



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: November 29, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Daniel L. B. Nielson, MPA, Interim Director
Director(s) Public Health Department
Contact Info: Nicholas Clay, 681-5394
Emergency Medical Services Agency Director

SUBJECT: **First Amendment to the Agreement with Fitch & Associates 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, ratify, and authorize the Chair to execute the First Amendment to the Agreement with Fitch & Associates (FITCH) to add support services for protest and appeal of the LEMSA's ambulance service Request for Proposal (RFP), to increase the amount by \$51,174 for a revised amount not to exceed \$188,574, and to extend the period of performance for an additional year with a revised ending date of December 31, 2023 (Attachment A); and
- b) 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 amendment to the professional services agreement with FITCH to add support services for protest and potential appeal of the LEMSA's ambulance service Request for Proposal (RFP), to increase the amount by \$51,174 for a revised amount not to exceed \$188,574, and to extend the period of performance for an additional year with a revised ending date of December 31, 2023. 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. To date, the Ambulance Services RFP process has been conducted as outlined within the RFP. Subsequent to the announcement of the Notice of Intent to Award, the Chief Procurement Officer received a Protest. Following the Protest process, the bidder may appeal the Chief Procurement Officer’s decision, should the decision not be in their favor. To support that process, LEMSA has requested additional support from FITCH to support the Protest and Appeals process, as outlined in Tasks 14 – 16 in Attachment A. The project timeline will extend beyond the originally intended termination date, therefore the Agreement needs to be extended to December 31, 2023 to ensure all aspects of the Scope of Work are completed.

Background:

On July 13, 2022 LEMSA released the RFP for the Exclusive Ambulance Services Provider for the Santa Barbara County Exclusive Operating Area. FITCH has supported the RFP throughout the process. Responses from two (2) bidders have been received as well as a protest to the Notice of Intent to Award. To provide additional support to the County Procurement Office and, if needed, the Protest Resolution Committee, LEMSA has requested additional protest and appeal services from FITCH. FITCH has agreed to support the County during this process for an additional \$51,174, bringing the overall Agreement total to \$188,574.

Predominantly due to delays with the COVID-19 pandemic, the Ambulance Services RFP project will not conclude within the timeline of the original Agreement with FITCH. The LEMSA expects to conclude the remaining elements of the Scope of Work with FITCH no later than December 31, 2023.

Performance Measure:

FITCH will continue to be responsible for meeting the agreed upon timeline and elements of the Scope of Work. Any changes to the timeline, will be agreed upon by both parties as outlined in this Agreement and First Amendment. FITCH will also be responsible for ensuring completion of the project in the confines of the budget presented in the proposals and the deliverables as outlined in the Agreement.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis

<u>Funding Sources</u>	<u>Original Agreement Cost:</u>	<u>First Amendment Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: Discretionary			
1991 Realignment	\$ 137,400.00	\$ 51,174.00	\$ 188,574.00
Total	\$ 137,400.00	\$ 51,174.00	\$ 188,574.00

The funding for this Agreement and First Amendment was included in the Public Health Department’s adopted budget for Fiscal Year 2022-23. The funding has been made available by an allocation of 1991 Health Realignment from discretionary sources.

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

Key Contract Risks:

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 Margs Fitzwilliam mfitzwilliamfigueroa@sbcphd.org when available for pick up.

Attachments:

- A. First Amendment Fitch & Associates
- B. Fitch & Associates Professional Services Agreement

Authored by:

Nicholas Clay, EMS Agency Director