

Staff Report
Board Meeting Date: February 27, 2025

DATE: February 21, 2025
TO: District Board of Health
FROM: Irene Dominguez, Fiscal Compliance Office
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Lisa Lottritz, Division Director, Community and Clinical Health Services
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SUBJECT: Retroactively approve FY25 purchases in an 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 in Washoe County.

SUMMARY

The Northern Nevada 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 Immunization (IZ) Program has purchased vaccines through Merck & Company Inc. for many years. Merck is a vaccine manufacturer and provides better pricing when purchases are made directly. The IZ and Family Planning programs anticipate needing to purchase vaccines in an amount not to exceed \$200,000 this fiscal year. As such, the Division is requesting approval for the total purchase order amount not to exceed \$200,000 this fiscal year. As of February 20, 2025, NNPH has not exceeded the \$100,000 PO purchasing limit.

FISCAL IMPACT

There is no fiscal impact to the FY25 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 retroactively approve FY25 in an 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 in Washoe County.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "to retroactively approve FY25 purchases in in an 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 in Washoe County."