

Agenda Report

June 5, 2023

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BERRY, DUNN, MCNEIL & PARKER, LLC FOR CONSULTING SERVICES TO CONDUCT A DEPARTMENT-WIDE ELECTRONIC HEALTH RECORD SYSTEM NEEDS ASSESSMENT FOR A TOTAL AMOUNT NOT TO EXCEED \$175,000

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; and
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 Berry, Dunn, McNeil & Parker, LLC ("BerryDunn") for consulting services to conduct a department-wide electronic health record system needs assessment in an amount not to exceed \$175,000 for a one-year term, with the option to extend the term for one additional year at no additional cost. Competitive bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

Over the last decade, use of electronic health record ("EHR") systems by medical providers and other local health jurisdictions have demonstrated significant benefits to clinical, programmatic, and administrative operations. The Pasadena Public Health Department ("Department") does not currently use an EHR and instead has relied on paper-based processes to maintain client and clinical data. With support from the State of California Immunization Supplemental grant program, staff intends to pursue an EHR system to support Department goals for improving operational effectiveness; using data

to identify and respond to existing and emerging health needs; and assuring continuous quality improvement.

The key to identifying and implementing an EHR system successfully is a comprehensive needs assessment of Department operations, clinical workflows, business processes, and reporting requirements. The assessment will help the Department understand what features and characteristics of an EHR system would provide the most benefit. In collaboration with the Department of Information Technology, the Department prepared a Request for Proposal ("RFP") for consulting services to conduct a Department-wide needs assessment that will serve as the foundation for preparing a scope of work for a future EHR system RFP. This assessment requires the expertise of a vendor familiar with EHR systems and knowledgeable about best practices related to clinical workflows and business processes.

The Department released a RFP on March 20, 2023, and advertised the opportunity for five weeks through OpenGov Procurement. On April 12, 2023, the Department held a non-mandatory pre-proposal meeting that was attended by 15 individuals. A total of 20 vendors downloaded the RFP and the Department received five responsive proposals by the April 24, 2023, RFP deadline.

The Department fielded a panel consisting of the Acting Deputy Director, two Division Managers and a Management Analyst II to evaluate the proposals using the criteria set forth in the RFP. The criteria included the proposed solution, cost, company staff assigned to the project, the vendor's experience, and consideration for being a small and/or local business. BerryDunn received the highest score in the evaluation process (see Attachment A). BerryDunn is a nationally-recognized management and information technology consulting firm and their proposal strongly demonstrated a capability to deliver the requested services and deliverables outlined in the RFP. BerryDunn was founded in 1974 and has significant experience working in the public health field and providing support to local health departments on projects similar in scope and scale to the one proposed by the Department.

Staff recommends the City Council authorize the contract with BerryDunn to provide consultant services to the Department for an amount not-to-exceed \$175,000. If approved, the vendor will work in collaboration with Department staff to: gather information about current processes; share recommendations for process improvements; assess Department needs and requirements of an EHR system; and provide insights on the most important EHR system functionality and characteristics for inclusion in a future RFP for an EHR system.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to improve, maintain and enhance public facilities and infrastructure, in addition to ensuring public safety. The proposed consulting services will support Department efforts to prepare and

release an effective future RFP to secure the best suited EHR system for the Pasadena Public Health Department with the goal of improving delivery of care, patient safety, accessibility and ensuring the Department is aligning with industry best practices.

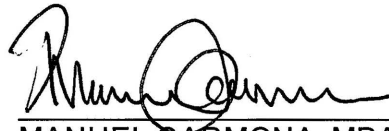
ENVIRONMENTAL ANALYSIS:

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 Section 15060 (c)(2), 15060 (c)(3), and 15378. Engaging with an EHR consultant to conduct a department-wide needs assessment and support drafting of an EHR system RFP 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 \$175,000 for a one-year term, with the option to extend the term for one additional year at no additional cost. It is anticipated that in FY2024, \$175,000 of the contract value will be expended. Sufficient funds are included in the recommended FY2024 Public Health Department Operating Budget. There are no anticipated impacts to other programs or to the General Fund as a result of this action.

Respectfully submitted,



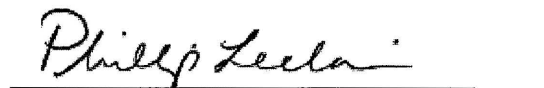
MANUEL CARMONA, MPA
Acting Director of Public Health

Prepared by:



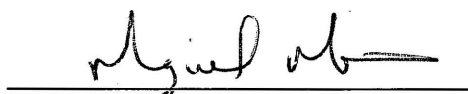
William Panza
Management Analyst II

Concurred by:



PHILLIP LECLAIR
Chief Information Officer
Department of Information Technology

Approved by:



MIGUEL MARQUEZ
City Manager

Attachments:

Attachment A – RFP Evaluation Results