



## Agenda Submittal

**Agenda #:** 6 **Status:** Approved  
**Type:** Contract **Department:** Human Resources  
**File #:** 18-384 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 6/5/2018 **Final action:** 6/5/2018  
**Title:** Approve contract amendment number 1 with Occu-Med, Ltd. for \$135,000, for a total contract amount of \$540,000 for occupational medicine and examination services through June 30, 2019; and Authorize the County Administrator to execute the amendment  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Amendment, 2. Executed Amendment, 3. B - Link to Original Contract, 4. Minute Order

Date	Ver.	Action By	Action	Result
6/5/2018	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends that the Board of Supervisors approve contract amendment number 1 with Occu-Med, Ltd. for \$135,000, for a total contract amount of \$540,000 for occupational medicine and examination services through June 30, 2019; and Authorize the County Administrator to execute the amendment.

### **SUMMARY:**

The County issued a Request for Proposals (RFP) in February 2015. Occu-Med, Ltd., was the sole respondent to the RFP. On June 23, 2015, the Director of Human Resources recommended that the Board of Supervisors approve a three-year contract with Occu-Med, Ltd. beginning July 1, 2015 through June 30, 2018, with an option for two additional one-year extensions. This contract amendment would extend Occu-Med, Ltd. Services through June 30, 2019 and allow services to continue uninterrupted.

### **FINANCIAL IMPACT:**

The proposed amendment increases the total amount of the contract by an amount not to exceed \$135,000 for July 1, 2018 to June 30, 2019, and is included in the Department of Human Resources annual budget.

### **DISCUSSION:**

Occu-Med, Ltd., has provided the occupational medicine and examination services for the County since July 2007 and was awarded a second three-year contract period beginning July 1, 2010. After two twelve-month contract extensions, the County issued an RFP in February 2015, with notices provided to 27 vendors. Just one vendor responded: Occu-Med, Ltd. After appropriate review of the proposal, it was determined that Occu-Med, Ltd., had met the requirements of the RFP and was a qualified vendor.

On June 23, 2015, Occu-Med, LTD was awarded the contract to continue to provide occupational medicine

and examination services for the County.

Highlights of the proposed occupational medicine and examination services contract with Occu-Med, Ltd., include:

- Coordination and scheduling pre-employment physical examinations.
- Review of each physical examination result and providing the County with a recommendation report reflecting medically qualified, conditionally qualified or medically disqualified.
- Coordination and scheduling of fitness-for-duty evaluations as requested by the County.
- Job functional analyses and corresponding medical examination profile specifically designed for each new job classification requiring pre-employment physical examination.

By utilizing the services of Occu-Med Ltd., pre-employment physical examination requirements are comprehensive and specifically tailored to the physical demands of the job classification. This contract amendment allows Occu-Med, Ltd. to continue providing these services to the County when actual recruitments and selections occur. The medical legal review provided by the vendor helps to ensure the County is compliant with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and the State of California's Fair Employment and Housing Act (FEHA). Further, the summary reports to the County identifying specific medical restrictions or limitations provide applicants the opportunity to be considered for reasonable job accommodation as required by law.

The contract amendment includes the following:

- Term extended from July 1, 2018 through June 30, 2019
- Maximum amount of contract increased from \$405,000 to \$540,000
- Correct scope of work - "occupational medicine and examination services"

#### **ALTERNATIVES:**

The Board of Supervisors may choose not to execute this contract amendment and direct staff to issue an RFP. However, this is not recommended since the County is required to meet its legal obligation to ensure that an applicant is able to safely perform the essential job functions of a specific classification as provided by the ADAAA and FEHA.

#### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the contract amendment as to form.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**