



Board Agenda Item 20

DATE: September 5, 2023
TO: Board of Supervisors
SUBMITTED BY: John Zaroni, Sheriff-Coroner-Public Administrator
SUBJECT: Agreement with Forensic Doctors Group, PC

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a Service Agreement restating, replacing and superseding Purchasing Agreement #P-23-050 with Forensic Doctors Group, PC (Michael Hunter, MD) for postmortem autopsies and external examination services, effective February 1, 2023 through May 31, 2027, which includes a two-year, four-month base contract and two optional one-year extensions, and increasing the maximum by \$410,000, not to exceed \$600,000.

There is no additional Net County Cost associated with approval of the recommended action, which will convert an existing Purchasing agreement to a Board agreement and increase the maximum compensation for Forensic Doctors Group, PC by \$410,000 to a total of \$600,000 to provide Postmortem Autopsies and External Examinations for the Sheriff Coroner's Office. The original Purchasing agreement was for a potential four-year and four-month term ending May 31, 2027 which included a two-year, four-month base contract and two optional one-year extensions. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Sheriff's Office will be behind on cases for Postmortem Autopsies and External Examinations and will not be authorized to pay outstanding invoices for August 2023.

RETROACTIVE AGREEMENT:

The recommended agreement is retroactive to February 1, 2023 from the original Purchasing Agreement to increase the contract maximum to cover an August 2023 invoice and any subsequent invoices upon Board's approval. The recommended agreement was received from Dr. Hunter on August 9, 2023 and is being brought to your Board on the first available Board date within agenda processing deadlines .

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended amendment will increase the maximum compensation by \$410,000 to a total of \$600,000. There is \$18,200 remaining for the spending authority on the current agreement, with a pending invoice of \$22,700 for July 2023 services. Sufficient appropriations are included in the Sheriff-Coroner-Public Administrator's FY 2023-24 Org 3111 Recommended Budget. Sufficient appropriations and estimated revenues for the optional term extensions will be included in subsequent budget requests.

DISCUSSION:

On February 1, 2023, Purchasing Agreement P-23-050 was executed with Forensic Doctors Group, PC for Postmortem Autopsies and External Examinations to assist with the level of cases due to staff changes in the Sheriff Coroner's Office. Sheriff's Office now needs to convert the current Purchasing agreement with Forensic Doctors Group, PC to a Board agreement due to the increased need for these services in the Sheriff Coroner's Office from unforeseen staffing circumstances, as the necessary maximum compensation allowable for services exceeds the Purchasing Manager's authority of \$200,000. Approval of the recommended action will allow Forensic Doctors Group, PC to continue providing Postmortem Autopsies and External Examinations to help maintain with the level of cases received.

Forensic Doctors Group, PC will assist with autopsies on cases that are suspicious, homicides or undetermined, as well as cases that are natural, accident, or suicide. Forensic Doctors Group, PC will also provide services for external examination cases, and case review, research, and other preparations for trial and pretrial conferences with attorneys on cases that require trial testimony.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Forensic Doctors Group, PC

CAO ANALYST:

Fine Nai