



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: August 18, 2020
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: Citygate Associates, LLC 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 Citygate Associates LLC. (CITYGATE) to develop and support the LEMSA's ambulance service Request for Proposal (RFP), in an amount not to exceed \$141,665 for the period of August 18, 2020 through March 18, 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 CITYGATE, in an amount not to exceed \$21,250, for a total contract authorization of \$162,915; 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 a professional services agreement with CITYGATE 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).)

To select the consultant, the LEMSA convened an RFP Advisory Committee (RFPAC), comprised of representatives from the CEO’s Office, Public Health and Behavioral Wellness. The RFPAC provided guidance on the drafting of the Consultant RFP and subsequently scored the RFP responses. Based on this scoring, the RFPAC recommends awarding the contract to CITYGATE. The proposed cost in the RFP response is \$141,665. The Public Health Department is adding a 15% or \$21,250 in possible contingency costs should issues arise requiring additional vendor costs for services in scope during the ambulance RFP process. Once approved, the LEMSA plans to immediately begin working with CITYGATE.

For the competitive ambulance RFP process, the LEMSA requires the assistance of a consultant with a firm understanding of the evolving landscape of California EMS systems. CITYGATE was chosen for their depth of knowledge and methodology in approaching ambulance service bids. The firm has an impressive resume that demonstrates their ability to engage various stakeholder and disciplines. Their experience most notably includes EMS contract work in the City of San Diego, Alameda County, Contra Costa County, LA County, and Orange County Fire Authority. CityGate has worked with hundreds of government partners, ranging from California, to Texas, Arizona, Washington and Kansas. They have extensive experience working in California. They have an extensive client list that includes fire departments and EMS organizations across the State and Country.

Consultant Selection Process Review

RFP Advisory Committee Members

Terri Maus-Nisich, Assistant CEO

Dr. Van Do-Reynoso, Public Health Department Director

Paige Batson, Public Health Deputy Director

Dr. Alice Gleghorn, Behavioral Wellness Director

Key Dates

March 3rd: Meeting for the RFPAC to review draft consultant RFP

April 1st: RFPAC provided concurrence on consultant RFP

April 20th: Consultant RFP released

May 4th: Meeting for RFPAC to review & answer consultant RFP questions

May 22nd: Consultant RFP responses distributed to RFPAC members for scoring

June 10th: Meeting for the RFPAC to present their scores to the group

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.

The below timeline is an estimate, based on the LEMSA's research of other ambulance service RFPs in the State, as presented on October 1, 2019.

- RFP Consultant Selection Process: January 2020 – June 2020
 - Complete (pending your Board's approval)
- Develop Ambulance RFP Requirements: June 2020 – February 2021
 - Estimated start September, 2020
- CA EMSA Review of RFP: February 2021 – March 2021
 - Estimated start April, 2021
- BOS Review of RFP: April 2021
- RFP Release, Response and Selection: April 2021 – August 2021
 - Estimated start April/May, 2021
- Ambulance Agreement Negotiation: August 2021 – December 2021
 - Estimated start September, 2021
- CA EMSA Review of Agreement: January 2022 – February 2022
 - Estimated start February, 2022
- BOS Review of Agreement: March 2022 – April 2022
 - Estimated start May, 2022
- Ambulance Provider "Ramp up": May 2022 – September 2022
 - Estimated start June, 2022
- New Ambulance Agreement in Effect: January 2023
 - Estimated start January 2023

Performance Measure:

Upon execution of the contract, CITYGATE 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. CITYGATE 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

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 CITYGATE 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. Citygate Associates, LLC Professional Services Agreement

Authored by:

Nicholas Clay, EMS Agency Director