

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. N/A

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: E-10182
 TERM OF CONTRACT 1 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Health Vaccines Administration at Long Term Care Facilities

Description: awarded vendor will be administering health vaccines at various Miami-Dade County Long Term Care facilities

Issuing Department: ISD
 Contact Person: Natalya Vasilyeva
 Phone: 305-934-5365

Estimate Cost: \$4,863,975

Funding Source: GENERAL
FEDERAL
OTHER

Federal

ANALYSIS

Commodity Codes:	94855				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Natalya Vasilyeva
 Date sent to SBD: 10/20/2021

Date returned to SPD:

APPENDIX A – SCOPE OF SERVICES

Contractor's Responsibilities

1. **Vaccination Details:** Monday through Sunday, 10 hours per day or as required.
2. **Site Personnel:** Provide vaccination strike team personnel. Each team will be made up of:
 - a. 1 Registered Nurse(RN) or Paramedic
 - b. 1 Emergency Medical Technician (EMT), Certified Nurse Assistant(CNA) or License Practical Nurse (LPN)
 - c. 1 Medical Registration/Admin Staff

Clinical staff will be overseen by the Contractor's Chief Medical Officer or other qualified medical professional (Doctor of Medicine (MD), Nurse Practitioner (NP) or Physician Assistant (PA)). Contractor's staff anticipated engagement will be 8 hours per day, travel-related expenses are in accordance with Section 112.061 of the Florida Statutes.

3. **Support Personnel:** Provide project and support personnel as indicated in the pricing section in support of the long-term care vaccination mission.

4. **Logistics Management:**

- a. Long Term Care Facilities Coordination:

- i. Contact long term care facilities up to 3 times to schedule them for a 3rd shot/booster vaccination visit.
- ii. Confirm number of booster doses required.
- iii. Provide them pre-registration and consent information.
- iv. Coordinate and collect registration and consent information.
- v. Confirm facility appointment day and time window once all consents provided.
- vi. Provide facilities with a What to Expect and FAQs document to help facilitate the onsite vaccination mission.
- vii. All facilities will have access to <https://cdr-health.com/lcservices/> with updated information and instructions on scheduling their booster shot vaccination.

- b. Reporting and Interagency Coordination:

- i. Maintain a database of long-term care facilities in the County with records of call attempts, disposition, appointment information and number of shots given.
- ii. Coordination and communication between the County, local and state Department of Health, and any required local agencies.
- iii. Provision of reports, including: Florida shots (daily), Number of facilities visited, and vaccinations provided by type (daily), Call Center Report (daily), Adverse Reaction Reporting (as needed)

- c. Patient Materials:

- i. Provision of Emergency Use Authorization (EUA) Fact Sheets by type of vaccine to patients as required by the Center for Disease Control and Prevention (CDC).
- ii. Provision of V-safe document to report adverse reactions as required by the CDC.
- iii. Provide the CDC vaccination verification card for proof of vaccination to every patient.

- d. Information Technology:

- i. Provide onsite hardware including computers, printers, label makers.
- ii. Provision of onsite Wi-Fi via secure network.
- iii. SFTP file transfer protocols to MDC, Nomi Health and other MDC partners as requested.
- iv. Encrypted technology for transfer of PHI
- v. Onsite data management
- vi. Electronic patient registration
- vii. Patient Portal and ability to download vaccination verification record

viii. Daily Reporting into FL Shots

- e. Customer Service Support: The Contractor will provide a dedicated multi-lingual call center, to handle inbound and outbound calls in support of vaccination mission. In addition, the Contractor will provide dedicated email support assistance and automatic follow up via text/email if required.
- f. Supplies: the Contractor will provide all equipment and Personal Protective Equipment (PPE), including, but not limited to:
 - i. Level 2 Isolation Gowns
 - ii. Nitrile Gloves
 - iii. Sanitization Wipes/Cleaning Solution
 - iv. Face Shields
 - v. N95 Masks, Certified
 - vi. 3-Ply surgical masks
 - vii. Hand Sanitizer
 - viii. AED
 - ix. Epi Pen
 - x. Cold Storage for Vaccines
- g. Vaccine: the Contractor will order and supply CDC/FDA authorized booster vaccine in the amounts required and provide proper cold storage in compliance with the vaccine manufacturer's recommendations.

County's Responsibilities

- 1. **Long Term Care Locations**: Provide the Contractor with an updated list of long-term care locations in the County to include:
 - a. Facility Name
 - b. Facility Address
 - c. Facility Point of Contact Name
 - d. Facility Point of Contact Email Address
 - e. Facility Point of Contact Phone
 - f. Type of Facility (Skilled Nursing Facility (SNF); Assisted Living Facility (ALF); Agency for Persons with Disabilities Home (APD); Intermediate Care Facility (ICF); Independent Living Facility (ILL); or other)
 - g. Estimated Census

The Contractor will utilize current vaccination information in its database to assist with this process.