

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION WAIVING THE REQUEST FOR PROPOSALS PROCESS AND
AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH HFS CONSULTANTS
– SUPPORT SERVICES, EXTENDING THE TERM THROUGH JUNE 30, 2014, AND
INCREASING THE AMOUNT BY \$420,700 TO AN AMOUNT NOT TO EXCEED
\$520,700**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on July 1, 2013, the Chief Executive Officer of the San Mateo Medical Center (SMMC) approved an agreement with HFS Consultants – Support Services (HFS) to work with the Manager of Materials Management to assess the unit's needs and to maximize efficiency in preparation for the manager's planned extended leave; and

WHEREAS, HFS was chosen because they have previously provided SMMC interim support during a manager's absence; and

WHEREAS, as a result of the initial cost savings identified in Materials Management under the Agreement, SMMC is recommending that assessment services under the Agreement be expanded to include Food and Nutrition and Pharmacy services at SMMC; and

WHEREAS, once these assessments have been completed, HFS will facilitate implementing their recommendations for non-labor expense reduction (NLER) in the Pharmacy and Food Services divisions as they have done in Materials Management,

and, furthermore, HFS guarantees that SMMC will experience a 3:1 return on investment (ROI) for all fees; and

WHEREAS, SMMC therefore believes that it is in the best interest of the County to continue collaborating with HFS to expand the scope of work begun to include these two units in an effort to increase cost savings and efficiency at SMMC; and

WHEREAS, SMMC accordingly requests a waiver of the Request for Proposals (RFP) process to permit HFS to continue to supply interim support services in Materials Management and to expand the NLER as outlined above; and

WHEREAS, Ordinance Code Section 2.83.170 authorizes the Board of Supervisors to waive the RFP process in any situation where the Board of Supervisors determines that the best interest of the County could be served without the necessity of an RFP; and

WHEREAS, this Board of Supervisors determines that the best interest of the County could be served without the necessity of an RFP in this context; and

WHEREAS, both parties wish to amend the Agreement to extend the term through June 30, 2014, and to increase the amount by \$420,700, to an amount not to exceed \$520,700; and

WHEREAS, this Board has been presented with a form of such Amendment, has examined and approved it as to both form and content, and desires to enter into it.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the RFP process for said agreement is hereby waived.

BE IT FURTHER RESOLVED that the President of this Board of Supervisors be and is hereby authorized and directed to execute said Amendment No. 1 to the Agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the Chief of the Health System or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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