

# Staff Summary

## Schedule F: Personal Service Contracts

Item Number:						<b>SUMMARY INFORMATION</b>					
Dept & Dept Head Name: David L. Mayer, MTA Chief Safety Officer <i>[Signature]</i>						Vendor Name: Various				Contract Number: 16139-0100 thru 0400	
Division & Division Head Name: Anne E. Kirsch, Sr. Advisor Corp. Safety Initiatives						Description: MTA All Agencies' Obstructive Sleep Apnea Testing					
Board Reviews						Total Amount: \$7,500,000					
Order	To	Date	Approval	Info	Other	Contract Term (Including Options, if any) 3 year (with a 2 year option)					
1	Finance	1/23/17	X			Option(s) Included in Total Amount? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
2	Board	1/25/17	X			Renewal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Internal Approvals						Procurement Type: <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Non-competitive					
Order	Approval	Order	Approval			Solicitation Type: <input checked="" type="checkbox"/> RFP <input type="checkbox"/> Bid <input type="checkbox"/> Other:					
1	Procurement <i>[Signature]</i>	4	DDCR <i>[Signature]</i>			Funding Source: Varies by agency					
2	MTA Chief Safety Officer <i>[Signature]</i>	5	Legal <i>[Signature]</i>			<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Federal <input type="checkbox"/> Other:					
3	Chief of Staff <i>[Signature]</i>	6	CFO <i>[Signature]</i>								

**Narrative**

**I. PURPOSE/RECOMMENDATION**

To recommend that the Board approve the award of four (4) competitively negotiated, all-agency, personal services contracts to the firms listed below to provide medical services to screen, manage, coordinate and monitor medical treatment for select employees for obstructive sleep apnea testing and treatment ("Sleep Medicine") for MTA agencies' employees. Each contract will be awarded on a zero-dollar basis. The firms will perform monitoring of medical treatment for select employees for obstructive sleep apnea testing and treatment ("Sleep Medicine") based on geographic coverage areas for MTA agencies' employees on an as-needed basis for the period of 3 years (with a 2 year option) for a not-to-exceed amount of \$7,500,000.

1. ENT & Allergy / Night & Day Sleep Services
2. Respira, Inc.,
3. Northwell Health, Inc.,
4. CHSLI

**II. DISCUSSION**

The MTA through the existing agency Occupational Health Services (OHS) will perform an initial screening of identified employees. These screenings are performed utilizing industry best practices and will include an evaluation of an employee's body mass index (BMI), neck circumference, a medical questionnaire related to sleep and sleep patterns, and relevant medical history. Those employees who are deemed at risk based upon the initial screening will be sent for further testing and potential diagnosis and treatment.

In order to provide these services, a Request for Proposals (RFP) was publicly advertised and letters advising potential proposers of the RFP's availability were electronically sent to thirty-eight (38) firms. Thirteen (13) proposals were received and provided to a Selection Committee that consisted of representatives from MTA Headquarters, MTA, MTA Metro-North Railroad and MTA Long Island Rail. Additionally, technical advisors served as representatives from MTA Department of Corporate Safety Initiatives.

Eight firms were short-listed, and technical evaluations and oral presentations were conducted. Vendor evaluations were based on established selection criteria contained within the RFP documents and included: understanding of work scope requirements, detailed description of how the services will be performed, commitment of relevant resources to the project, including the qualifications of key personnel and reliability to perform the services, demonstrated past experience and skills provided on similar projects, and overall cost. Critical to this procurement is the geographic coverage that the vendors provide in order to service the MTA employees as well as the understanding that the vendors will work with MTA employee health coverage to minimize any out of pocket costs.

The four selected vendors' technical and cost proposals conveyed a comprehensive understanding of MTA requirements. As a result, the Selection Committee unanimously selected ENT & Allergy / Night & Day Sleep Services, Respira, Inc., Northwell Health, Inc., and CHSLI as the best qualified and cost-effective firms for these services. These firms demonstrated extensive expertise in Obstructive Sleep Apnea/Sleep Disorder and proposed geographically advantageous resources with specialized medical experience. A budgetary amount of \$7,500,000. is being proposed for this program. MTA has established unit pricing that will remain fixed throughout this program. This procurement will be funded by MTA's Operating Budget.

MTA HQ Procurement conducted a responsibility review and associated due diligence on the four firms, which were deemed to be responsible and qualified for contract award.

These as-needed services will be performed based on the negotiated cost for administrative fees associated with running the program. MTA anticipates that generally, all employees will have MTA agency provided insurance coverage which covers the majority of Sleep Medicine services required by MTA and that a medical service provider will be paid through the insurance coverage.

### **III. D/M/WBE INFORMATION**

MTA Department of Diversity and Civil Rights have assigned 15% MBE and 15% WBE goals to this contract. ENT&Allergy/Night & Day Sleep Services, Respira Inc., Northwell Health Inc., and CHSLI, have not completed any MTA contracts with goals; therefore, no assessment of the firm's MWDBE performance can be determined at this time. Award will not be made until the DDCR approval is obtained.

### **IV. IMPACT ON FUNDING**

This contract is being funded by MTA's Operating Budget

### **V. ALTERNATIVES**

1. Perform the Services in-house. This alternative is not feasible. MTA and its agencies do not have the medical sleep laboratories, related resources and experienced qualified personnel to perform these medical services.
2. Do not approve award of these contracts. This is not practical or cost effective. This would adversely impact and compromise MTA's ability to effectively and efficiently provide medical services to screen, manage, coordinate and monitor medical treatment for obstructive sleep apnea testing and treatment ("Sleep Medicine") for MTA agencies' employees. Without the award of these contracts, the MTA will not be able to sustain its industry leadership on this important safety issue.