

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE  
ACTION ITEM**

**SUBJECT:** CONTRACT AWARD/Occupational Health Services

**ELECTION DISTRICT:** Countywide

**CRITICAL ACTION DATE:** November 15, 2016

**STAFF CONTACTS:** Nelia Larson-Mann, Human Resources  
Jeanette Green, Human Resources  
Ravi Palaniandy, Finance and Procurement

**PURPOSE:** To award a new contract to obtain Occupational Health Services for the County.

**RECOMMENDATION:** Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a thirty-six (36) month contract for Occupational Health Services to INOVA Occupational Health (INOVA) in the estimated amount of \$3,000,000.

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**BACKGROUND:** On June 21, 2011, the Board of Supervisors authorized the award of contract No: QQ-01648 for Occupational Health Services to INOVA Health Care Services. The contract was issued for an initial two-year term (July 1, 2011 through June 30, 2013) with three (3) additional one-year renewal options thereafter. Fees were negotiated at the inception of the initial contract for the full five-year period. The contract period July 1, 2015 through June 30, 2016 represents the third and final annual renewal and was further extended from July 1, 2016 through December 31, 2016 to cover the gap during the new Request for Proposal (RFP) process.

The contract provides occupational health services requiring a comprehensive set of health monitoring services, to include, but not limited to: pre-placement, periodic, fitness for-duty, return-to-work and other special examinations; alcohol and controlled substance screening tests and analysis; post-exposure evaluation and follow-up for hazardous materials and blood-borne pathogens; stress tests and immunizations; and other occupational health services as required, as recorded in the RFP and contract referred to above and all subsequent amendments ratified to date. In addition, consultative services will be provided to the County on all aspects of occupational health matters.

Physical examinations are conducted in accordance with Human Resources (HR) Policy, Chapter 2.2.04 which establishes procedures for conducting pre-employment, retention, release-to-work, fitness-for-duty and re-evaluation physical examinations for public safety job candidates and current employees within specific categories. These examinations are based solely on the essential functions of specific job occupations and are within the lawful parameters of federal, state and local guidelines as set forth under the Occupational Safety and Health Administration, the Americans with Disabilities Act, the Code of Virginia and other relevant authorities.

Physical examinations are primarily for the public safety staff from the Loudoun County Combined Fire and Rescue System (both Volunteers and Career), the Sheriff's Office, the Department of Family Services' Juvenile Detention Center and the Department of Animal Care and Control. This contract is for the medical evaluations of approximately 1,000 public safety employees and 300 volunteers.

Alcohol and controlled substance testing is conducted in accordance with HR Policy, Chapter 2.2.05 and the Department of Transportation's Omnibus Transportation Employee Testing Act for mandatory testing of employees who function as a commercial motor vehicle operator, to include, but not limited to: reasonable suspicion, random and post-accident.

On June 23, 2016, RFP No. RFQ 386 was issued for Occupational Health Services. The intent of the RFP was to obtain firm fixed price proposals from firms specializing in providing Occupational Health Services. Two (2) proposals were received on August 4, 2016 and evaluated by a Proposal Analysis Group (PAG) consisting of members from Department of Human Resources, Fire and Rescue & Sheriff's Office. After careful evaluation the PAG ranked the firms as noted below.

<b>Firm</b>	<b>Ranking</b>
INOVA	1st
Occu-Med	2nd

INOVA was selected as the top ranked firm because of their:

- Qualifications and experience in providing occupational health medical services;
- Demonstrated ability to meet or exceed Scope of Services.
- Facility availability with two (2) dedicated occupational health services clinics.
- Managed, served and partnered with 3,500 employers providing workplace health services resulting in over 38,000 occupational health visits per year and 4,000 public safety visits per year.
- Recognized for its comprehension National Fire Protection Association (NFPA) standards and expertise in the delivery of medical services to fire and rescue departments and law enforcement in the Metro D.C. area.
- Dedicated centralized leadership team of occupational health professionals with proven track record of delivering top level medical services to public safety personnel throughout our region.

INOVA has been providing occupational health services to the County for the past twelve (12) years.

**ISSUES:** If the contract is not awarded, the County's ability to ensure career and/or volunteer public safety personnel receive professionally-certified, occupational health physicals may be diminished during the period the County is without a contract. Additionally, the heart/lung presumption and lack of fitness-for-duty examinations increase the County's liability relative to Risk Management/Workers' Compensation and Virginia Retirement System disability programs.

**FISCAL IMPACT:** Sufficient funds in the amount of \$1,000,000 for the first year, or 12 months of this 36 month contract award period are appropriated as part of the Department of Human Resources' FY 2018 operating budget. The next two fiscal years, or 24 months of the contract award period are subject to Board appropriated FY 2018 and FY 2019 budgets. Staff expects similar funding requirements. Approval of award authority to access this contract does not commit the County to expend funds, as this item only establishes award authority.

**ALTERNATIVES:**

1. Recommend to the full Board of Supervisors to authorize the Purchasing Agent to award a thirty-six (36) month contract for Occupational Health Services to INOVA Occupational Health in the estimated amount of \$3,000,000.
2. Do not authorize the contract award authority increase and direct staff how to proceed. However, this alternative is not recommended by staff since it could jeopardize our public safety personnel's occupational standard.

**DRAFT MOTIONS:**

1. I move that the Finance/Government Services and Operations Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to award a thirty-six (36) month contract for Occupational Health Services to INOVA Occupational Health in the estimated amount of \$3,000,000.

OR

2. I move an alternate motion.