



Agenda Action Form Overview

The Board is requested to approve Amendment 1 to the current Express Employment Professionals contract in the amount of \$52,578 to allow for COVID-19 screening. This would bring the total amount of the contract to \$86,868. 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. The additional temporary staff will provide screening support to HHS and the Administration II Building. Additional buildings (libraries, etc.) may be added as needed to upon reopening. Efforts are underway to explore approaches to install thermal scanning units which will reduce the number of temporary staffing needed for the screening process. Staff will update the BOCC on additional screening approaches in November to include the use of thermal screening units.

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. In addition, with schools not being open for in person instruction, many employees are utilizing flexible work options to support work life balance during the pandemic; therefore, impacting the number of 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 September 23, 2020, over 44,000 residents and 68,000 employees have been screened prior to entering the HHS and Administration II buildings. 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 \$52,578, bringing the total contract amount to \$86,868.