

INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION

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**DATE:** May 27, 2022

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** Jason E. Brown, County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Authorization to Terminate Agreement for Medical Services for Special Needs Shelter with Creative Solutions Companion Care Service, LLC.

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**BACKGROUND:**

On April 21, 2020, the Board of County Commissioners awarded Bid 2020032 – Medical Services for Special Needs Shelter to Creative Solutions Companion Care Service, LLC at a cost of \$197.00 per hour. The initial term of the agreement was three years, and is set to expire on April 20, 2023.

Article 11.E of the agreement allows termination for Owner’s convenience. Staff would like to execute this option and has issued a new RFP for the services, with responses due June 24, 2022. Staff experienced administrative challenges with payroll verification during the previous activation, as well as communication challenges with personnel. Staff anticipates bringing a recommendation of award to the Board on July 12, 2022.

**FUNDING:**

There is no cost to terminate the agreement or re-solicit the services. Expenses incurred for this work are anticipated to be funded through FEMA reimbursement.

**RECOMMENDATION:**

Staff recommends the Board authorize the termination of the current agreement for Medical Services for Special Needs Shelter, effective immediately.