS**

- 1. AMOUNT OF RECOMMENDATION (three-year initial term):** \$537,900
- 2. SOURCE OF FUNDING:** General Fund and Fire Development Fee Program

3. **FISCAL IMPACT:** Funding for the wellness program in the amount of \$179,300 is included in the Fire Department’s 2024-2025 Adopted Operating Budget. Ongoing funding for subsequent years of the initial three-year term is appropriated in the Fire Department’s budget. Any adjustments to the funding will be requested through future budget actions.

**BUDGET REFERENCE**

The table below outlines the allocated funds and appropriations, as well as the remaining anticipated project costs for the recommended contract.

Fund No.	Appn. No.	Appropriation Name	Total Appropriation	Amount for Contract	2024-2025 Proposed Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0542	Non-Personal/Equipment	\$12,970,821	\$451,500	567	10/22/2024; Ord No. 31130
240	0549	Fire Fee Development Program Non-Personal/Equipment	\$216,699	\$86,400	568	06/18/2024; Ord No. 31102

**COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Manager’s Budget Office.

**PUBLIC OUTREACH**

This memorandum will be posted on the City’s Council Agenda website for the December 17, 2024 City Council meeting.

**COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

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**CEQA**

Not a Project, Public Project File No. PP17-003, Agreements/contracts (new or amended) resulting in no physical changes to the environment.

**PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

A handwritten signature in black ink, appearing to read "Robert Sapien, Jr.", with a stylized flourish at the end.

ROBERT SAPIEN, JR.  
Fire Chief, Fire Department

For questions, please contact Athena Trede, Deputy Director, Fire Department, at [athena.trede@sanjoseca.gov](mailto:athena.trede@sanjoseca.gov) or (408) 794-6953.