

Agenda Report

November 21, 2022

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: **AUTHORIZATION FOR THE ISSUANCE OF A PURCHASE ORDER IN THE AMOUNT OF \$175,000 TO MAXIM HEALTHCARE SERVICES HOLDINGS, INC. FOR CONTRACTED NURSING SERVICES**

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the recommended 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;
- 2) Authorize the issuance of a Purchase Order, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Maxim Healthcare Services Holdings Inc. (Maxim Health), for the provision of contracted nursing services in an amount not to exceed \$175,000; and
- 3) It is further recommended that the City Council grant the proposed purchase order an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), 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. Maxim Health was paid for all services delivered in FY2022. A purchase order was not executed at the beginning of Fiscal Year 2023. However, due to staffing shortages, contracted nursing support was needed to support department operations. This purchase order is needed to pay invoices for services delivered in FY2023 and continued contracted nursing services to avoid disruption to vaccine clinics and other critical pandemic response activities.

Staff is requesting a purchase order in the amount of \$175,000 to support the needed services. Sufficient funding exists across the Epidemiology and Laboratory Capacity (ELC) Grant, ELC Supplement Grant, and Immunization Supplemental Grant programs to support the cost of the proposed purchase order and the Department has sufficient appropriations in the FY2023 operating budget. On October 14, 2022, a Request for Proposal (RFP) was released in Planet Bids to procure nursing services. Proposals will be evaluated and a selected vendor will be recommended to City Council in early 2023.

It is in the city's best interest to award this purchase order to Maxim Health. The nursing services provided by Maxim have supported a variety of pandemic response activities including vaccination clinics, case investigation, and contact tracing. Their services have allowed the Department flexibility to expand and contract operations to align with the demands of the pandemic response. Our Department, as with many clinical operations, continues to be challenged with clinical staff shortages. While we back-fill and fill positions, it is critical that Department operations and community response have access to a qualified workforce capable of delivering these needed services to our community.

COUNCIL POLICY CONSIDERATION:

The proposed purchase order 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:

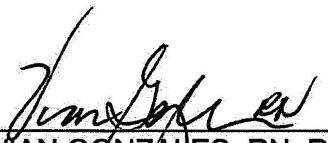
The total cost of this proposed action is \$175,000 through June 30, 2023. If approved, the total contract value of \$175,000 is expected to be expended in FY2023. There is sufficient funding and appropriations in the Health Fund to support the requested Purchase Order.

Respectfully submitted,



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Approved by:



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