



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1381) – Physical Examination Services

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Rick Curry, CPPO – Purchasing Director and Tracy McCammon, Risk Management Administrator

RECOMMENDED MOTION: Move to award the contract for physical examination services and various services to be performed on employees and candidates for County employment vacancies and for Washington County Volunteer Fire & Rescue Association of Maryland, Inc. (WCVFRA) personnel, to the responsive, responsible sole proposer, Health@Work of Hagerstown, MD (incumbent) for its total sum proposal dated May 9, 2018 of **\$385,435.50 - \$388,210.50** per year based upon estimated quantities (no guaranteed min/max) at per its unit prices for the indicated services.

REPORT-IN-BRIEF: The Request for Proposals (RFP) was advertised in the local newspaper, on the County’s web site, and on the State’s “eMaryland Marketplace” web site. Sixteen (16) firms/individuals downloaded the proposal document from the County website. One (1) firm was represented at the pre-proposal conference. The Coordinating Committee was comprised of the Washington County Purchasing Director (Committee Chairman Designee), County Human Resources Director, County Risk Management Administrator, County Safety Compliance Administrator and a WCVFRA representative.

The recommended firm shall provide physical examination services and various other services to be performed on employees and candidates for County employment vacancies and WCVFRA personnel. This contract is for a one (1) year period tentatively to have begun July 1, 2018, with an option to renew for up to four (4) additional one-year periods. A sole proposal was received on May 9, 2018 from the incumbent medical firm. The Coordinating Committee met to review the firm’s Qualifications & Experience/Technical Proposal and it was determined to be responsive. The Price Proposal of the sole proposing firm was then opened.

DISCUSSION: N/A

FISCAL IMPACT: For these services (Medical Fees) in FY’19, the Health and Human Services Department has budgeted \$55,000; Sheriff’s Department-Patrol has budgeted \$2,000; Sheriff’s Department–Detention has budgeted \$5,500; and the County has budgeted a portion of the required costs associated with the WCVFRA personnel at \$80,000. Utilization may be less than the recommended award amount; payment will be made at the unit costs for only the actual services rendered.

CONCURRENCES: Coordinating Committee (including appropriate representatives as named above)

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A