



Board Agenda Item 66

DATE: December 14, 2021

TO: Board of Supervisors

SUBMITTED BY: David Luchini, RN, PHN, Director Department of Public Health

SUBJECT: Agreement with HR Support, Inc. to provide COVID and flu vaccine administration and COVID testing services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with HR Support, Inc. for COVID and flu vaccine administration and COVID testing services, effective upon execution through September 26, 2022, with the option to extend for one additional 12-month period, total not to exceed \$800,000.

There is no additional Net County Cost associated with the recommended action, which would allow HR Support, Inc. (HR Support) to provide COVID and flu vaccination teams, as well as COVID testing teams for vaccination and testing events, including the vaccination of homebound residents. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, an existing procurement agreement (P-21-391) with HR Support for COVID vaccination and testing services will continue to be used until its funds (\$200,000) have been exhausted, which is projected to occur in January 2022. If this occurs, the County will not have sufficient vendors to reach targeted areas for COVID vaccination and testing services, as well as flu vaccination services. The County will also struggle to meet the demand for vaccination of homebound residents.

FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended action. All costs associated with this agreement will be paid for with State grant funding. Since September 27, 2021, the start date of the existing procurement agreement, HR Support has provided an estimated \$173,320 in services. Sufficient appropriations and estimated revenues are included in the Department's Org 5620 FY 2021-22 Adopted Budget and will be included in subsequent budgets.

DISCUSSION:

On September 27, 2021, the County entered into a procurement agreement (P-21-391) with HR Support to provide COVID vaccination administration and testing services with an expenditure limit of \$200,000, the limit within the Purchasing Manager's authority. These services include vaccine administration for homebound residents. Since entering into the agreement, the Department has seen the need to utilize HR Support's services more frequently than initially anticipated and forecasts that the agreement will exhaust its funds in January 2022. Current expenditures are estimated to be \$173,320. Additionally, the new agreement adds flu vaccination services to be provided in conjunction with COVID vaccination and testing

events and to homebound clients who are also receiving a COVID vaccination.

The agreement includes a clause whereby the County guarantees to provide a minimum of 40 “events” for HR Support to provide services no later than March 26, 2022 with a charge of \$1,950 for each event. Events already provided through procurement agreement P-21-391 will be counted toward the required 40 consistent with language included in the procurement agreement which requires events to be provided no later than six months (March 26, 2022) following the effective date. An “event” is defined as one standing site clinic, one mobile clinic, or one day of homebound vaccinations.

If the County does not provide a minimum of 40 events by March 26, 2022, inclusive of events provided under procurement agreement P-21-391 and events provided through this agreement, the County will be responsible to pay \$1,950 for each event fewer than 40. Staff estimates 40 events will be provided by December 18, 2021. If the agreement is extended for an additional 12-month term, 40 additional events will need to be provided within six-months of the beginning of that term with a charge of \$1,950 for each of these events.

The guarantee of providing a minimum of 40 events within six months of the procurement agreement’s effective date and within six months following an additional 12-month term was included at the request of HR Support to ensure HR Support receives sufficient compensation to cover increased insurance costs it incurred to meet the County’s minimum insurance requirements. In the event the County needs to terminate the agreement for cause and HR Support does not correct the cause for termination within 30 days to County’s satisfaction, the County would not be responsible to pay HR Support for any events fewer than 40 that were not provided.

ATTACHMENT INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with HR Support, Inc.

CAO ANALYST:

Ron Alexander