



County of San Mateo

Inter-Departmental Correspondence

Department: HEALTH SERVICES FHS

File #: 22-942

Board Meeting Date: 12/6/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise F. Rogers, Chief, San Mateo County Health
Lizelle Lirio de Luna, Director, Family Health Services

Subject: Amendment to the Agreement with InSync Consulting Services, LLC. for Vaccine Inventory Management

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Insync Consulting Services, LLC for COVID-19 vaccine inventory management, increasing the amount by \$186,651 to an amount not to exceed \$386,650.

BACKGROUND:

On February 23, 2021, during the initial stages of Countywide COVID-19 vaccinations, the Emergency Operations Center (EOC) received a 213RR request, requesting pharmacists and vaccinators. County Procurement recommended the federal supply services organization InSync Consulting Services, LLC (Insync), for staffing services.

In November 2021, the EOC directed County Health to manage the vaccine management aspect of the original contract. Due to the increased cases of COVID-19 variants, County Health could not retrain and familiarize a new staffing agency consultant, as this would have negatively impacted vaccine distribution efforts. Instead, County Health submitted a waiver of competition to retain Insync for ongoing services, authorized by the Director of Public Health Policy, and Planning.

On November 22, 2021, County Health contracted with InSync to provide staffing services for a pharmacist dedicated to vaccine inventory management directed by the County Immunization Program for the term of October 1, 2021, through June 30, 2022, in an amount not to exceed \$115,000. The contracted staff would provide the following services: assist in the receipt of COVID-19 vaccines delivered to the Local Health Jurisdiction (LHJ); assist with the LHJ vaccine inventory; assist in recommending appropriate storage and documentation of the vaccines; and track and redistribute COVID-19 vaccines to County Health vaccination clinics, contracted vendors and local health partners.

On June 13, 2022, County Health amended its agreement with InSync to add additional staffing position needs to assist in vaccine delivery, including Licensed Vocational Nurses and Registered Nurses to assist in COVID-19 homebound services, congregate facilities, and pop-up clinic vaccinations. The amendment increased the amount payable by \$84,999 to an amount not to exceed \$199,999 and extended the agreement term through June 30, 2023.

DISCUSSION:

Due to the continued need for vaccine management and distribution, and because this procurement now falls outside of the emergency provisions under which it was initially entered into, County Health requests the Board waive the competitive process and to extend its current agreement with InSync with no change to the original agreement end date. If the State's COVID-19 funding is continued beyond the June 30, 2023, end date of this agreement, County Health plans to conduct an RFP to competitively select a vendor for this service.

The amendment will increase the contract amount by \$186,651 to an amount not to exceed \$386,650, with no change to the agreement term.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The agreement and resolution have been reviewed and approved by the County Attorney as to form.

It is anticipated that 88% of all homebound clients who request a Covid vaccine will receive the vaccine.

PERFORMANCE MEASURE:

Measure	FY 2021-22 Actual	FY 2022-23 Estimated
Percent of homebound clients requesting the Covid vaccine who receive the vaccine	N/A	88% 224 of 254 vaccinations

FISCAL IMPACT:

The term of the amended agreement is from October 1, 2021, through June 30, 2023. The amount of this agreement is not to exceed \$386,650 for the 21-month term. This amendment is entirely funded through the Immunization Assistance Program grant. Funds have been included in the Family Health Services FY 2022-23 Adopted Budget. There is no Net County Cost.