

Agenda Report

September 18, 2023

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO A FIVE-YEAR CONTRACT WITH PASADENA HOSPITAL ASSOCIATION, LTD DBA HUNTINGTON HEALTH TO PROVIDE NURSE EDUCATOR AND CONTINUOUS QUALITY IMPROVEMENT (CQI) PROGRAM COORDINATOR SERVICES FOR AN AMOUNT NOT TO EXCEED \$984,192

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment; 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 Pasadena Hospital Association, Ltd dba Huntington Health for a Nurse Educator and Continuous Quality Improvement (CQI) Program Coordinator in an amount not to exceed \$984,192 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 2018 for a term of five years following a competitive selection process. 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 June 20, 2023. The RFP was advertised for over three weeks on the City's procurement website through the Purchasing Department. Notification of the RFP was sent to 2,448 vendors, with ten (10) vendors downloading the RFP document. The due date was July 13, 2023 and the Department received one proposal. An evaluation panel was assembled consisting of two independent evaluators from the Fire Operations Bureau and the EMS Division. 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
Proposed Solution	30 points
Experience and References	30 points
Cost Proposal	30 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 two evaluators:

Table 2: Proposal Evaluations

<u>Proposer</u>	<u>Average Total Points (Out of 100)</u>
Pasadena Hospital Association LTD, dba Huntington Health, Pasadena, CA	60

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 Pasadena Hospital Association as the selected vendor based on the vendor Proposal, and the Hospital's current performance, references, experiences, and track record with the City.

To date, the Department has awarded a five-year EMS Educator contract with Pasadena Hospital Association for a total value of \$439,757. The terms of the prior contract provides a maximum of 20 hours a week for continuous education training and Quality Improvement (QI) Program related work at \$93.20 per hour. As proposed, the current contract terms will increase the maximum hours to 40 hours a week at \$93.20 per hour, or up to 1920 hours per contract year. The need for additional Nurse Educator

hours is based on the City's rising medical call volume, greater number of Paramedic personnel in the Department, and the increasing complexity of medical calls.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

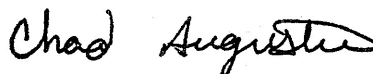
ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3), the "Common Sense" exemption 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:

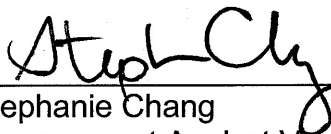
The total cost of this action will be \$984,192 for the five-year term of the contract. Funding will be addressed by the utilization of existing and future budgeted appropriations in the Fire Department's General Fund operating budget account for Emergency Medical Services (10131016-811400-91017). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



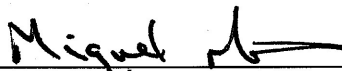
CHAD AUGUSTIN
Fire Chief
Fire Department

Prepared by:



Stephanie Chang
Management Analyst V
Fire Department

Approved by:



MIGUEL MÁRQUEZ
City Manager