



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Robert Sapien, Jr.

SUBJECT: See Below

DATE: October 27, 2025

Approved

Date:

11/4/25

COUNCIL DISTRICT: Citywide

SUBJECT: Report on the Request for Proposal for the Fire Department's
Emergency Medical Advisor Services

RECOMMENDATION

- (a) Accept the Fire Department's report on the Request for Proposal for Emergency Medical Advisor Services, with optional Registered Nurse Consultant Services.
- (b) Adopt a resolution authorizing the City Manager, or her designee, to:
 - (1) Negotiate and execute an agreement with Stanford Health Care to provide emergency medical advisor services for an initial three-year term beginning December 1, 2025, through November 30, 2028, for a maximum compensation not to exceed \$510,000 for the initial term, 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 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 the continuity of the required emergency medical advisor services for the Fire Department (Department). These services, along with the option to provide on-site emergency medical Registered Nurse services,

provide representation, clinical subject matter expertise, and medical oversight for the Department's Emergency Medical Services.

BACKGROUND

The Department's Bureau of Emergency Medical Services and Training – Emergency Medical Services Division is responsible for the administration of personnel that deliver pre-hospital emergency medical services to people who live, work, and visit the City of San José (City).

Within the Emergency Medical Services Division, the Medical Advisor provides 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 Request for Proposal (RFP) for Emergency Medical Services Advisor consultant services was conducted in 2020. Stanford Health Care was awarded a one year contract with two additional one-year options. Additionally, the contract also received several extensions in anticipation of issuing a new RFP.

In September 2025, the City issued an RFP for these services, the results of which are detailed in the analysis section below.

ANALYSIS

On September 5, 2025, the City released a new RFP for emergency Medical Advisor consultant services (with the option for a Registered Nurse) through the City's e-procurement system (Biddingo). The RFP was downloaded by 14 unique companies, and ultimately, the City received two proposals. The RFP closed on September 26, 2025.

Evaluation Process

The proposals were evaluated and scored independently by a three-member evaluation team consisting of sworn personnel from the Department. The expense and time required to conduct oral interviews, along with the scores, were considered and oral interviews were deemed unnecessary. The evaluation scores are summarized below:

Evaluation Criteria	Maximum Percentage	Stanford Health Care	JayKay Medical Staffing
Proposal Responsiveness	Pass/Fail	Pass	Pass
General Requirements	10%	10%	1%
Experience and Qualifications	40%	40%	11%
Project Approach	30%	26%	6%
Cost Proposal	10%	7%	1%
Local Business Enterprise	5%	5%	0%
Small Business Enterprise	5%	0%	0%
Total	100%	88%	19%

Protest

The RFP process included a 10-day protest period that commenced when the City issued the Notice of Intended Award on October 14, 2025. 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 to award Stanford Health Care.

EVALUATION AND FOLLOW-UP

No additional follow-up needs to be provided on this item, and no additional evaluation will be conducted.

COST SUMMARY/IMPLICATIONS

- 1. AMOUNT RECOMMENDATION (Three-Year Initial Term):** \$510,000
- 2. SOURCE OF FUNDING:** General Fund
- 3. FISCAL IMPACT:** Funding for medical advisor services in the amount of \$165,000 is included within the Department's 2025-2026 Adopted Operating Budget. The vendor rates are expected to increase by no more than 3% each year for subsequent years of the initial three-year term. Any adjustments to the funding will be requested through future budget actions.

BUDGET REFERENCE

The table below identifies the fund and appropriations to fund the contract recommended as part of this memorandum and remaining project costs, including project delivery, construction, and contingency costs.

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Contract	2025-2026 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No.)
001	0542	Non-Personal/ Equipment	\$14,591,924	\$510,000	515	10/21/2025 31252

** The 2025-2026 Adopted Operating Budget was approved on June 10, 2025 and adopted on June 17, 2025 by the City Council.*

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 November 18, 2025 Council meeting.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

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

HONORABLE MAYOR AND CITY COUNCIL

October 30, 2025

Subject: Report on the Request for Proposal for the Fire Department's Emergency Medical Advisor Services

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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, cursive script.

Robert Sapien, Jr.
Fire Chief, Fire Department

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