

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** October 4, 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:** Award of RFP 2022058 for Medical Services for PSN Shelter

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**BACKGROUND:**

On June 14, 2022, the Board authorized the termination for convenience of an existing agreement for Medical Services for Persons with Special Needs (“PSN”) shelter, awarded under bid 2020032, with authorization for staff to resolicit the services under a request for proposals (“RFP”) process.

**RFP RESULTS:**

Advertising Date: June 2, 2022  
RFP Opening Date: June 24, 2022  
Solicitation Broadcast to: 62 Subscribers  
RFP Documents Requested by: 3 Firms  
Replies: 1 Firm (Critical Response Strategies, LLC)

**ANALYSIS:**

A selection committee comprised of David Johnson, Emergency Services Director, David Rattray, Fire Chief, and Steve Greer, Battalion Chief, independently reviewed the proposal in accordance with the RFP document and Purchasing Manual. The committee then met to discuss the proposal, and agreed the sole proposer met the RFP requirements, and is qualified to provide the services.

The term of award is proposed at three years, with three one-year renewals available.

**FUNDING:**

The sole proposer submitted a \$930 hourly rate for the requested medical team, which, as detailed in the County’s request for proposals, consists of two nurses, six certified nursing assistant/home health aides, and one respiratory assistant.

For reference, the same medical team composition was requested in the previous solicitation. The hourly rate of the awarded bidder was \$197. The hourly rate of the second low bidder was \$904.33, which had expired by the time the low bid was terminated.

Expenses incurred for this work are anticipated to be funded through FEMA reimbursement.

**RECOMMENDATION:**

Staff recommends the Board award RFP 2022058 to Critical Response Strategies, LLC, approve the agreement, and authorize the Chairman to sign after the County Attorney has approved it as to form and legal sufficiency, and after receipt and approval of the required insurance by the Risk Manager.

**ATTACHMENT**

Agreement