



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: April 21, 2015

Subject: AMBULANCE RFP SCORING: NOMINATIONS FOR IMPARTIAL OBSERVERS AND EVALUATOR

RECOMMENDATION(S):

APPOINT the following individuals to participate in the Three-Day Ambulance Service RFP (Request for Proposals) scoring process to be held in Concord on June 3-5, 2015:

- Janice Howe, San Ramon, to serve as an impartial observer
- Nuru Neemuchwalla, Pleasant Hill, to serve as an impartial observer
- Stephen F. Smith, Brentwood to serve as an evaluator

FISCAL IMPACT:

None. The positions are uncompensated.

BACKGROUND:

The Board approved the following process for the selection for the 2 impartial observers of the 3 day RFP scoring:

☒ APPROVE
 ☐ OTHER
☐ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/21/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
 Supervisor
 Candace Andersen, District II
 Supervisor
 Mary N. Piepho, District III
 Supervisor
 Karen Mitchoff, District IV
 Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 21, 2015

, County Administrator and Clerk of the Board of Supervisors

ABSENT: Federal D. Glover, District V
 Supervisor

By: June McHuen, Deputy

Contact:

cc: Emergency Medical Services Director

BACKGROUND: (CONT'D)

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- Advertisements for interested parties will be placed on the County home page, on the Health Services Department website, in the local newspaper, e-mailed to all known parties who
- may have an interest and posted by the Clerk of the Board of Supervisors in the same manner currently used for vacancies on advisory bodies.
- Interested applicants will submit a cover letter explaining their interest and a resume detailing their qualifications
- Applicants must be residents of Contra Costa County
- Applicants may not be current or former County employees or employees, board members, or consultants of any potential bidder
- Applicants must be able to commit a minimum of three full days, from June 3-5, 2015
- Application period will be open for a minimum of two weeks

The Board requested the Internal Operations Committee to interview candidates for the three-day posts and make recommendations to the Board of Supervisors based on the candidate's ability to meet the above criteria.

Staff advertised the Impartial Observer and Evaluator positions for three weeks and received five applications. Two applicants were determined to be ineligible due to their prior employment with either the County or with a potential bidder. On April 13, 2015, the IOC interviewed the three candidates who are recommended today for appointment and determined that they meet the eligibility requirements.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect to not appoint one or more of the individuals who are recommended, a new recruitment would need to be conducted in a very short time frame in order to return to the Board at its last May meeting, on May 19, with alternate nominations.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

Candidate Letter of Introduction_Resume_Janice L. Howe

Candidate Letter of Introduction_Nuru Meemuchwalla

Candidate Resume_Nuru Meemuchwalla

Candidate Letter of Introduction_Stephen Smith

Candidate Resume_Stephen Smith

Recruitment Announcement