



Agenda Report

June 18, 2018

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO A FIVE YEAR CONTRACT WITH HUNTINGTON HOSPITAL TO PROVIDE NURSE EDUCATOR AND CONTINUOUS QUALITY IMPROVEMENT (CQI) PROGRAM COORDINATOR SERVICES FOR AN AMOUNT NOT TO EXCEED \$447,360

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 Huntington Hospital for a Nurse Educator and Continuous Quality Improvement (CQI) Program Coordinator in an amount not to exceed \$447,360 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 (LACDHS) Emergency Medical Services (EMS) Agency requires agencies to have a comprehensive Emergency Medical Services (EMS) Quality Improvement (QI) Program managed by a Nurse Educator and QI Coordinator. The Fire Department's current continuous QI program reviews and analyzes the Fire Department's EMS program and its effectiveness, trends, and needs based on patient outcomes. This helps to ensure EMS system excellence, identify education and training needs, and assist in the formation of policies and procedures and system modifications. The Fire Department currently contracts with Huntington Hospital for these services. The current contract was executed in July 2013 for a term of five years following a competitive selection process,

and will expire in July 2018. 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 May 4, 2018. The RFP was advertised for over three weeks on Planet Bids through the Purchasing Department. Notification of the RFP was sent to 1,552 vendors, with 7 vendors downloading the RFP document. The due date was May 24, 2018 and the Department received one proposal.

An evaluation panel was assembled consisting of three independent evaluators. 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
Past Experience / Performance Track Record	55 points
Best Value/Cost Effectiveness	35 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>
Huntington Hospital, Pasadena, CA	95

The position requires certifications as a Mobile Intensive Care Nurse (MICN) within Los Angeles County, certifications with the American Heart Association (AHA) for Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS), and familiarity with Pasadena's EMS Program. This may have resulted in the low number of proposals submitted.

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

To date the City has awarded a five year EMS Educator contract with Huntington Hospital for a total value of \$249,999. The terms of the prior contract provides a maximum of 16 hours a week for continuous education training and Quality Improvement (QI) Program related work at \$83.33 per hour. As proposed, the current contract terms will increase the maximum hours to 20 hours a week at \$93.20 per hour.

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 Nurse Educator and Continuous Quality Improvement (CQI) Program Coordinator, will not have a potentially significant environmental effect.

FISCAL IMPACT:

The total cost of this action will be \$447,360 for the five year term of the contract, not to exceed \$89,472 per year. 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 (10131016-811400). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,


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