

Agenda Report

June 13, 2022

TO: Honorable Mayor and City Council

FROM: Public Health Department

**SUBJECT: AUTHORIZATION TO AMEND PURCHASE ORDER 1221661 WITH
MAXIM HEALTH NURSING SERVICES HOLDINGS, INC. INCREASING
THE NOT-TO-EXCEED AMOUNT BY \$100,000 FROM \$74,999 TO
\$174,999 FOR NURSING SERVICES**

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the recommended action 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;
- 2) Authorize amendment to Purchase Order 1221661 with Maxim Health Nursing Services Holdings Inc. (Maxim Health), increasing the value of \$74,999 by \$100,000 to a revised not-to-exceed amount of \$174,999 for the duration of FY2022; and
- 3) To the extent this transaction could be considered a separate procurement subject to competitive selection, as competitive bidding is not required pursuant to City Charter Section 1002(F), Contracts for professional or unique services, grant the proposed amendment to the purchase order with Maxim Health an exemption from the Competitive Selection process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Section 4.08.049(8), contracts for which the City's best interests are served.

BACKGROUND:

Since the onset of the pandemic in March 2020, the Pasadena Public Health Department has been steadfast in leading the community through the COVID-19 public

health emergency. High workloads and a competitive marketplace demand for qualified nurses has made hiring and retaining nurses a challenge. During this time, the Department contracted for additional nursing services to support staff efforts in a variety of pandemic response activities including vaccination clinics, case investigation, and contact tracing. Contracted nursing services has provided the Department flexibility to expand and contract operations to align with the demands of the pandemic response.

In March 2022, the Department issued an emergency purchase order to Maxim Health for nursing services to support contact tracing, vaccine clinics, and long-term care facility infection prevention and control. Due to the most recent surge, the Department is requesting to continue contracted nursing support through Maxim Health and increase the purchase order amount of \$74,999 by \$100,000 to a revised not-to-exceed amount of \$174,999 for the duration of FY2022. If approved, the increase in the purchase order value will allow the Department to extend contracted nursing services and avoid disruption to vaccine clinics and other critical pandemic response activities.

Sufficient funding exists across several grant programs to support the additional cost and the Department has sufficient appropriations in the FY2022 operating budget. The Department is in the process of preparing a request for proposals to procure nursing services in FY2023 through the competitive selection process.

COUNCIL POLICY CONSIDERATION:

The proposed contract amendment aligns with the City Council's strategic plan goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. Amending purchase orders to provide nursing services is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

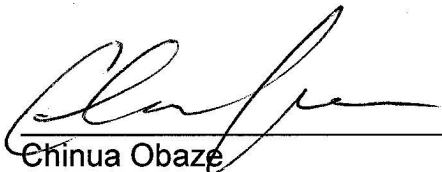
The total cost of this proposed action is \$100,000 through June 30, 2022. If approved, the total contract value of \$174,999 is expected to be expended in FY2022. There is sufficient funding and appropriations in the Health Fund to support the requested amendment to Purchase Order 1221661.

Respectfully submitted,



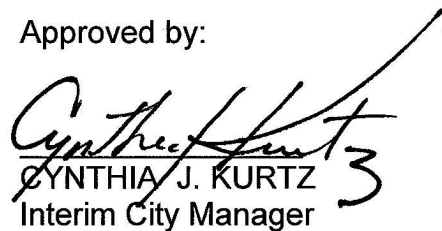
YING-YING GOH, MD, MSHS
Director of Public Health and Health Officer

Prepared by:



Chinua Obaze
Acting Management Analyst II
Department of Public Health

Approved by:



CYNTHIA J. KURTZ
Interim City Manager