



Board Report

File #: 2020-0876, File Type: Contract

Agenda Number: 37.

**EXECUTIVE MANAGEMENT COMMITTEE
FEBRUARY 18, 2021**

SUBJECT: METRO MEDICAL CLINIC SERVICES

ACTION: AWARD BENCH CONTRACTS

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to:

- A. AWARD six, nine-year, firm fixed unit rate Contract Nos. PS70268000 through PS70268005, to the following firms, for **Medical Clinic Services**, for a not-to-exceed amount of \$6,833,016 for the five-year base term, effective March 1, 2021 through February 28, 2026, plus \$2,384,203 for the first, two-year option and \$2,436,542 for the second, two-year option, for a combined total amount not-to-exceed \$11,653,761, subject to resolution of protest(s), if any.

Contract No.	Contractor
PS70268000	ProHealth Glendale Occupational Medical Group, Inc.
PS70268001	ProHealth Valley Occupational Medical Group, Inc.
PS70268002	CareOnSite, Inc.
PS70268003	Concentra Medical Centers - Los Angeles
PS70268004	Concentra Medical Centers - Commerce
PS70268005	Concentra Medical Centers - Van Nuys

- B. EXECUTE individual task orders under these Contracts for medical clinic services for an aggregate not-to-exceed amount of \$11,653,761.

ISSUE

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

The current medical services contracts will expire on February 28, 2021.

BACKGROUND

Metro is dedicated to ensuring that employees and job candidates are fit for duty and are able to perform their essential job duties without posing a health or safety risk to themselves, co-workers, or the public. Employees and job candidates are therefore required to undergo medical fitness examinations and drug and alcohol testing at prescribed times as well as when on-duty observations raise concerns regarding fitness. The medical fitness examinations and the drug and alcohol-testing programs are managed by the Talent Acquisition Department.

DISCUSSION

Under Metro's Fitness for Duty Policy (HR 29), Metro conducts medical fitness examinations to ensure employees can fully and safely perform their essential job duties and meet the applicable commercial driver license holder requirements.

Metro requires medical examinations for employees and job candidates under specified situations or in response to evidence indicating a lack of fitness. All inquiries and examinations are specifically job-related and consistent with business necessity. Commercial driver's license holders are required by law to have periodic physical examinations to recertify their medical examiner's certificate. The maximum certification period is two years, but drivers with medical conditions such as hypertension, diabetes or sleep apnea, to name a few, are required to recertify on a more frequent basis. This recertification can range anywhere from one month to one year.

Under Metro's Drug and Alcohol-Free Work Environment Policy (HR 46), Metro conducts substance abuse testing of its safety-sensitive employees and job candidates in accordance with Federal Transit Administration (FTA) regulations 49 CFR Part 655. Collections and testing are performed using the procedures outlined in Department of Transportation (DOT) regulations 49 CFR Part 40. Metro also administers incident-based drug and alcohol testing for non-safety-sensitive employees under its own authority following using the same procedures.

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 for medical clinic services is included in cost center 6240, Talent Acquisition Department under project 100001, General Overhead.

In FY21 there is \$602,776 budgeted for these services. 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

The recommendation supports Strategic Plan Goal #5: To provide responsive, accountable, and trustworthy guidance within the Metro Organization; Initiative 5.6: As Metro will foster and maintain a strong safety culture for all. By approving this recommendation Metro will be able to ensure the safety for Metro's patrons and employees.

ALTERNATIVES CONSIDERED

The Board of Directors may decline to approve the award of these bench contracts. This alternative is not recommended because Metro does not have specialized staff that can perform these examinations, nor does Metro have the facility and equipment that meet regulatory and certification standards. Non-compliance with mandatory requirements of regulatory agencies such as FTA, DOT, DMV, and Cal-OSHA, will result in loss of federal funding. Further, this will adversely affect Metro's recruitment process.

NEXT STEPS

Upon Board approval, staff will execute these medical clinic services bench contracts, effective March 1, 2021 and work will be assigned based on need, availability, type of testing, and the response time required.

ATTACHMENTS

Attachment A - Procurement Summary

Attachment B - DEOD Summary

Prepared By: Patrice McElroy, Executive Officer, Talent Management
(213) 418-3171

Reviewed By: Joanne Peterson, Chief Human Capital & Development Officer
(213) 418-3088

Debra Avila, Chief Vendor/Contract Management Officer
(213) 418-3051



Phillip A. Washington
Chief Executive Officer