

**Staff Report**  
**Board Meeting Date: June 26, 2025**

**DATE:** June 17, 2025  
**TO:** District Board of Health  
**FROM:** Irene Dominguez, Fiscal Compliance Office  
775-328-2446, [idinguez@nnph.org](mailto:idinguez@nnph.org)  
Christina Sheppard, Division Director, Community and Clinical Health Services  
775-328-6159, [csheppard@nnph.org](mailto:csheppard@nnph.org)  
**SUBJECT:** Recommendation to approve FY26 purchases in the approximate amount not to exceed \$150,000 from Merck & Company Inc. for vaccines in support of clinic operations on behalf of the Community and Clinical Health Services Division.

---

**SUMMARY**

The District Board of Health must approve and execute Interlocal Agreements and amendments to the adopted budget. The District Health Officer is authorized to execute agreements on the Board of Health's behalf up to \$100,000 per contractor; over \$100,000 would require the approval of the Board.

**District Health Strategic Priority supported by this item:**

- 1. Healthy Lives:** Improve the health of our community by empowering individuals to live healthier lives.

**PREVIOUS ACTION**

No previous action this fiscal year.

**BACKGROUND**

The Community and Clinical Health Services Immunization (IZ) and Family Planning Programs have historically purchased vaccines from Merck & Company Inc., a leading vaccine manufacturer offering competitive pricing for direct purchases. Certain vaccines are exclusively produced by Merck. The IZ and Family Planning programs anticipate purchasing vaccines in an amount not to exceed \$150,000 in the upcoming FY26 fiscal year. As such, the Division is requesting approval for the total purchase order amount not to exceed \$150,000 for the 2026 fiscal year.

**FISCAL IMPACT**

There is no fiscal impact to the FY26 adopted budget as the Immunization and Family Planning Programs have sufficient expenditure authority to support this request.

**RECOMMENDATION**

It is recommended that the District Board of Health approve FY26 purchases in the approximate amount not to exceed \$150,000 from Merck & Company Inc. for vaccines in support of clinic operations on behalf of the Community and Clinical Health Services Division.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "to approve FY26 purchases in the approximate amount not to exceed \$150,000 from Merck & Company Inc. for vaccines in support of clinic operations on behalf of the Community and Clinical Health Services Division".