

C-6

May 18, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP CM21-040 and award a contract to Contemporary Services Corporation, of Northridge, CA, for providing COVID-19 vaccination point of dispensing (POD) screening services, in a total amount not to exceed \$950,000, for a period of five months, with the option to renew for four additional five-month periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Contemporary Services Corporation to provide COVID-19 vaccination point of dispensing (POD) screening services. PODs are a concept used in disasters, particularly public health disasters, as a method of delivering prophylaxis efficiently. The contracted services include the comprehensive non-professional screening of individuals seeking vaccinations at City-run COVID-19 vaccination PODs.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on March 23, 2021, and 372 potential proposers specializing in screening services were notified of the RFP opportunity. Of those proposers, 32 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 35 local, minority-owned, and women-owned business groups. Six proposals were received on March 25, 2021. Of those proposers, one was a Minority-owned Business Enterprise (MBE), one was a Women-owned Business Enterprise (WBE), two were certified Small Business Enterprises (SBE), and none were Long Beach businesses (Local). The selection committee determined that Contemporary Services Corporation, of Northridge, CA (not a MBE, WBE, SBE, or Local), was the most qualified firm to provide the services.

Contemporary Services Corporation was selected based on the firm's relevant competence, experience in comparable engagements, expertise and availability, financial stability, conformance with RFP terms, and reasonableness of cost for providing the necessary services for the duration of the term.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 37 Long Beach vendors were notified to submit proposals, of which none downloaded or submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Arturo D. Sanchez on April 21, 2021, Business Services Bureau Manager Tara Mortensen on April 30, 2021, and by Budget Management Officer Rhutu Amin Gharib on May 4, 2021.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP CM21-040 and award a contract concurrently is requested on May 18, 2021, to ensure the contract is in place expeditiously.

EQUITY LENS

The City has incorporated the Equity Toolkit into this recommendation as requested by the City Council on April 21, 2020. This recommendation will allow for COVID-19 vaccination POD locations in areas of Long Beach that saw the highest case rates during the past year. PODs such as these offer direct opportunities to vaccination services for those who may not have access to make online appointments or who lack the resources to get to a mass vaccination clinic. As part of the City's commitment to provide equitable vaccine distribution, the Health Department began conducting small, community-based vaccine clinics and later launched two mobile vehicles to vaccinate people in neighborhoods hardest hit by COVID-19 to reduce the effects of the virus.

FISCAL IMPACT

The total amount of the contract will not exceed \$950,000 for a period of five months with an option to renew for four additional five-month periods. It is anticipated that these costs and those associated with testing and vaccination will be eligible for the Federal Emergency Management Assistance (FEMA) Public Assistance (PA) program. The federal cost share is 100 percent of eligible expenses. These costs will be incurred in the Health Fund Group and those which are eligible for reimbursement by FEMA will be transferred to the General Grants Fund Group. Budget appropriations for FEMA eligible costs will be requested at FY 21 year-end. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for 97 full-time employees residing in Long Beach.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Modica', written in a cursive style.

THOMAS B. MODICA
CITY MANAGER