



# City of San Antonio

## Agenda Memorandum

**File Number:**18-4761

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**Agenda Item Number:** 30.

**Agenda Date:** 8/30/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Health

**DEPARTMENT HEAD:** Colleen M. Bridger MPH, PhD

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Authorization of Agreements with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC for the Public Health Emergency Preparedness Program

### **SUMMARY:**

This ordinance authorizes Service Agreements with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC for emergency medical staffing services for the San Antonio Metropolitan Health District (Metro Health), Public Health Emergency Preparedness Program in a cumulative amount up to \$750,000.00 for a term beginning September 1, 2018 to August 31, 2020 with options to renew for two (2), one-year terms. Funds are not encumbered by this ordinance.

### **BACKGROUND INFORMATION:**

Through an agreement with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC will support an effective health and medical response in the event of an emergency, disaster, or public health incident for the City of San Antonio and Bexar County by providing trained and licensed medical and professional personnel to be deployed to established sites as determined by Metro Health.

On June 3, 2018, a Request for Proposals (RFP) was issued to solicit responses from qualified Respondents for emergency medical staffing services. The RFP was advertised in the San Antonio Express-News, the City's SAePS portal, City website, TVSA, and outreach notices were sent notifying potential respondents of the RFP

and how to apply. A pre-submittal conference was held on June 8, 2018 to answer questions from potential Respondents.

The RFP closed on July 3, 2018 and two

(2) responses were received and submitted to the Evaluation Committee for scoring. The five-member evaluation Committee included representatives from Metro Health. The Evaluation Committee met on July 24<sup>th</sup> and recommended award to Angel Staffing, Inc. and Stability Staffing and Consulting, LLC.

Respondents were evaluated based on the firm's qualifications, experience, quality of service, previous performance, reference review, proposed plan and price schedule. The evaluation of each proposal is based on a total of 100 points; 35 points allotted for experience, background, qualifications; 35 points allotted for the proposed plan and 15 points allotted for the respondent's price schedule. Ten preference points were allotted for the Small Business Enterprise (SBE) Prime Contract Program and 5 points for the Veteran-Owned Small Business Preference Program.

Based on the proposal submission, staff recommends entering into an agreement with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC to provide emergency medical staffing services to Metro Health's, Public Health Emergency Preparedness Program.

## **ISSUE:**

Metro Health is requesting Council authorization to execute two Service Agreements with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC in an amount up to \$375,000.00 each, for a cumulative amount up to \$750,000.00, for emergency medical staffing services in the event of an emergency, disaster, or public health incident for Metro Health's, Public Health Emergency Preparedness Program. Emergency medical services may include, but are not limited to, triage and medical screening, vaccination, dispensation of medications or medical supplies, and provision of first aid.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Stability Staffing and Consulting, LLC is a small, minority, women-owned firm that received ten evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

There were no proposals submitted by veteran-owned small businesses for this contract, therefore, the Veteran-Owned Small Business Preference Program was not applied.

## **ALTERNATIVES:**

If these agreements are not authorized, Metro Health will need to identify an alternative mechanism for which to secure medical staffing services in the event of a public health emergency or disaster. Should a public health emergency or disaster arise, Metro Health will be forced to rely solely on volunteer personnel to staff identified emergency response sites until an emergency contract can be executed for medical personnel services.

**FISCAL IMPACT:**

The funding requirement for the Service Agreements with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC in a cumulative amount up to \$750,000.00 is for a term beginning September 1, 2018 and ending August 31, 2020, and provides the opportunity to renew the agreement for two (2), one-year terms. Funds are not encumbered by this ordinance. Services utilized will be on an as needed basis in the event of an emergency disaster or public health incident. Any expenses incurred will be submitted for reimbursement through the Federal Emergency Management Agency (FEMA) for Federal Funds.

**RECOMMENDATION:**

Staff recommends approval of an ordinance authorizing Agreements with Angel Staffing, Inc. and Stability Staffing and Consulting, LLC in a cumulative amount up to \$750,000.00 for emergency medical staffing services for Metro Health's, Public Health Emergency Preparedness Program.

This contract is procured by means of Request for Proposals and the Contract Disclosure Forms are attached.