

Staff Report
Board Meeting Date: November 20, 2025

DATE: November 14, 2025
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 FY26 purchases in the approximate amount not to exceed a total of \$215,000 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

The District Board of Health approved an approximate amount not to exceed \$150,000 on June 26, 2025 for Fiscal Year 2026.

BACKGROUND

The Community and Clinical Health Services (CCHS) Immunization (IZ) and Family Planning Programs have historically procured vaccines from Merck & Company, Inc., a leading manufacturer known for offering competitive pricing on direct purchases. Notably, certain vaccines required by these programs are exclusively produced by Merck, making them a critical supplier for meeting programmatic needs.

For the FY26 fiscal year, the IZ and Family Planning Programs anticipate vaccine purchases not to exceed a total of \$215,000. This amount reflects a previously approved allocation of \$150,000, with an additional \$65,000 now being requested to support expanded program activities and ensure adequate vaccine supply. Accordingly, the Division is seeking approval for a total purchase order amount of up to \$215,000 with Merck & Company, Inc. for the FY26 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 a total of \$215,000 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 a total of \$215,000 from Merck & Company Inc. for vaccines in support of clinic operations on behalf of the Community and Clinical Health Services Division".