



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: October 20, 2015
Board Meeting Date: December 15, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief, Health System
Susan Ehrlich, MD, MPP, Chief Executive Officer, San Mateo Medical Center

Subject: Amendment to the agreement with UltraEx, Inc. for courier and delivery services

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with UltraEx, Inc. to provide courier and delivery services, extending the term through March 31, 2016, and increasing the amount by \$200,000 to an amount not to exceed \$1,460,000.

BACKGROUND:

In October 2012, the San Mateo Medical Center (SMMC) completed a Request for Proposals (RFP) for courier and delivery services. The RFP's scope also included distribution of meals to clients enrolled in the Home Delivered Meals (HDM) program. The HDM program is administered through a Memorandum of Agreement between SMMC and Aging and Adult Services. UltraEx, Inc. was the only vendor to submit a proposal that included a solution for both the HDM program and SMMC's courier and delivery service needs.

DISCUSSION:

Because the HDM program plays an integral part in the negotiation of the courier and delivery service agreement, SMMC delayed issuing an RFP to explore options of an outside vendor taking over the HDM operation. As a result, SMMC would like to extend the current agreement with UltraEx through March 31, 2016, to allow SMMC time to develop an RFP with a scope of work that reflects the services required.

The County's Contract Compliance Committee has approved a waiver request to extend the agreement by an additional two years beyond the current term.

The amendment and resolution have been reviewed and approved by County Counsel as to form.

This amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by providing the delivery of meals to homebound seniors and critical courier and non-patient transportation services required by SMMC. It is anticipated that SMMC's delivery needs will be met 98% of the time.

PERFORMANCE MEASURE:

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Percent of time when SMMC delivery needs will be met	98%	98%

FISCAL IMPACT:

The term of the amended agreement is December 1, 2012 through March 31, 2016. The amount of the agreement is not to exceed \$1,460,000. Funds in the amount of \$200,000 are included in the SMMC FY 2015-16 Adopted Budget.

Expenses at SMMC are covered by fees for services or third-party payors whenever possible. The portion of expenses for services provided to the medically indigent or to those covered by programs that do not meet the full costs of care are covered by the County's General Fund contribution to SMMC, and are within the existing annual appropriation.