



**THE PORT
OF LOS ANGELES**

Executive Director's
Report to the
Board of Harbor Commissioners

DATE: MARCH 22, 2023

FROM: HUMAN RESOURCES

SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORPORATION DBA CONCENTRA MEDICAL CENTERS FOR OCCUPATIONAL MEDICAL SERVICES

SUMMARY:

Staff requests approval to award an agreement to Occupational Health Centers of California (OHCC), a Medical Corporation dba Concentra Medical Centers to provide occupational medical services for a three-year period and a total not-to-exceed amount of \$165,000. The services will consist primarily of pre-employment and annual medical examinations and treatment of initial workplace injuries. Additional services will include providing first aid treatment and ensuring medical compliance with state and federal medical requirements for occupational licenses. OHCC is located in Torrance, California. The Harbor Department is responsible for payment of expenses incurred under this Agreement.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with Los Angeles City Charter Section 1022, it is more feasible for this work to be performed by an independent contractor than by City employees due to the unique experience, expertise, and license necessary to provide medical services;
3. Approve the Agreement with Occupational Health Centers of California for a total not-to-exceed amount of \$165,000 and a term of three years;
4. Authorize the Executive Director to execute and Board Secretary to attest to said Agreement; and
5. Adopt Resolution No. _____.

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DISCUSSION:

Background/Context – On April 9, 2020, the Board approved Agreement No. 20-3734 with OHCC to provide occupational medical services to the Harbor Department for a not to exceed amount of \$165,000 and a three-year term. OHCC had provided occupational medical services to the Harbor Department since 2019, when they acquired Western Medical Group, who delivered occupational medical services to the Harbor Department since 2003 under various agreements.

Required Continuous Medical Services – The Harbor Department requires occupational medical services consisting primarily of examinations of prospective and current employees to determine their physical abilities to perform job duties, medical examinations for reasonable suspicion and federally mandated drug testing, and first aid treatment of minor workplace injuries. All the physical examinations are administered by a medical services provider.

The medical firm that is selected to provide these services serves as an extension of the Medical Services Division of the City's Personnel Department (Medical Services Division), which is responsible for conducting all City medical examinations. The City's Personnel Department, located in downtown Los Angeles, employs medical personnel who conduct examinations. Since the Personnel Department is located 25 miles from the Harbor Department, it is more feasible for the Harbor Department to contract with a local provider for medical services.

Selection Process – On October 17, 2022, a Request for Proposals (RFP) for occupational medical services was posted on the Regional Alliance Marketplace for Procurement Los Angeles site and viewed by nineteen (19) unique users. The Harbor Department received three proposals by the November 7, 2022 deadline. Of the three proposals, OHCC has several offsite locations that operate twenty-four hours, seven days a week, along with offering a wide variety of medical services of which would be available to all Harbor Department employees. This availability is crucial to divisions such as Construction and Maintenance, Port Pilots and Port Police.

The proposals were evaluated by a selection committee of three individuals: a Senior Personnel Analyst II (Human Resources Division), a Senior Personnel Analyst (Human Resources Division), and a Personnel Director III (Los Angeles World Airports).

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The selection committee ranked OHCC's proposal first, based on the following criteria:

- Firm Qualifications, Experience and References;
- Organization, Personnel and Staffing;
- Services and Availability;
- Rates and Fees; and
- Clarity and Comprehensiveness of the Proposal

The committee recommends the selection of Occupational Health Centers of California, a Medical Corporation dba Concentra Medical Centers, to provide occupational medical services for employees.

Proposed Agreement – The proposed Agreement (Transmittal 1) will ensure the continuity of occupational medical services to Harbor Department employees for three years. The proposed Agreement shall not exceed an amount of \$165,000 for a total term of three years.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of an Agreement with OHCC to provide occupational medical services, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

To date, of the current agreement authority amount of \$165,000, \$110,520 has been expended, leaving a balance of \$54,480 through the end of the existing Agreement termination date of April 8, 2023. The average annual expenditure for the last three fiscal years is \$27,630. The annual authority amount is \$55,000, which is higher than average expenditures, as a contingency measure for unforeseen needs such as employee-related incidents requiring medical attention that are difficult to predict.

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Funds for Fiscal Year (FY) 2022/23 in the amount of \$15,000 are available in Account 51790 (Miscellaneous Employee Benefits), Center 0530, Program 000. Staff will request a total of \$50,000 during FY 2023/24 as part of the annual budget adoption process, subject to Board approval. Future spending is expected to occur as follows:

FY 2022/23	\$15,000
FY 2023/24	\$50,000
FY 2024/25	\$50,000
FY 2025/26	\$50,000
Total	\$165,000

Any future fiscal year funds will be requested as part of the annual budget adoption process, upon Board approval. A funding out clause has been included in the agreement.

CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed Agreement as to form and legality.

TRANSMITTAL:

1. Agreement with Occupational Health Centers of California, a Medical Corporation dba Concentra Medical Centers


 ANGELA BROWN
 Director of Human Resources

FIS Approval: 
 CA Approval: 


 MARLA BLEAVINS
 Deputy Executive Director

APPROVED:

 For
 EUGENE D. SEROKA
 Executive Director

AB/kd
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