



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

HEALTH SYSTEM / SHERIFF'S OFFICE

DATE: August 14, 2009
BOARD MEETING DATE: September 15, 2009
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Jean S. Fraser, Chief, Health System
Greg Munks, Sheriff

SUBJECT: Agreement with Central Medical Laboratory for Phlebotomy Services

RECOMMENDATION:

Adopt a Resolution authorizing the President of the Board to execute an Agreement with Central Medical Laboratory to provide forensic phlebotomy services for the term of October 1, 2009 through June 30, 2012, for a maximum obligation of \$564,000.

BACKGROUND:

On March 17, 2009, your Board approved an Amendment to the current phlebotomy services Agreement with American Medical Response West for the period of July 1, 2009 through September 30, 2009. The Amendment assured continuity of service while staff completed contract negotiations.

In April 2009 a Request for Proposals (RFP) was issued for phlebotomy services and Central Medical Laboratory was selected to provide the services. The RFP was developed with input from representatives of local police agencies, the California Highway Patrol, the Sheriff's Office, the District Attorney's Office, and the Health System. Law enforcement was involved in the selection process due to the important role the contractor will have in collecting evidence and testifying in court. Timely response and clear procedures associated with chain of custody of evidence were considerations for the selection of Central Medical Laboratory.

DISCUSSION:

Phlebotomy services to be provided under this new Agreement consist of the collection of blood specimen evidence to be used in the prosecution of driving under



the influence and other crimes. This evidence gathering will occur at locations throughout the County as well as at Stanford Medical Center and San Francisco General Hospital. The Agreement amount is projected based on the average use (1500 draws annually), and the average per draw rate (\$123). The Agreement mandates strict compliance with blood draw procedures, and that the phlebotomist arrive at the blood draw site within 40 minutes of dispatch. The Agreement further mandates compliance with subpoenas, and providing testimony at no additional charge.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract 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 Agreement and Resolution as to form.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by assuring timely response to public safety incidents and ensuring that evidence is gathered in a timely fashion. It is anticipated that more than 90% of calls will be responded to within 40 minutes. This measure is important to assure that law enforcement personnel are not held up at the scene, but allowed to be back on patrol.

Performance Measure:

Measure	FY 2008-09 Actual	FY 2009-10 Projected
Percentage of times a phlebotomist is at a designated site within 40 minutes of the telephone request	90%	91%

FISCAL IMPACT:

The term of the Agreement is October 1, 2009 through June 30, 2012. The maximum obligation is \$564,000. For the period from October 1, 2009 through June 30, 2010, the Health System will pay a maximum obligation of \$154,000 with sales tax through realignment. The funds have been included in the Community Health tentatively Adopted FY 2009-10 Budget. An annual maximum obligation of \$205,000 will be included in the Sheriff's Office FY 2010-11 and FY 2011-12 Recommended Budgets.

REQUEST FOR PROPOSALS PROCESS MATRIX

1.	General description of RFP	Contract services for phlebotomy services
2.	List key evaluation criteria	<ul style="list-style-type: none"> • Philosophy and Values • Applicant's Experience • Program Description • Organizational Capacity • Financial Narrative
3.	Where advertised	San Mateo County Times
4.	In addition to any advertisement, list others to whom the RFP announcement was sent	Notice mailed to listings of previous contractors and clinical laboratories serving the Bay Area
5.	Total number of RFP's sent to prospective proposers	More than a dozen RFP's where sent to prospective candidates
6.	Number of proposals received	Two
7.	Who evaluated the proposals	Team of law enforcement agencies including local police departments, California Highway Patrol, County Sheriff and District Attorney.
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	American Medical Response West and Central Medical Laboratory