



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Health
Department No.: 041
For Agenda Of: January 12, 2021
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Van Do-Reynoso, MPH, PhD, Director
Director(s) Public Health Department
Contact Info: Nicholas Clay, 681-5394
Emergency Medical Services Agency Director

SUBJECT: Fitch & Associates Agreement for Ambulance RFP Consulting Services

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an agreement with Fitch & Associates. (FITCH) to develop and support the LEMSA's ambulance service Request for Proposal (RFP), in an amount not to exceed \$137,400 for the period of January 12, 2021 through April 31, 2022 (Attachment A); and
- b) Authorize the LEMSA Director or designee to approve changes or additions to the work being performed under the agreement with FITCH, in an amount not to exceed \$20,610, for a total contract authorization of \$158,010; and
- c) Determine that the proposed action is an administrative activity that does not involve commitment to any specific project, and therefore is not a project as defined by State California Environmental Quality Act Guidelines section 15378(b)(5).

Summary Text:

This item is on the agenda to approve and execute a professional services agreement with FITCH to conduct an RFP for ambulance service in the County of Santa Barbara. On October 1, 2019, your Board directed the Local Emergency Medical Services Agency (LEMSA) to begin the competitive process to select an ambulance service provider to serve the County, which commenced with the selection of a consultant to design and conduct the request-for proposal (RFP) process.

Background:

The LEMSA, as designated by the Board of Supervisors on March 5, 1984, is statutorily responsible for planning, evaluating, and implementing an EMS System. (Health & Saf. § 1797.200, § 1797.204.) The LEMSA can establish “one or more exclusive operating areas for ambulance service in the development of a local plan, if a competitive process is utilized to select the provider or providers of the services pursuant to the plan.” (Health & Saf. § 1797.224). No competitive process is required if the local EMS agency develops or implements a local plan that continues the use of existing providers operating within a local EMS area in the manner and scope in which the services have been provided without interruption since January 1, 1981. Once a competitive process is implemented through a state approved local plan, that competitive process must be held at periodic intervals (Id.) Additionally, an approved paramedic service provider must have a written agreement with the LEMSA to participate in the EMS system and to comply with all applicable State regulations, and local policies and procedures (22 CCR §100168(b)(4).)

The LEMSA had previously selected another contractor to conduct the ambulance service RFP. After consultation with the RFP Advisory Committee, that agreement has been terminated for convenience.

The RFP Advisory Committee further agree to engage in a contract with FITCH, a responsive bidder, who scored second in the RFP evaluation process. FITCH has a wealth of ambulance RFP experience, and recently completed the Santa Barbara County EMS System Review. The ambulance service RFP aims to incorporate a number of recommendations from that EMS System Review.

RFP Consultant

Scope of Work – Overview

The RFP consultant will be primarily responsible to design the ambulance service RFP; support the response and award period; assist with the crafting of the ambulance agreement; and support the development of the updated local EMS plan. It is expected that the RFP consultant’s services will be required for 12 to 24 months.

Ambulance RFP Process Timeline Overview

This ambulance service RFP estimate includes the time to select an RFP consultant, as well as, the approximate six-month “ramp up” time in advance of the new ambulance services agreement. In light of the COVID-19 pandemic, and the change in consultant, the timeline has been adjusted as per below.

The below timeline is an updated estimate:

- RFP Consultant Selection Process: January 2020 – January 2021
 - Complete (pending your Board’s approval)
- Develop Ambulance RFP Requirements: January 2021 – June 2021
 - In person meetings have been replaced with virtual meetings
 - This allows for a significant reduction in the timeline
- CA EMSA Review of RFP: June 2021 – July 2021
 - Review estimated to take one month, but is subject to delays
- RFP Release, Response and Selection: August 2021 – December 2021
 - This timeline is dependent on CA EMSA approval
- Ambulance Agreement Negotiation: January 2022 – May 2022
 - Timeline is an estimation

- CA EMSA Review of Agreement: May 2022 – June 2022
 - Review estimated to take one month, but is subject to delays
- BOS Review of Agreement: June 2022 – June 2022
- Ambulance Provider “Ramp up”: July 2022 –December 2023
- New Ambulance Agreement in Effect: January 2023

Performance Measure:

Upon execution of the contract, FITCH will be responsible for meeting the agreed upon timeline. Any changes to the timeline, will be agreed upon by both parties as outlined in this Agreement. FITCH will also be responsible for ensuring completion of the project in the confines of the budget presented in the proposal and the deliverables as outlined in the agreement.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			\$ 158,010.00
Total	\$ -	\$ -	\$ 158,010.00

The funding for this contract is included in the Public Health Department adopted budget for Fiscal Year 2020-21. The funding has been made available by an allocation of release of Special Revenue fund balance from discretionary sources.

There is no General Fund impact as a result of executing this agreement.

Key Contract Risks:

There are a number of risks that have the potential to add costs and time to the ambulance service RFP process.

- Developing the ambulance service RFP requirements could experience delays. The CA EMS Authority review of the ambulance service RFP and EMS Plan could be protracted, especially given the current COVID-19 pandemic.
- The ambulance service RFP award could be subject to protest by an unsuccessful bidder
- Negotiating the new ambulance agreement could be protracted
- The CA EMS Authority review of the ambulance service agreement could be protracted
- Availability of county departments and staff supporting the ambulance RFP may be impacted by the COVID-19 pandemic

The LEMSA is committed to working with our partners to mitigate the risks of delay, however many of the risks are driven by external factors.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please execute two (2) original Agreements with FITCH and retain one (1) original Agreement and one (1) Minute Order for pick up by the department. Please email Kelly.lazarus@sbcphd.org when available for pick up.

Attachments:

- A. Fitch & Associates Professional Services Agreement

Authored by:

Nicholas Clay, EMS Agency Director