

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Department of Public Health – Community Health

AGENDA DATE: CCA 10/13/09

CONTACT PERSON/PHONE: Pat Fowler – 771-5778
Terrence Freiburg, Purchasing Manager, 541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

Discussion and Action authorizing an Agreement with Maxim Healthcare Services to provide temporary medical staff and support personnel in an amount not to exceed \$500,000 and an additional contingency amount not to exceed \$250,000.

BACKGROUND / DISCUSSION:

There is a widespread national concern that the Novel H1N1 2009 virus has the potential to create an extremely active influenza season this year. The federal government has allocated funding to local governments to put plans in place that will inform the public as to the ways to control the spread of the virus as well as instituting plans to immunize large numbers of people.

The Department of Public Health requires the assistance of temporary medical (registered nurses and licensed vocational nurses) and administrative staffing to assist in providing the immunizations to the public in a very short time frame.

Two firms were contacted regarding providing these services. One of the firms contacted was Maxim Healthcare Services and the other was Millenia Healthcare Services. These two firms were interviewed based on informational materials previously sent to the Department of Public Health. Because of the time constraints, instead of issuing an RFQ, Department staff informally talked to several firms and selected the most qualified firm that meets the City's needs.

The qualifications we were looking for dealt with the ability of the medical staffing firm to quickly provide adequate professional and administrative staffing support for the period of time needed. We were also looking for a company with a track record of providing this service. Maxim has been in the business for over 20 years and the thoroughness of their presentation and supporting documentation along with their experience in providing medical staffing services throughout the country was the primary reason for the selection.

At this time, the staff is proposing a contract in an amount not to exceed \$500,000. But if the H1N1 vaccine situation changes and requires a longer duration of the vaccination campaign, staff requests that the City Manager be authorized to increase the contract for a contingency amount up to \$250,000.

PRIOR COUNCIL ACTION:

Update on 10/06/09 to City Council on preparations for Novel H1N1 Virus response

AMOUNT AND SOURCE OF FUNDING:

Grant funds are available and will pay 100% of the cost of this service.
Dept: 41150023 Acct: 502215 Fund: 06340 Location: 41000 (Pandemic Influenza Grant Funding)

BOARD / COMMISSION ACTION:

Due to the time-sensitive nature of this issue, it is important for us to move quickly and secure an agreement.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

PROJECT FORM

DATE: October 13, 2009

PROJECT: Novel H1N1 Immunizations
DEPARTMENT: Department of Public Health
BUDGET NO: 41150023 – 502215 – 06340
FUNDING SOURCE: Pandemic Influenza Grant Funding
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION:

Discussion and action authorizing an agreement with Maxim Healthcare Services to provide medical staffing and support personnel in an amount not to exceed \$500,000 to assist in administering H1N1 immunizations to the public and that the City Manager be authorized to increase the contract for a contingency amount up to \$250,000 if the H1N1 vaccine situation changes and requires a longer duration of the vaccination campaign.

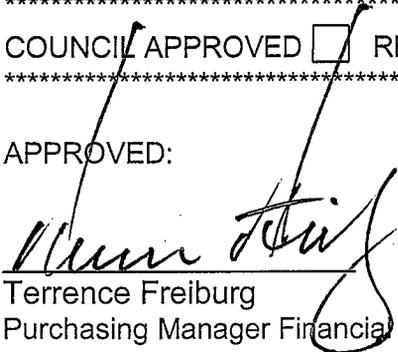
Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this purchase.

Total recommended Amount: \$500,000
Additional Contingency Amount: \$250,000

COUNCIL APPROVED REJECTED MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: April 14, 2009


Terrence Freiburg

Purchasing Manager Financial Services Department, Purchasing Division