



Agenda Report

July 23, 2018

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ELLEN MACHIKAWA, MD TO PROVIDE MEDICAL OVERSIGHT FOR THE SUBSTANCE ABUSE PROGRAM

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
- 2) Authorize the City Manager to enter into a contract with Ellen Machikawa, MD as the result of a competitive selection process, as set forth in Section 4.08.047 of the Pasadena Municipal Code, to serve as the Substance Abuse Program Medical Director in an amount not to exceed \$33,600 per year, for five years with the option of two (2) additional one-year extensions not to exceed \$33,600 per year, for a grand total not to exceed contract amount of \$235,200.

BACKGROUND:

The Pasadena Public Health Department ("PPHD") offers a substance abuse outpatient treatment program called Addiction Recovery Path within the Social and Mental Health Division. Services include outpatient services (Intensive Outpatient and Outpatient Drug Free), individual and group counseling, field-based services, youth services (ages 12+), crisis intervention, and case management.

A Request for Proposals ("RFP") was prepared and published on Planet Bids on March 1, 2018. The RFP solicited proposals for medical direction, oversight, and consultation services for Addiction Recovery Path. Seven vendors viewed or downloaded the RFP. The proposal was scored based on the criteria established in the RFP including

technical approach, cost, experience and references. The proposer was highly qualified and the resulting score was acceptable to the Department. The score results are as follows:

Proposer	Technical	Cost	Experience & References	Local Pasadena Business	Small/Micro Business	Total Score
Dr. Ellen Machikawa	27.7	29.0	30.0	0.0	0.0	86.7

The consultant will provide medical oversight, clinical supervision, mental health consultations, review client records, maintain program policies up-to-date and participate in the quarterly required Medical Substance Abuse County meetings. The initial contract term specified in the RFP is for five years with an option for two additional one-year terms at the discretion of the City Manager based on performance and availability of City funds. The Addiction Recovery Path program is funded by a Los Angeles County grant and is eligible for Medi-Cal payments.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Plan Goal to ensure public safety, promote health, well-being, and improve quality of life. The proposed contracted services will provide clinical direction, direct medical services, and administrative support for the program.

ENVIRONMENTAL ANALYSIS:

This action is exempt from CEQA review pursuant to State CEQA Guidelines section 15061 (b) (3). The contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed action will allow the City to enter into a contract with Dr. Ellen Machikawa for professional services to the Pasadena Public Health Department. Provision of medical oversight and direct services do not constitute a project nor disruption to environment. These actions will not have a significant effect on the environment.

FISCAL IMPACT:

The cost of this action will be a maximum of \$235,200 over seven years if the original term and two additional one-year options are exercised. Funding for this action will be addressed by the utilization of existing budgeted appropriations of \$33,600 in the current Fiscal Year (FY) 2019 Public Health Department operating budget. Appropriations will be budgeted every year to fund this item.

Respectfully submitted,



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