

Staff Report
Board Meeting Date: June 25, 2026

DATE: June 18, 2026
TO: District Board of Health
FROM: Irene Dominguez, Fiscal Compliance Office
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Christina Sheppard, Division Director, Community and Clinical Health Services
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SUBJECT: Recommendation to approve FY27 purchases in the approximate amount not to exceed \$200,000 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 procured vaccines directly from Merck & Company, Inc., a leading vaccine manufacturer known for offering competitive pricing on direct purchases. Several vaccines required by these programs are exclusively produced by Merck, making the company an essential supplier for continued program operations.

For the upcoming FY27 fiscal year, the IZ and Family Planning Programs anticipate vaccine purchases not to exceed \$200,000. Therefore, the Community & Clinical Health Services Division respectfully requests approval for a total purchase order amount up to \$200,000 for vaccine procurement during the 2027 fiscal year.

FISCAL IMPACT

There is no fiscal impact to the FY27 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 to approve FY27 purchases in the approximate amount not to exceed \$200,000 from Merck & Company Inc. for vaccine 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 FY27 purchases in the approximate amount not to exceed \$200,000 from Merck & Company Inc. for vaccine in support of clinic operations on behalf of the Community and Clinical Health Services Division"