



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 15-239, **Version:** 1

a. Approve and authorize the Contracts/Purchasing Officer or designee to sign the Ergonomics Services Amendment No. 1 with Sharon Hebert dba Workplace Wellness extending the term of agreement to August 31, 2016 and increasing the compensation for services under the Agreement by \$30,000, from \$75,000, for a total amount not to exceed the sum of \$105,000; and b. Authorize the Contracts/Purchasing Officer or designee to execute a one-year extension of the PSA at the request of the Risk Manager, provided the compensation for the extension term does not increase by more than three percent (3%) and all other terms remain unchanged; and c. Approve and authorize Risk Manager to execute future Business Associate Agreements with the vendor as updates may occur.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or designee to sign the Ergonomics Services Amendment No. 1 with Sharon Hebert dba Workplace Wellness extending the term of agreement to August 31, 2016 and increasing the compensation for services under the Agreement by \$30,000, from \$75,000, for a total amount not to exceed the sum of \$105,000; and
- b. Authorize the Contracts/Purchasing Officer or designee to execute a one-year extension of the PSA at the request of the Risk Manager, provided the compensation for the extension term does not increase by more than three percent (3%) and all other terms remain unchanged; and
- c. Approve and authorize Risk Manager to execute future Business Associate Agreements with the vendor as updates may occur.

SUMMARY/DISCUSSION:

The County of Monterey Ergonomics Process is vital to the prevention and management of work injuries at the County. The Ergonomics Process has been in place since April 2008 as required by CalOSHA (California Code of Regulations Title 8, Section 5110), substantially reducing the risk of injury and illness to County employees.

The Ergonomics Services contract began in April 2008. Risk Management went out for RFP again in 2012 and Workplace Wellness and three other ergonomic services were awarded the contract. The amount of the multi-year agreement with Workplace Wellness was \$75,000 (\$25,000.00 each year for the last three years) and expires on August 31, 2015.

The proposed Amendment No. 1 extends the term of the agreement for one year to August 31, 2016, and increases the amount of the agreement by \$30,000, from \$75,000, for a total amount not to exceed the sum of \$105,000 with the option of extending the agreement for one additional year.

The Amendment No. 1 also replaced the existing Business Associate Agreement required under HIPAA with an updated revision of that Agreement.

Approving this report will authorize the Contracts/Purchasing Officer or designee to execute a one-year extension of the PSA at the request of the Risk Manager, provided the compensation for the extension term does not increase by more than three percent (3%) and all other terms remain unchanged.

OTHER AGENCY INVOLVEMENT:

The PSA has been approved by County Counsel as to legal form; the Auditor-Controller as to fiscal terms; and Risk Management for insurance and indemnity provisions.

FINANCING:

Funding for this professional services agreement is provided from the Workers Compensation Internal Service Fund (Fund 476).

Prepared by:

Steve Mauck, Risk Manager, x. 3006

Approved by:

Charles McKee, County Counsel, x. 5045

Attachments:

Workplace Wellness Amendment No. 1 & Exhibit A - Business Associate Agreement

Workplace Wellness Original Agreement