



APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

Date of Submission:	12/26/2023		
User Agency/Department(s):	Health and Hospital System	Budget Unit #:	921

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:	PO# 4300016116		
Contractor Name:	Professional Research Consultant (PRC)		
Current Contract Start Date:	07/01/2019	Current Contract End Date:	12/31/2023
Total Current Value of Agreement:	\$ 5,583,900.00		
Description of Goods or Services:	To provide CMS regulatory mandated Patient Experience Survey 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:	12
Recommended End Date:	12/31/2024
Recommended Additional Contract Value:	\$ 1,325,000
Recommended Total Contract Value:	\$ 6,908,900



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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? RFP

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? 0

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)

The Center for Medicare and Medicaid Services (CMS) requires its providers to conduct post discharge surveys of its patients to obtain and measure their perspectives about the care they received. PRC is contracted to provide the CMS regulatory mandated Patient Experience Survey Services. The Patient Experience Ratings Performance is one of the four categories used by CMS to determine reimbursement rates.

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 January 15, 2019, the Board of supervisors approved the Agreement with Professional Research Consultants, Inc. to provide patient satisfaction and patient experience surveys in an amount not to exceed \$4,195,000 for the period of January 1, 2019 to December 31, 2021 with a two one-year extension options.

On July 15, 2019, the County Executive, pursuant to its delegated authority under the Board Resolution BOS-2018-110, approved the First Amendment increasing the maximum contract amount by \$550,000, from \$4,195,000 to \$4,745,000, with no change to the term of the Agreement.

On October 1, 2022, the County Executive, pursuant to its delegated authority under the Board Resolution BOS-2021-56, approved the Second Amendment increasing the maximum contract amount by \$300,000, from \$4,745,000 to \$5,045,000, and increasing the term of the Agreement through December 31, 2022.

On October 2, 2023, the County Executive, pursuant to its delegated authority under the Board Resolution BOS-2022-64, approved the Third Amendment increasing the maximum contract amount by \$538,900 from \$5,045,000 to \$5,583,900, and increasing the term of the Agreement through December 31, 2023.



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

Due to CMS requirements, the County is unable to have a lapse in services and this B5Y is to extend the current Agreement to allow for the public solicitation process to occur.

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

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.

MAL ID: 1328 was approved by the Board of Supervisors on August 15, 2023. The department has an updated and finalized scope and the Request for Proposals is pending final review prior to public release. This is anticipated to be released by March 2024. The MAL ID information will be updated in the database to reflect the new solicitation release date and any other relevant information that has changed.



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SECTION IX

Requesting Contracts Manager:	Print Name: Adrian M. Garcia
	Signature: <small>DocuSigned by:</small> <i>Adrian M. Garcia</i> <small>BDD0879CEB3B49A...</small>
Requesting Agency/Department Director:	Print Name: Brian McBeth
	Signature: <small>DocuSigned by:</small> <i>Brian McBeth</i> <small>134A68CF15364B0...</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 type="radio"/>	Attach to Service Agreement Checklist/Cover Sheet	<input checked="" 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: Approval is conditioned upon updating \MAL ID 1328 to reflect the new solicitation release date and any other relevant information.	
<input type="radio"/>	Returned for Possible Reconsideration	Comments:	
<input type="radio"/>	Denied	Comments:	

SECTION XI

Office of Countywide Contracting Management Approval	Initials <small>DS</small> <i>ER</i>
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SECTION XII

Office of Countywide Contracting Management Signature

Signature <small>DocuSigned by:</small> <i>Leticia Gordon</i> <small>FC91A7A3FE2849D...</small>	Date on behalf of Martha Wapenski, Deputy County Executive 12/27/2023
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