

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**September 13, 2022**

**FROM**

**WILLIAM L. GILBERT, Director, Arrowhead Regional Medical Center**

**SUBJECT**

Amendment to Agreement with CE Broker, Inc. for License and Credential Verification Services

**RECOMMENDATION(S)**

Approve **Amendment No. 1** to **Agreement No. 20-105** with CE Broker, Inc., for license and credential verification services, increasing the contract amount by \$70,000, from \$104,256 to \$174,256, updating contract language, and increasing the term by two years for a total contract period of March 10, 2020 through March 9, 2025.  
(Presenter: William L. Gilbert, Director, 580-6150)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The additional cost of \$70,000 is funded by State Medi-Cal, Federal Medicare, private insurances, and other departmental revenue. Funding sources may change in the future pending any legislative activity related to the repeal and/or replacement of the Affordable Care Act. Adequate appropriation and revenue have been included in the Arrowhead Regional Medical Center (ARMC) 2022-23 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

Approval of this amendment will allow ARMC to continue to automate the credential and license verification process for credentialed non-physician staff members, such as nurses, at ARMC. ARMC must verify and monitor licenses and credentials of healthcare professionals to meet the compliance requirements of the Centers of Medicare and Medicaid Services and The Joint Commission. Automating the verification process through CE Broker, Inc. streamlines the process for notifying ARMC and staff of expiring licenses and credentials. The service also informs the hospital and staff of any healthcare professional that has a discrepancy or disciplinary action against their license.

ARMC recommends approval of the amendment, with ARMC opting to extend the contract by two years, to ensure healthcare staff at the hospital are properly licensed and credentialed to provide healthcare services to San Bernardino County residents.

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**PROCUREMENT**

On March 10, 2020 (Item No. 13), as a result of a successful competitive process, the Board of Supervisors approved Agreement No. 20-105 with CE Broker, Inc. for license and credential verification services in an amount not to exceed \$104,256 for the period of March 10, 2020 through March 9, 2023, with the option for two one-year term extensions.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Charles Phan, Deputy County Counsel, 387-5455) on August 15, 2022; Purchasing (Ariel Gill, Buyer III, 777-0722) on August 19, 2022; Finance (Chen Wu, Finance and Budget Officer, 580-3165) on August 19, 2022; Finance (Jenny Yang, Administrative Analyst, 387-4884) on August 23, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-5423) on August 23, 2022.

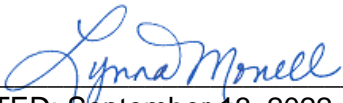
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: September 13, 2022



cc: ARMC- Gilbert w/agree  
Contractor- C/O ARMC w/agree  
File- w/agree  
LA 09/19/2022