



Board Report

File #: 2018-0599, **File Type:** Contract

Agenda Number: 35.

**EXECUTIVE MANAGEMENT COMMITTEE
NOVEMBER 15, 2018**

SUBJECT: METRO MEDICAL CLINIC SERVICES

ACTION: AWARD CONTRACT

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a 42-month, firm fixed unit rate Contract No. PS42270000 to Temple Medical Center for medical clinic services for Metro downtown service area, in an amount not-to-exceed \$1,034,640 effective January 25, 2019 subject to resolution of protests(s) if any.

ISSUE

Metro conducts physical examinations and drug and alcohol specimen collections for employees and job candidates. These physical examinations and specimen collections are industry standard safety protocols mandated by various funding and regulatory agencies, including the Department of Transportation (DOT), Federal Transit Administration (FTA), California Department of Motor Vehicles (DMV), and Cal-OSHA.

DISCUSSION

Under Human Resources Fitness for Duty Policy (HR 29), Metro conducts medical examinations to ensure individuals are able to perform the duties of their positions in a safe and competent manner, meet the applicable commercial driver licensing requirements, and are free from the adverse effects of drug abuse and alcohol misuse. Holders of commercial driver licenses are required by law to have periodic physical examinations to recertify their medical cards. The maximum certification period is two years, but drivers with medical conditions such as hypertension or diabetes must recertify annually.

Currently, Talent Acquisition contracts with five (5) clinics throughout the Los Angeles County, including one in the downtown area, to provide numerous medical services including physical exams and drug and alcohol testing collections servicing various worksite locations. Based on the needs of the agency and current hiring demands, there is a need to add an additional clinic to service the downtown area. Temple Medical Center would be advantageous for employees and candidates due to its close proximity to Metro's Headquarters building.

The Talent Acquisition Department assigns pre-employment examinations and corresponding drug/alcohol testing to selected clinics in the downtown area. The Talent Acquisition Department also assigns corresponding drug testing based on proximity either to Gateway or the employee's home. Divisions assign random and incident-based drug/alcohol testing to the clinic designated for their divisions or nearest to the site of the incident. Employees choose the clinic they wish for commercial driver license renewal examinations and the corresponding drug test.

DETERMINATION OF SAFETY IMPACT

The medical clinics provide the capability for Metro to meet federal requirements for fitness for duty examinations ensuring improved safety for our employees and patrons.

FINANCIAL IMPACT

The funding of \$295,611 is included in the FY19 budget for medical clinic services in cost center 6240, Talent Acquisition Department under project 100001, General Overhead.

Since this is a multi-year contract, the cost center manager and Chief Human Capital & Development Officer will be responsible for budgeting the cost in future years, including any options exercised.

Impact to Budget

The source of funds for this Contract is General Overhead funds, comprised of Federal, State and local funds. These funds are eligible for bus and rail operating costs.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Recommendation supports Strategic Plan Goal #5 (Provide responsive, accountable, and trustworthy governance within the Metro organization). These physical examinations and specimen collections are industry standard safety protocols mandated by various funding and regulatory agencies, including the Department of Transportation (DOT), Federal Transit Administration (FTA), California Department of Motor Vehicles (DMV), and Cal-OSHA.

ALTERNATIVES CONSIDERED

The Board of Directors may choose not to authorize the Contract award for this project; however, this alternative is not recommended as not adding an additional medical clinic would limit Talent Acquisition's ability to effectively move forward with increased hiring demands, moreover, expensing additional resources from the other medical clinics.

NEXT STEPS

Upon approval by the Board, staff will execute Contract No. PS42270000 with Temple Medical Center to provide medical clinic services for Metro downtown service area, effective January 25, 2019.


ATTACHMENTS

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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