

**C O U N T Y   A D M I N I S T R A T O R**SUSAN S. MURANISHI  
COUNTY ADMINISTRATORDONNA LINTON  
ASSISTANT COUNTY ADMINISTRATOR

July 2, 2009

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, CA 94612-4305

Dear Board Members:

**SUBJECT: AWARD A CONTRACT TO OCCU-MED FOR PRE-EMPLOYMENT  
MEDICAL STANDARDS AND EVALUATIONS, REQUEST FOR  
PROPOSAL (RFP) NO. 900444; AMOUNT \$107,800**

RECOMMENDATION:

Authorize the Purchasing Agent to negotiate and sign Master Contract No. 900444, Procurement No. 4119 with OCCU-MED (James A. Johnson, President), Fresno, CA, to provide pre-employment medical standards and evaluations for the County Administrator's Office Risk Management Unit (RMU) at an estimated cost of \$107,800. The term of this contract shall be for three years beginning on approximately August 1, 2009 and ending on approximately July 31, 2012, and by mutual agreement allows for an option to renew for two additional one-year terms.

DISCUSSION/SUMMARY:

Under Civil Service rules, all potential County employees are required to pass a pre-employment medical exam to determine that they are free from disqualifying diseases and are physically fit to perform the duties of their employment.

The County is responsible for providing the medical examiners with questionnaires, waivers, physical evaluation standards and a protocol for the individual medical exam assigned to each of the County's 916 job classifications. To remain in compliance with

the Americans with Disabilities Act (ADA), and all current State and Federal regulations, the County must update its current pre-employment medical exam standards, protocols, vaccination requirements, and respiratory protection requirements.

This contract will provide for the review of each job classification and the development of legally defensible evaluation standards, protocols, and requirements to be used by the medical examiners. The Contractor will provide assistance to the County should an exam, protocol, or requirement be challenged by a candidate.

SELECTION CRITERIA/PROCESS :

*RMU does not have the resources available to provide for pre-employment medical standards and evaluation services.*

*RMU worked with the General Services Agency (GSA) Purchasing Department and issued a Request for Interest/Qualifier (RFI/Q) on May 5, 2008 to 743 vendors derived from the GSA Small Local and Emerging Business (SLEB) database and from a list of vendors provided by the Risk Management Unit. The RFI/Q was also posted on the GSA Current Contracting Opportunities website for approximately 11 months and resulted in two responses, both of which were determined to be qualified. Subsequently, a Request for Proposal (RFP) was developed and electronically mailed to the responding vendors on April 28, 2009. The RFP was posted on the Alameda County Current Contracting Opportunities website for 26 days and advertised in 15 local and ethnic newspapers, and the local Chambers of Commerce. One networking/bidder's conference was held approximately ten days after the RFP was issued and was attended by representatives from six firms. One response to the RFP was received from a qualified non-County vendor. The response was evaluated by the County Selection Committee (CSC) comprised of three representatives from the Alameda County Risk Management Unit and one from Alameda County Human Resources Services. A maximum total of 550 evaluation points were available for this project. The total evaluation points include 50 preference points derived from a 5% preference for local vendors and a 5% preference for certified small or local and emerging vendors for a total of 10%.*

*OCCU-MED met all of the requirements of the RFP and will partner with Fremont Urgent Care, a certified SLEB, for 20% of the total contract amount.*

*Evaluation Summary*

<i>Vendor</i>	<i>Location</i>	<i>SLEB</i>	<i>Evaluation Points</i>
<i>OCCU-MED</i>	<i>Fresno, CA</i>	<i>N</i>	<i>484</i>


FUNDING:

Funding for this program is included in the County Administrator's Office Risk Management Unit FY 2009-2010 budget and will be included in subsequent budget years. There will be no increase in net County cost.

Respectfully submitted,



Susan S. Muranishi  
County Administrator



Aki K. Nakao  
Director, General Services Agency

ATTACHMENT

AKN:MB.mp.Board Letters\Purchasing\FY 2009-10\Pre-Employment Medical Standards and Evaluations (OCCU-MED)

cc: Patrick J. O'Connell, Auditor-Controller  
Richard E. Winnie, County Counsel

ATTACHMENT

PRE-EMPLOYMENT MEDICAL STANDARDS AND EVALUATION SERVICES

RFP No. 900444

AUGUST 1, 2009 THROUGH JULY 31, 2012

Vendor	Location	Estimated Dollar Value of Contract Award	Small and Local Participation	
			Percentage	Dollar Amount
OCCU-MED	Fresno, CA	\$107,800	20%	\$21,560

**Certified SLEB Partner:**

*Fremont Urgent Care  
3161 Walnut Ave.  
Fremont, CA 94538  
Certification # 09-00139*