



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Robert Sapien, Jr.

**SUBJECT: REPORT ON REQUEST FOR
PROPOSAL FOR MEDICAL
ADVISOR SERVICES WITH
OPTIONAL REGISTERED NURSE
SERVICES**

DATE: October 26, 2020

Approved

Date

11/5/2020

RECOMMENDATION

- (a) Accept the Fire Department report on the Request for Proposal (RFP) for Medical Advisor Services with Optional Registered Nurse Services.
- (b) Adopt a resolution authorizing the City Manager to:
 - (1) Negotiate and execute an agreement with Stanford Health Care to provide medical advisor services for an initial three-year term beginning on or about December 1, 2020 through November 30, 2023 for a maximum compensation not to exceed \$495,000 for the initial term (\$165,000 annually), subject to the appropriation of funds;
 - (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 (2) one-year option to extend the term of the agreement through November 30, 2025, subject to the appropriation of funds.

OUTCOME

Approval of this recommendation will provide the continuity of emergency medical advisor services to provide representation, clinical subject matter expertise, and medical oversight for the Fire Department Emergency Medical Services (EMS) program.

BACKGROUND

The Fire Department EMS program is responsible for the administration of personnel that deliver pre-hospital emergency medical services to people who live, work, and visit the City.

Within the EMS program, the emergency medical advisor provides provide representation, clinical subject matter expertise, and medical oversight for Advanced Life Support, Basic Life Support, Emergency Medical Dispatch Priority Reference System, and the Weapons of Mass Destruction programs.

The last RFP for EMS medical advisor services was conducted in 2016. Stanford Health Care was awarded a one (1) year contract with two (2) additional one-year options. In addition, the contract also received several extensions in anticipation of issuing a new RFP.

In July 2020, the City issued an RFP for these services, the results of which are detailed in the analysis section below.

ANALYSIS

On July 21, 2020, the City released a Request for Proposal (RFP) for Medical Advisor with Optional Registered Nurse Services through the City's e-procurement system, Biddingo. While a total of four (4) companies viewed the RFP, the City received a single proposal for medical advisor services from the incumbent, Stanford Health Care. No submissions were received for the registered nurse services option.

Evaluation Process:

The proposal was evaluated and scored independently by a three-member evaluation team consisting of sworn personnel from the Fire Department. The City considered the expense and time required to conduct oral interviews and deemed it unnecessary as only one proposal was received. The evaluation scores are summarized below:

Evaluation Criteria	Maximum Points	Stanford Health Care
Proposal Responsiveness	Pass/Fail	Pass
General Requirements	5	4.7
Experience and Qualifications (Medical Advisor)	100	93.3
Experience and Qualifications (Registered Nurse Option)	N/A	N/A
Project Approach	60	54.7
Technical Capabilities (Medical Advisor)	100	91.7
Technical Capabilities (Registered Nurse Option)	N/A	N/A
Cost Proposal	5	1.3

Local Business Enterprise	5	5.0
Small Business Enterprise	5	0
Oral Interviews (Optional)	N/A	N/A
Total	280	250.7

Protest:

The RFP process included a ten-day protest period that commenced when the City issued the Notice of Intended Award on September 25, 2020. No protests were received.

Award Recommendation:

The evaluation panel used the criteria established within the RFP. Upon conclusion of the review process, the panel recommended for award the proposal received.

CONCLUSION

Based on the results of the RFP process and evaluations, staff recommends award to Stanford Health Care.

EVALUATION AND FOLLOW-UP

This memorandum does not require follow-up from staff.

CLIMATE SMART SAN JOSE

The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the November 17, 2020 City Council meeting.

COORDINATION

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

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

COST SUMMARY/IMPLICATIONS

1. **AMOUNT OF RECOMMENDATION (three-year initial term):** **\$495,000**

2. **COST ELEMENTS OF AGREEMENT/CONTRACT:**
 Estimated Expense for Option Terms (Years 4-5)

Year 4	\$165,000
Year 5	\$165,000
TOTAL AGREEMENT/CONTRACT AMOUNT	\$825,000

3. **SOURCE OF FUNDING:** General Fund

4. **FISCAL IMPACT:** Funding for medical advisor services in the amount of \$165,000 is included within the Fire Department's 2020-2021 Adopted Operating Budget. Funding for subsequent years of the initial three-year term and ongoing services will be included in future Base Budgets.

BUDGET REFERENCE

The table below identifies the fund and appropriations to fund the contract recommended as part of this memo.

Fund #	Appn #	Appn. Name	Current Total Appn	Amt. for Contract	2020-2021 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No.)
001	0542	Fire Department Non-Personal/ Equipment	\$9,112,944	\$165,000	VII-131	10/20/2020, 30494

*The Proposed Operating Budget was adopted by City Council on June 23, 2020.

HONORABLE MAYOR AND CITY COUNCIL

October 26, 2020

Subject: Report on RFP for Medical Advisor Services with Optional Registered Nurse Services

Page 5

CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/

ROBERT SAPIEN, JR.

Fire Chief

Fire Department

For questions, please contact Ryan Dulin, Deputy Director, at (408) 794-6984.