



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 16, 2019

Subject: Master Service Agreement #23-584-2 with Elsevier, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Elsevier, Inc., a corporation, in an amount not to exceed \$158,592, to renew its subscription to e-learning software for the period December 30, 2018 through December 29, 2019.

**FISCAL IMPACT:**

This purchase order is funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

Elsevier, Inc. provides a single, streamlined skill assessment and e-learning package for individual staff orientation and annual competency recertification assessment at Contra Costa Health Services (CCHS). CCHS is currently using the solutions courses on The Joint Commission, OSHA Compliance, Title 22, and Infection Control Standards to record, track, and report mandatory clinical education and clinical competency requirements of staff in a single system. This e-learning system also replaced the paper-based Safety and Infection Control Review (SICR) annual training requirement for CCRMC and Contra Costa Health Center staff.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/16/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V 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 16, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Patrick Wilson,  
925-335-8700



### BACKGROUND: (CONT'D)

The Elsevier Master Agreement (“Master Agreement”) was authorized by the Board on December 15, 2015 via agenda item C.57 with an effective date of October 1, 2015, and remains in effect until terminated. The Master Agreement includes the terms under which Elsevier will provide services to the County, which are particularly described in schedules issued under the Master Agreement.

The purpose of this purchase order is to renew the subscription to the e-learning software for an annual term.

### CONSEQUENCE OF NEGATIVE ACTION:

CCHS education and training requirements, and operations will be severely impacted if this product is discontinued. The online e-learning clinical programs will need to be re-written and transferred to a paper system that will need to be printed and distributed manually to all staff for completion. Additional staff will be necessary to carry out the duties of printing and distributing training materials, as well as the scoring and record keeping functions associated with monitoring the education and training completed by the employees. Staff will need to attend in-person classes instead of e-learning, which will increase travel and training expenses of the organization. Due to the logistical complexities of a paper-based training system, there will be more resources needed to operationalize it from an administration perspective which may create delays in training delivery and completion.