

CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 7/25/2017

ALL

Item Creation Date: 6/6/2017

T25936 - Emergency Medical Tracking System - ORDINANCE

Agenda Item#: 2.

Background:

Request for Proposal-S33-T25936 - Approve an Ordinance authorizing the appropriation of \$34,000.00 out of the Equipment Acquisition Fund (1800) and award a three-year contract, with two one-year options to Career Step, LLC (formerly Medic-CE) in an amount not to exceed \$178,000.00 for a Emergency Medical Tracking System for the Houston Fire Department (HFD).

Specific Explanation:

The Chief of the Houston Fire Department and the Chief Procurement Officer recommend that City Council approve an ordinance authorizing the appropriation of \$34,000.00 out of the Equipment Acquisition Fund (1800) and award a **three-year contract, with two one-year options to Career Step, LLC (formerly Medic-CE)** in an amount not to exceed **\$178,000.00** for a Emergency Medical Tracking System for the Houston Fire Department. The Chief Procurement Officer may terminate the contract at any time upon thirty (30) days written notice to the contractor.

The scope of work requires the contractor to design, develop, host, implement, train, maintain and enhanced database that will provide the following key features:

- Tracking of various HFD Emergency Medical Services technician certifications.
- Tracking and completion of required Continuing Education (CE) hours and credentialing status.
- Tracking of employee/member immunizations status and requirements.

The Request for Proposal (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. The solicitation document was posted on the Strategic Procurement Division's e-bidding website and, as a result, proposals were received from: Career Step, LLC (formerly Medic-CE) and Image Trend, Inc. The evaluation committee consisted of members from the Houston Fire Department.

The proposals were evaluated based upon the following criteria:

1. Responsiveness
2. Technical Competence
3. Price

Career Step, LLC received the highest overall score. The Houston Fire Department is confident that Career Step, LLC is well qualified to perform the required services as outlined in the RFP.

M/WBE Subcontracting:

The RFP solicitation was advertised with an 11% goal for M/WBE participation. Unfortunately, the awarded contractor was unable to achieve the required goal because the proposed system contains proprietary codes and there are no areas of divisibility. The Office of Business Opportunity reviewed and approved good faith effort documentation submitted by HFD on behalf of Career Step, LLC.

Pay or Play Program:

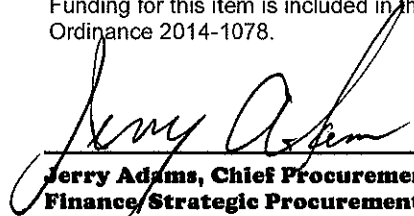
The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, the contractor will provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, Career Step, LLC does not meet the requirement for HHF designation; no HHF firms were within three percent.

Fiscal Note:

Funding for this item is included in the FY 2018 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ordinance 2014-1078.


Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority			
DEPARTMENT	FY2018	OUT YEARS	TOTAL
Houston Fire Department	\$34,000.00	\$144,000.00	\$178,000.00

Amount of Funding:

\$ 34,000.00 - Equipment Acquisition Fund (1800) WBS # C-000207

\$144,000.00 - General Fund (1000)

\$178,000.00 - Total

Contact Information:

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ATTACHMENTS:

Description	Type
<u>Funding</u>	Financial Information
<u>Form B</u>	Backup Material
<u>MWBE</u>	Backup Material