



### **Agenda Action Form Overview**

The Board is requested to approve Amendment 2 to the current Express Employment Professionals contract in the amount of \$ 183,193 to allow for COVID-19 screening. This would bring the total amount of the contract to \$ 270,061. To reduce the risk of exposure to COVID-19 in the workplace, Durham County Government implemented an infectious disease preparedness and response plan that consists of a detailed screening process. The screening process includes temperature checks and questionnaires regarding symptoms and exposure of COVID-19 for employees and residents receiving services. As the organization continues to serve residents of Durham County, there are not sufficient internal resources to support the screening process, without compromising workloads of existing staff.

### **Background/Justification**

Since the COVID-19 screening process began, Durham County employees have assisted in the implementation of this process. The demands associated with the screening has impacted some employees' ability to perform their daily work. Several departments have expressed an increase in the critical work needed to support a continuity of services and do not have the staff available to support the screening services.

At present, the screening staff will be focused on the HHS and Administration II buildings as those locations primarily have a high volume of visitors seeking services. At the HHS building, to ensure the safety of staff and residents, most Public Health medical services available to residents require an appointment. The screening process at HHS not only includes checking for COVID-19 symptoms and temperature screenings; it also includes checking for and assisting residents with appointments.

To ensure that all residents are getting access to the services they need, the screening process also includes support for residents that do not speak English and nurse triage when needed. The screening process is extremely vital to ensure the health and safety of our community remains a priority. As of December 23<sup>rd</sup>, 2020, over 70,598 residents and 94,957 employees have been screened prior to entering the HHS and Administration II buildings. Of the \$183,193 contract increase, \$133,859 will be needed from the dollars set-aside to address COVID-19 expenses.

The attached document reflects the screening questions as established by the CDC.

### **Policy Impact**

This facilitation of this service is in accordance with Durham County's goal to provide a safe and healthy environment to Durham's residents, patrons, and employees.

### **Procurement Background**

#### **Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair



**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

The initial contract occurred through a competitive process with quotes from three vendors.

**Fiscal Impact**

The expense is eligible for FEMA reimbursement.

**Recommendation**

The County Manager recommends that the BOCC is requested to approve a contract amendment with Express Employment Professionals in the amount of \$ 183,193, bringing the total contract amount to \$ 270,061.