

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

October 6, 2020

**FROM**

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

**SUBJECT**

Amendment with Donald C. Miller and Associates for Culinary Support Services

**RECOMMENDATION(S)**

Approve **Amendment No. 2** to **Contract No. 20-973** (4400012671) with Donald C. Miller and Associates, to increase the contract amount by \$112,200, from \$240,550 to \$352,750, and extend the term of the contract through April 15, 2021, for a total contract period of August 21, 2019 through April 15, 2021, for interim culinary support.

(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 Amendment will not result in the use of Discretionary General Funding (Net County Cost) as the extended contract cost in the amount of \$850 per day, or \$112,200, is funded by State Medi-Cal, Federal Medicare, private insurances, and other departmental revenue. Sufficient appropriation and revenue are included in the Arrowhead Regional Medical Center (ARMC) 2020-21 budget and will be included in ARMC's future recommended budget.

**BACKGROUND INFORMATION**

On August 21, 2019, ARMC entered into SAP Contract No. 4400012671 with Donald Miller & Associates (DM&A) for the non-competitive procurement of interim culinary support for a contract term not to exceed 151 billable days in the amount of \$850 per day, or \$128,350. Recruitment for a food services manager started in January 2020; however, the recruitment process was interrupted due to the COVID-19 pandemic.

On April 14, 2020, based on his delegated authority, the CEO executed an amendment to the existing contract with DM&A to extend the contract term for an additional six months at a cost of \$112,200 and extending the contract term to October 15, 2020 to allow ARMC the additional time to recruit for a food services manager to ensure the nutritional and related medical needs of ARMC patients were being met. Amendment No. 1 was ratified by the Board on April 21, 2020.

During this time, ARMC conducted over thirty interviews for food services manager with no success as the applicants had little to no experience in institutional food services for a hospital setting. ARMC is working with Human Resources to develop a new scope of work that will allow

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for a pool of applicants who can meet the requirements of food services manager for an institutional setting.

Amendment No. 2 will approve an extension of the contract for interim culinary support services with DM&A, allowing ARMC the additional time needed to recruit a food services manager, while ensuring the nutritional and related medical needs of ARMC patients are met. This contract is for five days per week, 8-hours of work per day on site, up to a maximum of six months of service.

**PROCUREMENT**

This is a non-competitive procurement based on an existing agreement executed by Purchasing on August 21, 2019 between the County and DM&A to provide culinary support services. The existing agreement was executed due to the limited time available to resolve issues identified during the recent Centers of Medicare and Medicaid Services (CMS) audit at ARMC, and the immediate availability of qualified personnel through DM&A to address the needs of the hospital. The agreement will ensure the hospital is compliant with The Joint Commission and Centers for Medicare and Medicaid Services (CMS) Conditions of Participation (CoP) for Dietary and Nutrition Services.

The County Purchasing Department supports the non-competitive justification for this procurement.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Charles Phan, Deputy County Counsel, 387-5455) on August 19, 2020; Purchasing Department (Ariel Gill, Buyer, 387-2098) on September 10, 2020; ARMC Budget (Chen Wu, Finance Budget Officer, 580-3165 on September 10, 2020; Finance (Yael Verduzco, Administrative Analyst, 387-5285) on September 21, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on September 21, 2020.

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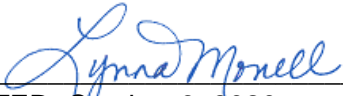
Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Robert A. Lovingood

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 6, 2020



cc: ARMC - Gilbert w/agree  
Contractor - C/O ARMC w/agree  
File - w/agree

CCM 10/15/2020