



24-4936

**DATE:** May 7, 2024 (Item No. {{item.number}})

**TO:** Board of Supervisors

**FROM:** Matthew Hada, Director of Procurement

**SUBJECT:** Decedent Transportation Services

### **RECOMMENDED ACTION**

Approve Second Amendment to Agreement No. 5500003237 with Caravel Transport, Inc., relating to decedent transportation services, increasing the maximum contract amount by \$1,050,000 from \$700,000 to \$1,750,000, with no change to the term of the Agreement, that has been reviewed and approved by County Counsel as to form and legality. (LA-1)

### **FISCAL IMPLICATIONS**

There is no additional impact to the General Fund. Existing appropriations in the Office of Medical Examiner Coroner (ME-C) will be used for Caravel's services.

### **CONTRACT HISTORY**

In January 2022 Procurement Department (Procurement) issued RFP No. eRFP-PRC-FY22-0140. As a result of the RFP process, Procurement executed Agreement No. 5500003237 with Caravel for the term August 15, 2022, to August 14, 2025, with a Not-To-Exceed (NTE) amount of \$500,000.

In June 2023, Procurement Management executed the First Amendment to extend the term to March 14, 2026, and increase the NTE amount by \$200,000 to \$700,000.

### **REASONS FOR RECOMMENDATION AND BACKGROUND**

ME-C is mandated to investigate all violent, sudden, or medically unattended deaths in the county. ME-C completes thorough professional medicolegal investigations into all deaths related to suicide, homicide, accident, infectious or communicable disease, or when the decedent had not been treated by a licensed physician within the 20 days preceding their death. ME-C is charged with determining both the manner of death (homicide, suicide, accident, natural cause) and the actual medical reason or cause of death. Caravel enables ME-C to fulfill its mandate by transporting deceased individuals to ME-C for investigation.

Annual expenditures for Caravel's services are approximately \$488,000. Currently, the NTE

amount for this agreement has been reached and needs to be increased to continue services through March 14, 2026. Since the total agreement value exceeds the authority delegated to the Director of Procurement, the Board's approval and execution of the proposed amendment is necessary.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

### **CONSEQUENCES OF NEGATIVE ACTION**

The County and ME-C will not have the benefits of agreement provisions for decedent transportation services.

### **STEPS FOLLOWING APPROVAL**

Please notify Taylor Tran and Sujata Rao in the Procurement Department upon completion of processing the Second Amendment to the agreement No: 5500003237.

### **ATTACHMENTS:**

- Agreement 5500003237
- Amendment 1 To Agreement 5500003237
- Amendment 2 To Agreement 5500003237
- Caravel Levine Act Contractor Form