

# WASHOE COUNTY HEALTH DISTRICT

FINANCING QUALITY OF LIFE

## STAFF REPORT BOARD MEETING DATE: June 28, 2016

CM/ACM JS  
Finance DN  
DA LA  
Risk Mgt. N/A  
HR N/A  
Other CH

**DATE:** May 16, 2016

**TO:** Board of County Commissioners

**FROM:** Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us)

**THROUGH:** Anna Heenan, Administrative Health Services Officer, 775-328-2417, [aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)

**SUBJECT:** Approve FY17 Purchase Requisition #3000030472 issued to Board of Regents – UNR School of Medicine (single source) in the approximate amount of [\$100,000] for laboratory testing primarily in support of the medical clinic operations on behalf of the Community and Clinical Health Services Division of the Washoe County Health District. (All Commission Districts)

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### SUMMARY

The Washoe Board of County Commissioners must approve purchase orders equal to or greater than \$100,000.

**BCC Strategic Objective supported by this item:** Safe, Secure and Healthy Communities.

### PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

### BACKGROUND

The Health District is required by the Centers for Disease Control and Prevention (CDC) to use the public health lab for certain tests (Communicable Disease). Combined with the fact that a significant discount (approximately 50%) is offered to the Health District for Amplified Chlamydia/Gonorrhea Panel and Syphilis tests, this contract is considered a single source.

The Health District has been contracting with the Board of Regents for many years to provide these services. On occasion Quest Diagnostics is used for certain tests. A Single Source Purchasing Request form is attached.

This requisition supports the laboratory testing in the various medical clinics of the District Health Department for FY17, and the expenditures were anticipated in the adopted budget in the various medical clinic programs.

The District Board of Health approved this requisition at their May 23, 2016 meeting.

AGENDA ITEM # 5.K.3.

**FISCAL IMPACT**

Should the Board approve Purchase Requisition #3000030472, there will be no additional impact to the adopted FY17 budget, as this amount was anticipated and included in the adopted budget in 171300 (Sexually Transmitted Diseases) for \$22,600; 10014 (Sexually Transmitted Disease Grant) for \$17,000; 171400 (Tuberculosis) for \$500; 10016 (Tuberculosis Grant) for \$4,900; 11304 (Family Planning Grant) for \$27,000; 10013 (HIV Prevention Grant) for \$26,000; and 171700 (Communicable Disease) for \$2,000 in the outpatient (710721) account line item.

**RECOMMENDATION**

Staff recommends that the Washoe Board of County Commissioners approve FY17 Purchase Requisition #3000030472 issued to Board of Regents – UNR School of Medicine (single source) in the approximate amount of \$100,000 for laboratory testing primarily in support of the medical clinic operations on behalf of the Community and Clinical Health Services Division of the Washoe County Health District.

**POSSIBLE MOTION**

Move to approve FY17 Purchase Requisition #3000030472 issued to Board of Regents – UNR School of Medicine (single source) in the approximate amount of \$100,000 for laboratory testing primarily in support of the medical clinic operations on behalf of the Community and Clinical Health Services Division of the Washoe County Health District.

**WASHOE COUNTY  
SOLE SOURCE PURCHASE REQUEST FORM**

**This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.**

DEPARTMENT Washoe County Health District LOCATION Health Administration

REQUESTOR'S NAME Steve Kutz TELEPHONE # (775) 328-6159

REQUISITION NUMBER 30000xxxx DATE May 13, 2016

RECOMMENDED SOLE SOURCE SUPPLIER Nevada System of Higher Education, Board of Regents, University of Nevada, Reno, Public Health Laboratory

DESCRIPTION OF GOOD OR SERVICE REQUESTED Laboratory Testing Services

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

( ) 1 The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

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( ) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

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( ) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

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( ) 4 The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

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( ) 5. Consultants/Subcontractors The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

( ) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

( ) A selection process was utilized to select the most qualified person.

( ) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed

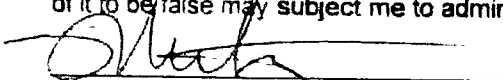
( X ) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

The Washoe County Health District has contracted with Nevada Systems of Higher Education, Board of Regents, University of Nevada, Reno Public Health Laboratory for many years. As such, this laboratory is familiar with reporting requirements and submission of testing results per the Centers for Disease Control and Prevention (CDC), Nevada Revised Statutes (NRS) and other regulatory requirements.

( X ) 7. The following provides justification as to reasonableness of price:

The Washoe County Health District is required by the CDC to use the public health laboratory for certain tests (communicable diseases) Combined with the substantial discount provided to us for Amplified Chlamydia, Amplified Gonorrhea and Syphilis tests, including the provision of certain tests at no cost, the public health laboratory is considered sole source for the Washoe County Health District. The discount pricing reflects a 50% discount on Amplified Chlamydia/Gonorrhea tests and a 47% discount on Syphilis test fees which equate to approximately \$47,463 in savings annually.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

  
Signature of Requestor

  
Department Head Approval

Kevin Dick  
Print Name


I, \_\_\_\_\_, authorized Buyer, recommend the following:

( ) Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332 115.1 (B)

( ) Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_

( ) Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

\_\_\_\_\_  
Buyer

  
Purchasing & Contracts  
Manager

\_\_\_\_\_  
Date

5-16-2016  
Date