



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 11, 2019

DATE: Tuesday, May 7, 2019

TO: Board of County Commissioners

FROM: Russ Pedersen, Captain, Administration Bureau
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THROUGH: Cathy Hill, Comptroller &
Sheriff Darin Balaam

SUBJECT: Recommendation to award Request for Proposal (RFP) No. 3086-19 for Medical Services-Washoe County Personnel to the lowest, responsive, responsible proposer, ARC Health and Wellness, in the estimated annual amount of \$216,030.00, on behalf of the Sheriff's Office, and authorize the Purchasing and Contracts Manager to execute a three year agreement, July 1, 2019 through June 30, 2022, with two one-year renewal option, at the discretion of the County. (All Commission Districts).

SUMMARY:

Award Request for Proposal (RFP) No. 3086-19 for Medical Services-County Personnel to the lowest, responsive, responsible proposer, ARC Health and Wellness, in the estimated annual amount of \$216,030.00, on behalf of the Sheriff's Office, and authorize the Purchasing and Contracts Manager to execute a three year agreement, July 1, 2019 through June 30, 2022, with a two one-year renewal option, at the discretion of the County.

Washoe County Strategic Objective supported by this item: Economic Impacts and Unified Team/Employee Engagement

PREVIOUS ACTION:

On July 14, 2009 the Board of County Commissioners awarded Request for Proposal No. 2688-09 for Medical Services – Sheriff's Office Personnel to Dr. Michael Haley in the estimated annual amount of \$163,405.00, Commission Order No. 09-775.

On January 11, 2011 the Board of County Commissioners authorized the termination of agreement with Dr. Michael Haley, pursuant to Request for Proposal No. 2688-09 for Medical Services – Sheriff's Office Personnel and authorized the Purchasing and Contracts Manager to award the remaining balance of the agreement to Concentra Health Services Inc,

AGENDA ITEM # _____

and further allow Purchasing and Contracts Manager to exercise County's option to extend the agreement for one additional year commencing July 18, 2011, Commission Order No. 11-25.

On January 10, 2012 the Board approved the Washoe County Sheriff's Office and Purchasing Department to develop and administer a Request for Proposal for Pre-placement, Annual and Related Medical Services for Sheriff's Office Personnel.

On June 12, 2012 the Board of County Commissioners awarded Request for Proposal No. 2813-12 for Medical Services – Sheriff's Office Personnel to Concentra Medical Centers, in the estimated annual amount of \$89,337.00, Commission Order No. 12-508.

On July 14, 2015 the Board of County Commissioner awarded Request for Proposal No. 2929-15 for Medical Services – Sheriff's Office Personnel to ARC Health and Wellness Centers, in the estimated annual amount of \$135,194.32.

BACKGROUND:

The recruitment and retention of the best-qualified and physically fit workforce is one of the top priorities of the Washoe County Sheriff's Office. The use of preplacement and annual medical exams for physically demanding occupations are good business practice, and are also required by law:

NAC 289.110 requires that no person be appointed to perform the duties of a peace officer unless he/she has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his performance of the duties of a peace officer. The employing agency shall inform the examining physician of the specific functions required by the position to be filled.

NRS Chapter 617 mandates that full-time police officers submit to a physical examination on an annual basis in order to qualify for coverage for lung and heart diseases, which are considered under the law to be occupational diseases of police officers. The lung and heart physical examinations are conducted during the employee's birth month each year. Furthermore, NRS 616A.035 and 616C.052 requires the Sheriff's Office to provide pre-employment and post-employment baseline testing for contagious diseases, including without limitation, hepatitis A, hepatitis B, hepatitis C and human immunodeficiency virus (HIV). The Sheriff's Office has been providing an on-going hepatitis screening and vaccination program since the 1990s.

The County requires prospective Sheriff's Office employees, as required by specific positions, to submit to a preplacement medical screening examination following an offer of employment. The purpose of the preplacement medical examination is for the examining physician to review the prospective employee's past work and medical history as well as his or her present physical condition to ensure that the prospective employee will be able to perform the physically demanding activities required by the specific job. The preplacement and annual medical examinations are job validated medical screening requirements.

The medical screening were developed based upon the physical requirements associated with the essential job functions in accordance with the Uniform Guidelines on Employee Selection and meet the requirements of the NRS and NAC listed above.

The preplacement medical examination is conducted to ensure that the prospective employee is free of any medical condition, which could become aggravated if the individual was placed in a position, which exposed him or her to environmental or physical hazards. It also provides the opportunity to collect baseline health information from the prospective employee to document any preexisting condition that could later interfere with job performance or other activities of daily living.

In addition to the statutory requirements, Washoe County also requires incumbent Sheriff's Office sworn personnel to submit to periodic medical examinations. The purpose of the periodic medical examination is to review the employee's current medical status and present physical condition to ensure that the employee can continue to perform the physically demanding activities required by the job.

Sealed proposals were opened in the Purchasing Department at 9:00 a.m. (PT), Thursday, April 18, 2019. This RFP was duly advertised in the Reno Gazette Journal and through the online services of www.DemandStar.com. Two (2) proposals were received in good order.

A review committee comprised of a representative from the Washoe County Sheriff's Office Deputies Association, Washoe County Sheriff's Office Supervisory Deputies Association, Washoe County Sheriff's Office Accounting, and Washoe County Risk Manager, evaluated two proposals and scored them. The review committee ranked both proposers based on the proposal scores and final selection ratings. Proposal responses, evaluation criteria, scores/ratings, and final rankings are available for review by the Board and are on file in the Purchasing Office.

It is the recommendation of the review committee that the RFP be awarded to ARC Health. This award recommendation is being made to the medical provider that was determined to best meet the terms, conditions and specification of the Invitation to Bid.

Responding Proposers:

ARC Health and Wellness 2205 Glendale Ste #131 Sparks, NV 89431	Estimated Annual Amount: \$216,030.00	Ranking 1
Concentra Medical Centers 255 Glendale Ave #26 Sparks, NV 89431	Estimated Annual Amount: \$325,134.50	Ranking 2

FISCAL IMPACT:

Funds for these expenditures are approved in FY19/20 budget of the Sheriff's Office cost center 150200, general ledger 710868 (Administration-Medical Exams) and in cost center 150420, general ledger 710842 (Backgrounds, Psych Evaluations). Funds are anticipated to be requested and approved for all future fiscal years applicable to the Agreement and renewals.

RECOMMENDATION:

It is recommended that the Board of County Commissioners award Request for Proposal (RFP) No. 3086-19 for Medical Services-Sheriff's Office Personnel to the lowest, responsive, responsible proposer, ARC, in the estimated annual amount of \$216,030.00, on behalf of the Sheriff's Office, and authorize the Purchasing and Contracts Manager to execute a three year agreement, July 1, 2019 through June 30, 2022, with a two one-year renewal option, at the discretion of the County.

POSSIBLE MOTION:

Should the Board agree with staff's recommendation, a possible motion would be:
"Move to award Request for Proposal (RFP) No. 3086-19 for Medical Services-Sheriff's Office Personnel to the lowest, responsive, responsible proposer, ARC Health, in the estimated annual amount of \$216,030.00, on behalf of the Sheriff's Office, and authorize the Purchasing and Contracts Manager to execute a three year agreement, July 1, 2019 through June 30, 2022, with a two one-year renewal option, at the discretion of the County."