



Board Agenda Item 34

DATE: August 20, 2024

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources

SUBJECT: Agreement for Pre-Employment, Periodic, and DMV medical examinations and evaluations

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute an Agreement with Occu-Med, LTD., to perform pre-employment, periodic medical examinations for peace officers and other public safety officers, as well as DMV medical examinations and evaluations, effective September 1, 2024 through August 31, 2027, with the provision of two (2) additional one (1) year renewal periods, maximum compensation not to exceed \$1,100,000; and**
- 2. Authorize the Director of Human Resources, or designee, to amend Exhibit “B” of the Agreement in the event that the creation of additional medical exam profiles is necessary.**

ALTERNATIVE ACTION(S):

There is no viable alternative action. Should the recommended actions not be approved, the continuity of service will be interrupted in hiring peace officer and public safety classifications that require pre-employment medical examinations as well as in conducting periodic and DMV medical examinations for employees, and will require the RFP to be re-issued to procure these services.

FISCAL IMPACT:

The actual cost of the recommended actions will be based on the number and type of examinations performed, and will not exceed \$220,000 per year (\$660,000 for a 3 year base period). Sufficient appropriations and revenues for these pass-through agreements have been included in the Human Resources Org 1010 FY 2024-25 recommended budget and will be also include in future budget years. County departments utilizing these services will continue to be charged for actual costs incurred.

DISCUSSION:

The County of Fresno conducts pre-employment and DMV medical examinations for designated job classifications consistent with federal, state and local laws and regulations. Pre-employment medical examinations are mandated for peace officer and other public safety officers as required by California Government Code Section 1031(f) while DMV medical examinations are required for employees who, as a condition of employment, are required to maintain a valid Class A or B Driver’s License. The medical examinations and evaluations are conducted by a qualified contractor based on medical standards developed by the contractor.

On March 18, 2024, Request for Proposal (RFP) #24-049 for Medical Examinations and Evaluations Administrator was sent to 1,700 potential bidders through the County's Public Purchase System. Two proposals were received by the closing date. An RFP Review Committee was established and comprised of representatives from the Departments of Human Resources, Probation and Sheriff.

All proposals were reviewed and ranked based upon the RFP specification, response quality, proposed services, and cost. The proposal submitted by Occu-Med, Ltd. was ranked the highest, based on their extensive experience providing services similar to the County's request. The Review Committee unanimously recommended Occu-Med for funding.

The second recommended action authorizes the Director of Human Resources, or designee, to agree to the addition of exams and their cost to this Agreement. The addition of these new exams and their costs shall in no event exceed the contract maximum. The recommended agreement will be effective September 1, 2024 through August 31, 2027, and includes the option to be extended for two (2) additional twelve (12) month periods at the same terms and conditions unless either party gives a thirty (30) day advance written notice of non-renewal. The Director of Human Resources or designee is authorized to execute such written approval on behalf of the County based on the Contractor's satisfactory performance. The recommended agreement also gives the Director of Human Resources or designee authority to terminate the agreement without cause upon giving a thirty (30) day advance written notice.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement

CAO ANALYST:

Salvador Espino