

C-6

March 1, 2022

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute a contract, and any necessary documents including any necessary subsequent amendments, with TargetSolutions Learning, LLC, of Tampa Bay, FL, for providing the Vector Check IT system, which tracks the storage and administration of controlled substances, in a total annual amount not to exceed \$4,977, for a period of one year, with the option to renew for four additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with TargetSolutions Learning, LLC, for providing Vector Check IT system.

The United States Drug Enforcement Agency and the Los Angeles County Emergency Medical Services (EMS) Agency require EMS provider agencies to provide security and tracking of all controlled substances. The Long Beach Fire Department (LBFD) is transitioning from a paper-based tracking system to an electronic system. The Vector Check IT system will improve the LBFD's ability to maintain compliance with all regulations governing the storage and administration of controlled substances and enhance tracking of expiration dates, minimizing the cost of replacing and destroying expired medications.

In accordance with Purchasing policies and procedures, the LBFD researched available controlled drug tracking systems and found four that appeared to meet the LBFD's needs. After in-depth research and analysis of the quotes, including review by the Medical Director and Emergency Medical Services field staff, the LBFD selected the Vector Check IT system based on effectiveness and price. City Departments have the authority to enter into Purchase Orders up to \$25,000 annually with a specific vendor; however, an executed contract is being requested for this purchase, which requires the City Council approval. The total annual contract for this will not exceed \$4,977.

This matter was reviewed by Deputy City Attorney Art Sanchez on February 8, 2022, Business Services Bureau Manager Tara Mortensen on February 3, 2022, and by Budget Analysis Officer Greg Sorensen on February 9, 2022.

TIMING CONSIDERATIONS

City Council action to award and execute a contract concurrently is requested on March 1, 2022, to ensure that the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$4,977. Sufficient funds are budgeted in the General Fund Group in the Fire Department. This recommendation is anticipated to result in a minimal impact to staff hours beyond the normal budgeted scope of duties and a minimal impact on existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



XAVER ESPINO
FIRE CHIEF

APPROVED:



THOMAS B. MODICA
CITY MANAGER