

Agenda Report

July 20, 2020

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO A FIVE YEAR CONTRACT WITH YANG, ROGER CHING-FENG MD TO PROVIDE MEDICAL DIRECTOR SERVICES FOR AN AMOUNT NOT TO EXCEED \$150,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the City Manager to enter into a contract as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code (P.M.C.), with Yang, Roger Ching-Feng MD for a Medical Director in an amount not to exceed \$150,000 for five years. Competitive Bidding is not required pursuant to City Charter Section 1002 (F) contracts for professional or unique services.

BACKGROUND:

As part of the rules and regulations for providing and delivering Advanced Life Support (ALS) paramedic services, the Los Angeles County Department of Health Services (LAC DHS) Emergency Medical Services (EMS) Agency requires agencies to have a comprehensive Emergency Medical Services (EMS) Medical Director. The Medical Director serves as a consultant who provides expertise in the medical aspects of field care, provides oversight of all medications utilized by emergency medical technicians (EMTs) and paramedics including controlled medications, and oversee the Fire Department's Continuous Quality Improvement (CQI) process as defined by the LAC DHS. The Medical Director also helps to ensure EMS system excellence, identify education and training needs, and assist in the formation of EMS policies and procedures and system modifications.

The Fire Department currently contracts with Yang, Roger Ching-Feng MD for these services for \$30,000 each year. The current contract was executed in July 2017 for a

term of three (3) years following a competitive selection process, and will expire in July 2020. Based upon total expenditures and the unique requirements for this service, the Department would like to initiate another multi-year contract.

A Request for Proposal (RFP) was issued on April 27, 2020. The RFP was advertised for over three weeks on Planet Bids through the Purchasing Department. Notification of the RFP was sent to 174 vendors, with 12 vendors downloading the RFP document. One bidder, Yang, Roger Ching-Feng MD, is local to Pasadena. The due date for proposals was May 21, 2020 and the Department received one submission.

An evaluation panel was assembled consisting of three independent evaluators from the Human Resources Department and from Huntington Memorial Hospital. Proposals received in response to the RFP were scored based on the criteria shown in Table 1:

Table 1: RFP Scoring Criteria

Scoring Criteria	Maximum Points
Project Understanding and Approach	35 points
Experience	30 points
Best Value/Cost Effectiveness	25 points
Local Pasadena Business receive a 5 point preference	5 points
Small / Micro-Businesses Preference entitlement	5 points

Table 2 summarizes the average scores of the proposal by the three evaluators:

Table 2: Proposal Evaluations

<u>Proposer</u>	<u>Average Total Points (Out of 100)</u>
Yang, Roger Ching-Feng MD, Pasadena, CA	85

The position requires proposers to have an active California State Physician's License and Surgeon's Certificate issued by the Board of Medical Examiners of the State of California, to be certified by the American Board of Emergency Medicine, and have a current Drug Enforcement Agency (DEA) License. Additionally, the RFP listed preference for proposers to have professional experience in the EMS industry within a metropolitan area, and to include trauma care, disaster medical services, and emergency medical research. This may have resulted in the low number of proposals submitted.

While only one proposal was received, staff has determined the proposer to be able to meet all indicated requirements and the amount to be reasonable. Staff recommends to proceed with Yang, Roger Ching-Feng MD as the selected vendor based on the RFP response, experience and background with the service requested, and the proposer's current performance and track record with the City.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, services for a Medical Director, will not have a potentially significant environmental effect.

FISCAL IMPACT:

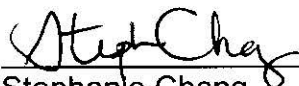
The total cost of this action will be \$150,000 for the five year term of the contract. Funding will be addressed by the utilization of existing budgeted appropriations in the Fire Department's General Fund operating budget account for Emergency Medical Services (10131016-811500). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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