

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.37
(ID # 20924)

MEETING DATE:

Tuesday, January 10, 2023

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Authorize the Purchasing Agent to issue a Purchase Order to California State University, Sacramento for Event Management Services without seeking competitive bids for FY22/23 through FY26/27. All Districts [Total aggregate amount \$500,000; up to \$50,000 in additional compensation – 100% Federal]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Purchasing Agent to issue a Purchase Order to California State University, Sacramento for Event Management Services without seeking competitive bids for FY22/23 through FY26/27, in the aggregate contract amount of \$500,000; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, and based on the availability of fiscal funding: (a) issue amendments to the Purchase Order that exercise the options of the Purchase Order, including modifications to the statement of work, that stay within the intent of the Purchase Order; (b) issue amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate amount.

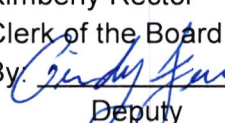
ACTION:Policy


Kim Saruwatari, Director of Public Health 12/30/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 10, 2023
xc: RUHS-PH

Kimberly Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$100,000	\$100,000	\$500,000	\$100,000
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Federal			Budget Adjustment: No	
			For Fiscal Year: 22/23-26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System - Public Health (RUHS-PH) is requesting the professional event management services from California State University, Sacramento (CSUS) to plan and execute a regional one-day event, at least once per year, every year through December 31, 2027. Attendees of the event, such as businesses, Public Health agencies, local Emergency Management departments, and first responders will receive up-to-date information and training in disaster preparedness and awareness, response, and mitigation efforts during pandemics and other natural and manmade disasters. The first event is scheduled to be held on August 23, 2023. CSUS will supply personnel needed for the planning, onsite management, registration, website development and overall execution of the annual event. CSUS will also provide all the printed materials such as postcards, invitations, and name badges for the registrants.

CSUS is the preferred contractor for the annual California Department of Public Health (CDPH) training and education workshop. The Southern California event is an extension of the CDPH annual event; CSUS has the foremost expertise and ability to plan and execute the summit with minimal County oversight. Their experience executing the parent event for CDPH guarantees a successful event. CSUS will provide contract oversight and monthly planning committee meetings to ensure the summit is on track financially and logistically. They will also develop a website for RUHS-PH that will allow participants to receive periodic updates and allow them to register.

Impact on Residents and Businesses

This training for businesses and local agencies will help mitigate infrastructure losses and financial impacts for the community and local businesses during pandemics and other natural and manmade disasters.

Additional Fiscal Information

The contract amount for the professional service agreement is not expected to exceed \$100,000 annually and will be 100% funded by the Epidemiology and Laboratory Capacity Expansion (ELC) grant or other grant funding in the future. RUHS-PH would like to reserve the option to roll unspent funds from one fiscal year to the next. There is no impact to County General Funds.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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County Fiscal Year					
FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total
\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Contract History and Price Reasonableness

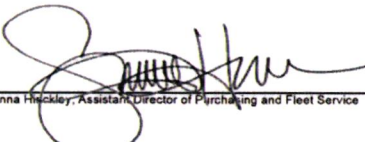
This is a new Purchase Order request between RUHS-PH and CSUS. CSUS has provided certified meeting professionals and event planning services for several different conferences and events over the years for various other organizations, which allows CSUS to provide cost-effective pricing to RUHS-PH. The total cost for services will not exceed \$100,000 per fiscal year or \$500,000 total aggregate over five years. CSUS has provided an itemized quote which includes hourly staff rates per position.

County Purchasing has reviewed and supports the Single Source Justification request. The cost for these services will be quoted each year by CSUS and reviewed by RUHS-PH to ensure continued cost effectiveness throughout the duration of the agreement.

ATTACHMENTS:

ATTACHMENT A. Quote for Southern California Counties Preparedness Summit

ATTACHMENT B. Single Source Justification Form


Suzanna Hockley, Assistant Director of Purchasing and Fleet Service

12/29/2022


Douglas Cordonez Jr.

1/4/2023



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December 15, 2022

Donna Mayer
Program Director, Program Evaluation
Health Equity Community Outreach Program
Epidemiology & Laboratory Capacity Program
Riverside University Health System - Public Health
Email: dmayer@ruhealth.org
Direct: 951.359.9860

Dear Donna:

Thank you for the opportunity to partner our services your "Southern CA Counties Preparedness Summit" on August 23rd, 2023. Please refer to the formal budget estimate below outlining the costs of these services.

QUOTE
(December 15, 2022)

Client: Riverside County Public Health
Client Contacts: Donna Mayer/Anne Accurso
Email: dmayer@ruhealth.org, aaccurso@rvco.org

		VARIABLES		
		Participants:	450	
		Speakers:	20	
		Exhibitors:	15	
		Length:	1 day	
		Planning Window:	10 months	
Southern CA Counties Preparedness Summit Location to be determined August 23, 2023				
	Personnel Services	Units	Rate	Totals
1	Program Director (staffing and contract oversight)	10	\$159	\$1,590
2	Financial Management (Reconciliations, Sponsor/Partner Contracts (if necessary), Financial reports)	24	\$78	\$1,872
3	Program Coordinator (singular point person on all planning and implementation logistics)			
4	Monthly Planning Committee Meetings (conference call (via zoom) - 4 hours, prep, portal, set-up, agenda, minutes) - 15 mtgs (all virtual)	60	\$81	\$4,860
5	Sub-Committee Meetings (infrequently, assist with materials, conference calls, resources) - <u>handled by client</u>	0	\$81	\$0
6	Project Communications (client updates, e-mails/phone calls, working meetings)	63	\$81	\$5,103
7	Facility Research (RFPs - summarize findings, present to committee, determine final selection) - already determined	0	\$81	\$0
8	Facility Negotiation (finalize dates and contract with selected property) - <u>handled by client</u>	0	\$81	\$0
9	Site Visit (1 Staff) - <u>not necessary</u>	0	\$81	\$0
10	Facility Coordination (Room Setup, Lodging, A/V, Catering, etc.) - <u>handled by client</u>	0	\$81	\$0
11	Speaker Solicitation/Recruitment (assist planning committee with request for proposals, speaker portal, scoring, criteria, etc.) - <u>handled by client</u>	0	\$81	\$0
12	Speaker Coordination (confirmation, collecting materials/bio's, A/V needs, collecting/reviewing travel arrangement needs)	10	\$81	\$810
13	Exhibitor/Poster Presenter Coordination (application/registration, confirmation, booth/table needs)	30	\$81	\$2,430
14	Content Development for Graphic/Web Pieces - mostly provided by planning committee and utilizing pieces from previous year	16	\$81	\$1,296
15	Website Development (includes developing printable registration pages for participants and exhibitors)	32	\$81	\$2,592
16	Website Updates (periodic changes leading up to event date)	16	\$81	\$1,296
17	Web/Conference App -- Attendify (set-up handled by client, assist with updates, attendee promotion/usage) - handled by client	0	\$81	\$0
18	Registration Coordination (managing registrations, final lists/nametags, building reports, client admin access)	16	\$81	\$1,296
19	On-Site Management (includes set-up, event duration, tear-down and travel time)	19	\$81	\$1,539
20	CEU Coordination (designations, certificates, recordkeeping) - <u>handled by client</u>	0	\$81	\$0
21	Final Wrap-up/Debrief and Reporting	6	\$81	\$486
22	Project Support Staff			
23	On-Site Registration Support Staff - 1 staff entire day (includes travel time) - planning committee/sponsoring counties to provide add'l staff	19	\$50	\$950
24	On-Site Room Monitor Support Staff (<u>handled by clients operations and logistics teams</u>)	0	\$50	\$0
25	Logistics Assistance (assisting project coordinator on follow-through with deliverables)	32	\$50	\$1,600
26	Speaker Travel Arrangements/Reimbursements	15	\$50	\$750
27	Evaluation Report (set up online evaluation instrument, compile data for final reporting) - <u>handled by client & conference app</u>	0	\$50	\$0
28	Graphic Designer			
29	Graphic Designer (Branding/Logo/Theme for 2023 event) - <u>may use previous year's, client will provide</u> - <u>handled by client</u>	0	\$55	\$0
30	Graphic Designer (Save the Date Postcard & Invitation) - <u>handled by client</u>	0	\$55	\$0
31	Graphic Designer (Website Banner, Registration Page - Attendee & Exhibitor, App Elements) - layout as webpages - handled by client design	0	\$55	\$0
32	Graphic Designer (Program Guide) - handled through App	0	\$55	\$0
33	Graphic Designer (Signage) - <u>client will handle</u>	0	\$55	\$0
34	Graphic Designer (Nametags, Name tents , etc.)	6	\$55	\$330
35	Facilitators			
36	Facilitate Summit (includes prep time and travel time) - not requesting at this time	0	\$159	\$0



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	Operating Expenses	Units	Rate	Totals
37	Printing (Save the Date Postcard & Invitation)--pdf posted to website, distributed electronically, no printing necessary	0	\$0.00	\$0
38	Printing (Nametags/Nametents) - color copies	450	\$0.75	\$338
39	Printing (Welcome & Directional Signs) - <u>handled by client</u>	0	\$85	\$0
40	Printing (Program Guide)--provided on App	450	\$0.00	\$0
41	Duplication (Miscellaneous)	1	\$100.00	\$100
42	Supplies (Registration Database Usage Fee) - per registrant	450	\$5.00	\$2,250
43	Supplies (Speaker Award/Gifts)	1	\$1,500	\$1,500
44	Supplies (Lanyards, Clip-On Namebadge)	450	\$2.50	\$1,125
45	Supplies (Ribbons) - utilize leftovers from 2019, if available	0	\$0.75	\$0
46	Supplies (Conference App - Attendify) - Purchase only: RivCo staff will complete the app information	1	\$1,500	\$1,500
47	Supplies (On-Site Registration Equipment - One Big Box includes: ipads, printers, laptops, on-arrival premium software program)	1	\$650	\$650
48	Supplies (Training tool materials, pens, notepads, etc.)	450	\$10	\$4,500
49	Credit Card Processing Fee (CCE Merchant Account - cost estimated based on 85% of revenue is paid via credit cards) - <u>no revenue</u>	2.5%	\$0	\$0
50	Postage/Mailhouse (Save the Date Postcard and Invitation) - sent electronically	0	\$0.00	\$0
51	Postage (Confirmation Ltr w/invoice or rcpt.) Sent Electronically	450	\$0.47	\$0
52	Postage (Shipping materials to/from Riverside)	15	\$25	\$375
53	Room Rental - General Session, Breakout Rooms, Exhibitor Area/Room - 1 Day - <u>handled by client</u>	0	\$3,500	\$0
54	Catering (Continental Breakfast, Lunch, Refreshments) - 1 day - <u>handled by client</u>	0	\$90.00	\$0
55	Audio Visual (General Session & Breakout Rooms) - LCD, screens, mics, etc. - 1 day - <u>handled by client</u>	0	\$6,500	\$0
56	Audio Visual Internet (includes the 5 breakout rooms) - <u>handled by client</u>	0	\$4,500	\$0
57	Keynote Speaker Fee - covered directly by third party	0	\$0	\$0
58	Speaker Travel (Airfare/Mileage, Lodging (1 night), Rental Car; no reimbursement for incidentals/meals)	15	\$333	\$5,000
59	Staff Travel - Committee Meetings (Airfare, Shuttle, Parking) - 1 staff/2 meetings - <u>no in-person meetings</u>	0	\$750	\$0
60	Staff Travel - Site Visit (Airfare, Shuttle, Parking) - 1 staff - not necessary	0	\$750	\$0
61	Staff Travel - Event Days (Airfare, Lodging, Shuttle, Parking, Per Diem, etc.) - 2 staff	2	\$1,025	\$2,050
	Total Direct Cost (TDC)			\$48,188

	PROJECT SUMMARY		Totals
	Hours	Rate	
Personnel Services			
Program Director	10	\$159	\$1,590
Program Coordinator	268	\$81	\$21,708
Project Support Staff	86	\$50	\$3,300
Graphic Designer	6	\$55	\$330
Facilitator	0	\$159	\$0
Financial Manager	24	\$78	\$1,872
			\$28,800
Operating Expenses			
Printing & Duplication			\$438
Supplies			\$11,525
Postage and Communication			\$375
Meeting/Training Site Charges			\$0
			\$12,338
Equipment Expenses			\$0
Travel and Per Diem			
Speaker Travel			\$5,000
Staff Travel			\$2,050
			\$7,050
Subcontracts (Speaker Fees)			\$0
Other Costs			\$0
Total Direct Costs (TDC)			\$48,188
Indirect Cost (30% of TDC, excluding Meeting Site Charges)			\$14,456
Indirect Cost (30% of first \$25,000 of Meeting Site Charges)			\$0
			\$62,644
		Subtotal Costs	\$62,644
		Less Projected Registration Revenue	\$0
			\$62,644
Total Anticipated Project Costs for 2023 Summit*			\$62,644



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BUDGET ESTIMATE TERMS AND CONDITIONS:

*This budget estimate has been prepared based on a preliminary needs assessment with staff from Riverside County Public Health. This budget is a statement of all probable expenditures and registration fees (if applicable) associated with a project of this size, scope, and magnitude. This is not a fixed price estimate. This budget is a not-to-exceed estimate based on the variables provided by Riverside County Public Health.

Certain items, such as number of attendees, speakers, and exhibitors, length and location of the Summit, and the anticipated planning window, have been taken into consideration in determining the sum total for this project. Costs are inclusive of applicable charges including wages, salaries, fringe benefits, and direct project demands indicated in this budget attachment(s). It is understood that reimbursement shall be made for allowable expenses up to the amount indicated in this budget and that only actual time spent and expenses incurred for each line item will be included for reimbursement.

As project details become solidified, the Riverside County Public Health staff will be provided with a budget update/reconciliation. Any anticipated line-item overrun will be presented for approval or veto prior to incurring the expense.

Furthermore, it is understood that this budget represents the total anticipated project costs for the 2023 Summit based on the variables described herein. This budget is considered a baseline annual budget for a proposed 5 year contract with Riverside County Public Health; whereby, at the option of the Riverside County Public Health designee, each subsequent year there is the occurrence of the Summit, a budget will be developed with similar specifications and that is updated and agreed upon to reflect the newly estimated costs for that particular year of the Summit.

Additionally, I am happy to answer any questions you might have. You can reach me by email at smithcm@csus.edu.

Sincerely,

Chad Smith

Chad Smith
Contracts Manager
College of Continuing Education
California State University, Sacramento



Use this form to submit a single or sole source requisition for review by your Buyer and/or Procurement Contract Specialist. All procurements valued **\$5,000 or more** must seek competitive bids from a minimum of three suppliers, or the expectation that three or more suppliers will respond, or be justified by a Single/Sole Source. All purchases exceeding **\$50,000** require a formal public bid. Procurement's may not be artificially segregated to lesser dollar amounts for the purpose of bypassing this requirement.

Sole/Single Source service requests that are greater than **\$50,000** require additional Board of Supervisors approval.

Supplier Details

Vendor

Sac State

Fulfillment Address

Other-Education - Services: (preferred)
Sac State/OTS Forum
College of Continuing Education
3000 State University Dr
Sacramento, California 95819 United States

Distribution Method

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information. ☒

Manual

Contract

Background Information

Please indicate if this is a single or sole source below

Single Source

Have you previously requested and received approval for a sole/single source request for this vendor for your department?

No

If selected "yes", please provide the approved SSJ# below

SSJ#

If selected "yes", was the request approved for a different project?

Purchase Details

1. Supply/Service being requested:

Riverside University Health System - Public Health (County) is requesting the professional services from California State University, Sacramento (Sac State) to plan and execute a regional one-day event, at least once a year, every year till December 31st, 2027. The first event is scheduled to be held on August 23, 2023. Sac State will supply personnel needed for the planning, onsite management, registration, website development and overall execution of the annual event. Sac State will also provide all the printed materials such as postcard, invitations, and name badges for the registrants.

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

Sac State is the preferred contractor for the annual California Department of Public Health (CDPH) training and education workshop. The Southern California event is an extension of the CDPH annual event; Sac State has the foremost expertise and ability to plan and execute the summit with minimal County oversight. Their experience executing the parent event for CDPH guarantees a

Current Year Cost

6. Identify all costs for this requested purchase.

You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.

Describe all current fiscal year costs associated with this procurement in the box below. Insert all one time costs associated with this project in the table below.

Annual Costs related to event management services for a one-day summit/conference. Not to exceed \$100,000 per fiscal year.

successful event. Sac State will provide contract oversight and monthly planning committee meetings to ensure the summit is on track financially and logistically. They will develop a website for the County that will allow participants to get periodic updates and allow them to register.

3. Reasons why my department requires these unique features and what benefit will accrue to the county:

Sac State has experience planning and executing the parent event with the CDPH. They understand what is needed to organize complex events on time and within budget. They have several highly skilled personnel specialized in the administrative tasks specifically required for this event; the department does not have the same experience nor personnel with Certified Meeting Professional credentials like Sac State has. The County will save on the costs otherwise required to hire and train personnel to execute the summit with a similar level of expertise and credentials.

4. Period of Performance 1/1/2023

From:

Period of Performance To: 12/31/2027

Is this an annually renewable contract or is it fixed term?

Fixed Term

5. Price Reasonableness:

Sac State has provided Certified Meeting Professionals and event planning services for several different conferences and events over the years; this expertise allows Sac State to provide cost-effective pricing to the County. The total FY 22/23 cost for Sac State's services will not exceed \$100,000 per fiscal year or \$500,000 total over five years. Sac State has provided an itemized quote which includes hourly staff rates per position.

Projected Board of Supervisor
Date (if applicable):

Commodity Code 96258

Insert all current fiscal year costs in the table below. Label the 'description' as the item that is being purchased.

Current FY Costs

Description	Price
Annual Cost	100,000.00

Enter all additional FY costs in the table below. Only enter one fiscal year cost per line and identify the fiscal year that it pertains to. Fiscal year is from 7/1/00 to 6/30/00.. Example : FY 18/19 \$200

FY	23/24 \$100,000
FY	24/25 \$100,000
FY	25/26 \$100,000
FY	26/27 \$100,000
FY	

Additional FY Cost

Describe all additional costs associated with this procurement in the box below. Include the dollar amounts for subsequent fiscal years if it differs from above.

None.

Current Year Cost Total: 100,000.00

Supporting Documentation

If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.

Additional supporting documentation includes:

- Previously approved SSJ's
- other

For all other requests, attach the vendor's cost proposal

Internal Attachments

Purchasing Approval

Approved by

Date Approved

Sole Source Number

Approval
Conditions/Comments

This section to be filled out by Purchasing Management only upon approval. Suzanna Hinckley

11/8/2022