

**City of Culver City, California
Agenda Item Report**

Meeting Date: 06/08/15		Item Number: <u>C-2</u>	
CITY COUNCIL AGENDA ITEM: (1) Waiver of Formal Bidding Procedures; and (2) Approval of a Professional Services Agreement with Monica Bradley, R.N., M.I.C.N. Nurse Educator, for a Term of Five Years Ending on June 30, 2020 to Provide Continuing Education and Conduct Quality Improvement (QI) Activities for the Fire Department in an Amount Not-to-Exceed \$100,620 per Year.			
Contact Person/Dept.: Robert Kohlhepp/ Fire Department		Phone Number: (310) 253-5912	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification (E-Mail) Meetings and Agendas – City Council (06/03/15); Monica Bradley (06/1/15).			
Department Approval: Dave White (5/28/15)		City Attorney Approval: Carol Schwab (by H. Baker) (06/02/15)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/02/15)		City Manager Approval: John M. Nachbar (06/02/15)	
<u>RECOMMENDATION:</u> Staff recommends the City Council (1) waive formal bidding procedures; and (2) approve a five (5) year contract with Monica Bradley, R.N., M.I.C.N for the provision of paramedic continuing education, quality improvement activities, and other related paramedic program support. <u>BACKGROUND:</u> The Culver City Fire Department has been providing Advanced Life Support (ALS) through its paramedic program since 1973. Culver City's paramedic program delivers high quality patient care and is recognized in Los Angeles County as a progressive Emergency Medical Services (EMS) provider. The Nurse Educator has been a key component for the last five years to ensure that the Culver City Fire Department continues to deliver the best quality pre-hospital care. <u>Nurse Educator</u> Most fire departments that provide paramedic services in California employ or contract with a nurse educator. A nurse educator is a term used to describe an individual with a unique set of knowledge, skills, and abilities. These specialists have extensive experience as an emergency room nurse, are well versed in pre-hospital emergency care, have knowledge of medical quality assurance/quality improvement activities and processes, and have formal training in adult learning.			

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Services Required

Services the Fire Department needs to acquire in order to sustain the paramedic program include the following activities:

- Provide EMS continuing education to Fire Department personnel.
- Conduct Quality Assurance (QA) and Quality Improvement (QI) activities.
- Review patient care records.
- Ensure documentation is adequate.
- Ensure adherence to established protocols and medical policies.
- Provide feedback to paramedics.
- Submit reports to the Fire Chief and the local Emergency Medical Services Agency (Los Angeles County Department of Health Services).
- Prepare for audits conducted by the local Emergency Medical Services Agency.
- Liaison with local hospitals.

Selection Process

Ms. Bradley, R.N., M.I.C.N. has served as Culver City Fire Department's Nurse Educator since 2010. During this time she has developed a solid working knowledge of the Department's EMS program. Ms. Bradley has established trust with the Fire Department's executive staff, supervisors, and line personnel. Her efforts and expertise have contributed significantly to the success of the EMS program. Her current contract expires on June 30, 2015. The Fire Department strongly recommends renewing her contract for another five years. Staff believes the City would be at a disadvantage in contracting with another individual for these services. A new nurse educator's effectiveness could be significantly limited while they are learning about the Department's policies, programs, and operations. Additionally, a new nurse educator's success and fit with the Department would be uncertain.

In general, the Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC Section 3.07.075.E.3.

FISCAL ANALYSIS:

This Professional Services Agreement will cost \$100,620 per year. The City Manager's Proposed Budget for Fiscal Year 2015/2016 includes funds to cover these services (10145300.619800).

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MOTION:

That the City Council:

- 1) Pursuant to Section 3.07.075.E.3, waive the formal bidding procedures set forth in Section 3.07.075; and,
- 2) Approve a professional services agreement with Monica Bradley, R.N., M.I.C.N. for a five year term ending on June 30, 2020 to provide EMS Continuing Education, Quality Improvement activities, and other related paramedic program support in an amount not to exceed \$100,620 per year; and
- 3) Authorize the City Attorney to review/prepare the necessary documents; and
- 4) Authorize the City Manager to execute such documents on behalf of the City.