

Agenda Report

January 9, 2023

TO: Honorable Mayor and City Council

FROM: Public Health Department

**SUBJECT: AUTHORIZATION TO ENTER INTO AGREEMENTS FOR NURSING
SUPPORT SERVICES WITH HEALTHCARE STAFFING
PROFESSIONALS, INC. AND MAXIM HEALTHCARE STAFFING, INC.
FOR A TOTAL AMOUNT NOT TO EXCEED \$2,000,000**

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 the City Manager to enter into a contract, as a result of a competitive selection process, as defined by Section 4.08.047 of the Pasadena Municipal Code, with Healthcare Staffing Professionals, Inc. for nursing support services in an amount not to exceed \$900,000 for a three year term with two additional one-year terms for \$300,000 per year subject to approval by the City Manager for a total not to exceed amount of \$1,500,000. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services; and
3. Authorize the City Manager to enter into a contract, as a result of a competitive selection process, as defined by Section 4.08.047 of the Pasadena Municipal Code, with Maxim Healthcare Staffing, Inc. for backup nursing support services in an amount not to exceed \$300,000 for a three year term with two optional one-year terms for \$100,000 per year subject to approval by the City Manager for a total not to exceed amount of \$500,000. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services.

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.

On October 14, 2022, the City released a Request for Proposal (RFP) for contracted nursing support services. The RFP was advertised for three weeks through Planet Bids. No local Pasadena vendors downloaded or submitted a proposal. Nine proposals were received by the November 7, 2022, RFP deadline. On November 21, 2022, the City Council approved an emergency purchase order with Maxim Healthcare for \$175,000 to provide continued contracted nursing services for FY23 to assist until the RFP process was complete.

Judith Dunaway (Health Policy and Promotion Division Manager), Whitney Harrison (Social and Mental Health Division Manager), and Colten Tognazzini (Public Health Nurse) evaluated the nine vendor proposals based on the criteria outlined in the RFP scoring is as follows:

No.	Vendors	Total Evaluation Score
1.	Healthcare Staffing Professionals, Inc. – Reseda, CA	87
2.	Maxim Healthcare Staffing, Inc. – Los Angeles, CA	83.8
3.	Ro Health, LLC – Seattle, CA	82.2
4.	Siter-Neubauer & Associates (SNA) – Arlington, TX	82
5.	Health Advocates Network – Boca Raton, FL	80.2
6.	ATC Healthcare Services, LLC – Lake Success, NY	72.7
7.	Adelphi Medical – Kennesaw, GA	72.6
8.	Worldwide Travel Staffing – Tonawanda, NY	71.5
9.	Ondek Healthcare, LLC – Killeen, TX	70.9

Healthcare Staffing Professionals, Inc, received the highest score through the evaluation process. Healthcare Staffing Professionals (HSP) is a California based certified minority and small business whose proposal demonstrated a capability to deliver the required services outlined in the scope of work. HSP was founded in 2006 and has a considerable amount experience working in the public health field and highlights their experience with the Los Angeles County Department of Public Health.

Maxim Healthcare Staffing received the second highest score through the evaluation process. The Department recommends selecting Maxim Healthcare Staffing as a backup vendor to help avoid disruption in services if the Department's needs exceed the capability of the primary vendor.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning 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 action is \$2,000,000 over five years if the two optional one-year terms are exercised. It is anticipated that in FY23, \$300,000 of the contract value will be expended. Sufficient funds are budgeted in the FY23 Public Health Department Operating Budget. The remaining cost of the contracts will be included in the budget development process in future fiscal years. There are no anticipated impacts to other programs or projects as a result of this action. If approved, a contract with Healthcare Staffing Professionals will be established for nursing support services.

Respectfully submitted,



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Approved by:



MIGUEL MARQUEZ
City Manager