



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources



**Date:** May 1, 2014

**Board Meeting Date:** June 17, 2014

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director  
Scott Johnson, Deputy Director, Human Resources

**Subject:** Agreement with Kaiser On-the-Job

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with Kaiser On-the-Job to conduct pre-placement and Occupational Health and Safety Administration (OSHA) mandated physical examinations for the term of June 1, 2014 through May 31, 2017 with two one-year options to extend the agreement, in an amount not to exceed \$1,390,000

**BACKGROUND:**

The County has collaborated with Kaiser On-the-Job to establish an Occupational Health Service program. Kaiser On-the-Job provides Occupational Health Services to County employees and they have effectively administered this program by working closely with County employees and the County's Occupational Health Nurse to secure the scheduling of all pre-placement physicals and annual health surveillance exams.

**DISCUSSION:**

Kaiser On-the-Job is staffed with skilled health professionals who respond quickly and efficiently to the needs that arise from work related injuries and are committed to providing attention to prevention and wellness. Kaiser On-the-Job provides examinations to determine a job applicant's current limitations in relation to the essential job tasks identified by the employer, annual health surveillance examinations and provide vision testing and hearing screening. The Contractor will also provide fitness for duty and return to work examinations

The Human Resources Department requests your Board to authorize the Human Resources Director or the Director's designee to execute amendments to the agreement which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the agreement term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other agreement provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the Resolution and Agreement as to form.

Approval for this Agreement contributes to Shared Vision 2025 outcome of Collaborative Community by providing a comprehensive Occupational Health Program that will increase administrative efficiency and help to effectively manage the County's costs.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Projected</b>
Pre-placement Physicals	550	700
Health Surveillance	475	600

**FISCAL IMPACT:**

There is no net County cost impact. Funding for the Occupational Health costs are offset by the Risk Management Workers' Compensation Trust Fund. The fee is \$276,666 annually not to exceed \$830,000 for the first three years with two one-year options to extend not to exceed \$280,000 annually for a total of \$1,390,000.

**Exhibit A**

1.	General Description of RFP	Occupational Health Service
2.	List key evaluation criteria	Mandatory Services required by law Preferred services requested by County
3.	Where advertised	County Internet
4.	In addition to any advertisement, list others to whom RFP was sent	N/A
5.	Total number sent to prospective proposers	0
6.	Number of proposals received	1
7.	Who evaluated the proposals	Scott Johnson  Faiza Steele  Elaine Simmons
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	Kaiser On-the-Job