



## APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

Date of Submission:	12/12/2023		
User Agency/Department(s):	Health and Hospital System	Budget Unit #:	0921

### SECTION I

#### ☐ REQUEST TO SOURCE A NEW CONTRACT BEYOND FIVE YEARS IN TERM

Complete this section only if sourcing a new contract that will exceed a five-year term and proceed to Section IV. If you are extending an existing contract, please continue to Section II.

Anticipated Contract Start Date:		Total Length of Term: (In months, excluding extension options)	
Anticipated Contract End Date:			
Comments:			
Budgeted Amount of Project:	\$		
Proposed Contractor Name:			
Description of Goods or Services:			

### SECTION II

#### ☒ REQUEST TO EXTEND EXISTING CONTRACT BEYOND FIVE YEARS IN TERM

Complete Sections II and III only if extending an existing contract beyond a five-year term.

Contract/PO Number:	43000014213		
Contractor Name:	Lisa Geisinger, dba OncoTeam		
Current Contract Start Date:	04/01/2013	Current Contract End Date:	12/31/2023
Total Current Value of Agreement:	\$ 2,913,893		
Description of Goods or Services:	Cancer Registry Case Finding and Abstracting Services		

### SECTION III

#### PROPOSED CONTACT EXTENSION DETAILS

If extending an existing contract beyond a five-year term, please provide details on the proposed extension.

Recommended # of Months Extension:	6
Recommended End Date:	06/30/2024
Recommended Additional Contract Value:	\$ 233,500
Recommended Total Contract Value:	\$ 3,147,393



## APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

### SECTION IV

#### PREAPPROVAL HISTORY

Please attach a copy of all previously signed preapproval forms for this contract (e.g., Justification for Exception to Competitive Procurement, Request for a Beyond 5 Year Contract Term, etc.) with your submission.

What is the acquisition method used to source this contract? Exception - Single Source

Has an Approval Request for a Beyond 5 Year Contract Term been approved for this contract previously?

☒ Yes

☐ No



If yes, how many times has this contract been previously approved for a Beyond 5 Year Contract Term? 3

### SECTION V

Mark appropriate box for Contract's Signature Authority

☒

Board of Supervisors

☐

Delegated to Department Head or designee

☐

Chief Procurement Officer/Director of Procurement or Designee

### SECTION VI

Pursuant to Board Policy 5.4.5.4, **EXCEPTIONS** to the maximum 5-year term limit for Professional Services are listed below. Select the appropriate exception(s).

- |                                  |  |
|----------------------------------|--|
| <input type="radio"/>            | (1) When the funding source for a contract provides that the contract term must exceed five years. Such funding sources may include the State or Federal government or an outside funding source (private or foundation grant).  |
| <input type="radio"/>            | (2) When the County "piggybacks" on another jurisdiction's contract that is more than five years or that is subsequently extended for more than the initial five-year term.  |
| <input type="radio"/>            | (3) When a specific law, code or regulation requires that a particular type of contract include certain contract terms(s) that exceed 5 years. Please provide a specific citation below.   |
| <input type="radio"/>            | (4) Contracts for goods, which includes equipment, that have a lifespan that exceeds five years and the benefits to the County of exceeding a five-year term outweigh the benefits of creating and executing a new contract after five years   |
| <input type="radio"/>            | (5) Contracts for technology software or hardware that have a lifespan exceeding five years and the benefits to the County of exceeding a five-year term outweigh the benefits of creating and executing a new contract after five years   |
| <input type="radio"/>            | (6) Proprietary maintenance contracts.   |
| <input type="radio"/>            | (7) Contracts for project-specific professional services where the length of the project is expected to exceed five years.   |
| <input type="radio"/>            | (8) Revenue contracts.   |
| <input type="radio"/>            | (9) Contracts with other governmental entities.  |
| <input checked="" type="radio"/> | (10) When an Agency/Department is otherwise able to justify that it is in the County's best interest to exceed the maximum 5-year term requirement. For example, an Agency/Department is able to demonstrate that the financial and/or programmatic impact on the County would be significant if the contract term does not exceed the maximum 5-year term requirement [Specific rationale must be provided in Section VIII, below]. |



## APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

### SECTION VII

Provide a narrative explanation below:

#### A. BACKGROUND (Describe the good or services procured)

Santa Clara Valley Healthcare (SCVH) requests an extension of the Agreement with Lisa Geisinger, dba OncoTeam, to conduct cancer registry case finding and abstraction services through June 30, 2024. The SCVH Cancer Center provides life-saving treatment to patients diagnosed with cancer through various treatment regimens and maintains a cancer registry (database of cancer cases). SCVH maintains a cancer registry in accordance with State law, which since 1985 mandated every hospital in California to collect and report an extensive data set for every cancer case. This function is known as cancer abstracting and must be performed by qualified Certified Tumor Registrars (CTRs). OncoTeam trains and manages CTRs who complete cancer registry case finding and abstracting. This includes reviewing multiple sources of information to identify and process cancer cases, and then abstracting these cases and reporting them to the State. The cancer registry is maintained on site, and the collected information is used to evaluate cancer trends, caseload, quality of treatment, and survival as compared to national benchmarks. OncoTeam runs reports and analyzes the cancer registry data, which includes using software applications and databases specifically designed for cancer registry operations and statistical analysis. Abstracted cancer cases are also discussed by a multidisciplinary care team to develop targeted treatment plans for complex patient cases and to ensure quality assurance. The data submitted to the State is used to inform extensive State and National cancer research, including large-scale evaluation of treatment efficacies and consequently the development of national treatment guidelines. Furthermore, OncoTeam provides oversight of SCVH's Tumor Board, Cancer Care Committee, and American College of Surgeons (ACS) accreditation.

#### B. CONTRACT HISTORY, if applicable. (How was the contract awarded? What were the events that occurred prior to the end of the contract term?)

On September 24, 2013, the Board of Supervisors approved the Original Agreement with Lisa Geisinger, dba OncoTeam with a not to exceed amount of \$150,000 for the period of April 1, 2013 through June 30, 2014.

On July 1, 2014, the Deputy County Executive pursuant to its delegated authority under the FY15 Master Contract List approved the First Amendment with no increase to the maximum and extending the term through June 30, 2015.

On June 10, 2015, the Deputy County Executive pursuant to its delegated authority under the FY16 Master Contract List approved the Second Amendment increasing the maximum financial obligation by \$150,000 from \$150,000 to \$300,000 and extending the term through June 30, 2016.

On June 20, 2016, the Deputy County Executive pursuant to its delegated authority under the FY17 Master Contract List approved the Third Amendment increasing the maximum financial obligation by \$150,000 from \$300,000 to \$450,000 and extending the term through June 30, 2017.

On June 14, 2017, the Deputy County Executive pursuant to its delegated authority under the FY18 Master Contract List approved the Fourth Amendment increasing the maximum financial obligation by \$150,000 from \$450,000 to \$600,000 and extending the term through June 30, 2018.

On February 15, 2018, the Deputy County Executive pursuant to its delegated authority under the FY18 Master Contract List approved the Fifth Amendment revising the scope of services only with no change to the maximum financial obligation nor the term.

On May 31, 2018, the Deputy County Executive pursuant to its delegated authority under the FY18 Master Contract List approved the Sixth Amendment increasing the maximum financial obligation by \$4,760 from \$600,000 to \$604,760 with no change to the term.

Please see continued pages.



## APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

### C. REASONS FOR CONTRACT TERM EXTENSION (Provide an explanation to support your selection in Section VI, including any relevant market research)

SCVH requests to extend the agreement with OncoTeam in order to continue meeting State and Federally mandated cancer reporting requirements through June 30, 2024, while providing SCVH sufficient time to exercise the competitive solicitation process to identify, contract, and transition services to a new vendor. Since September 2013, OncoTeam has maintained and reported all appropriate cancer registry information in order to meet regulatory guidelines. OncoTeam has trained and managed Certified Tumor Registrars (CTRs) who consistently and accurately performed case finding services, ensuring compliance with State and Federal cancer reporting requirements. Case abstracting for cancer registry services is complex and requires special expertise in epidemiology, anatomy, medical terminology, treatment therapies as well as knowledge of SCVH's electronic health record system.

The American College of Surgeons requires CTR credentials to perform the abstracting function in accredited facilities. Accordingly, SCVH requests to maintain OncoTeam's services, as they have demonstrated the required knowledge and expertise to perform these essential services, and due to the continual shortage of qualified CTRs and unsuccessful recruitment of a permanent employee.

### D. RECOMMENDATION TO CURE ISSUE(S) (If applicable)

The Contract Solutions Department and the Ambulatory Care Health System Department are currently working to release a new RFP for cancer registry case finding and abstracting consulting services.

## SECTION VIII:

### SOURCING PROJECT DETAILS

If your preapproval is requesting additional time to conduct a solicitation or source a successor contract, please outline your anticipated project schedule below. Include any relevant information on the sourcing project to date, such as the Master Acquisition List (MAL) ID number, draft of ICP preapproval request, or other references that may demonstrate progress on the sourcing project.

The requested extension will allow SCVH to continue contracting with OncoTeam for cancer registry case finding and abstracting services in order to meet State and Federally mandated cancer reporting requirements, as well as to provide the County sufficient time to exercise the competitive solicitation process to identify, contract, and transition services to a new vendor. The Contract Solutions Department is currently working on the RFP, while the FERC request to issue the RFP has been submitted and is pending approval.

MAL 1280 has been submitted and approved. The Department is currently finalizing the scope of services to appropriately address the County's needs.



## APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

### SECTION IX

Requesting Contracts Manager:	Print Name: Adrian M Garcia Signature: <small>DocuSigned by:</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>Adrian M Garcia</i></div> <small>BDD0879CEB3B49A...</small>
Requesting Agency/Department Director:	Print Name: Barbara French Signature: <small>DocuSigned by:</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>Barbara French</i></div> <small>0D38D96B7F9E475...</small>
Centralized Procurement Division Manager: <i>(If applicable)</i>	Print Name: Signature:

### SECTION X

#### DECISION AND REQUIRED STEPS FOLLOWING DECISION (To be completed by OCCM)

<input checked="" type="radio"/>	Attach to Service Agreement Checklist/Cover Sheet	<input type="radio"/>	Attach to Legislative File
<input type="radio"/>	Attach to PO/Contract File	<input type="radio"/>	Attach to Delegation of Authority Cover Sheet
<input type="radio"/>	Approved	Comments:	
<input checked="" type="radio"/>	Approved with Conditions	Comments: This is the 4th B5Y approved with conditions to complete a RFP. Any further extensions in which the RFP is not already issued and in process would require an SSJ.	
<input type="radio"/>	Returned for Possible Reconsideration	Comments:	
<input type="radio"/>	Denied	Comments:	

### SECTION XI

Office of Countywide Contracting Management Approval	Initial <small>DS</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>ER</i></div>
--	---

### SECTION XII

#### Office of Countywide Contracting Management Signature

Signature <small>DocuSigned by:</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>Leticia Gordon</i></div> <small>FC91A7A3FE2849D...</small>	Date  on behalf of Martha Wapenski, Deputy County Executive 12/14/2023
---	--