

BOCC APPROVAL SEPTEMBER 7, 2022
BOARD OF BIDS AND CONTRACTS SEPTEMBER 1, 2022

2. SCHEDULING AND PAYMENT MANAGEMENT FOR HOSPITAL GUARD DUTY -- SHERIFF'S OFFICE

FUNDING -- SHERIFF'S OFFICE

(Request sent to 87 vendors)

RFP #22-0049 Contract

	Hart Halsey, LLC dba Extra Duty Solutions
Scheduling Fee - Hourly Rate for Each Hour of Guard Duty Performed	\$2.50
Payment Management Fee - Hourly Rate for Each Hour of Outside Guard Duty Performed	\$2.50
Guard Duty - Hourly Rate Not Staffed by Sedgwick County Deputies	\$40.00
No Bid	Arnold & Associates of Wichita, Inc.
	Bilkins, Inc.
	Cynet Systems, Inc.
	Exhibit Arts, LLC
	Manpower
	Premier Staffing Source, Inc.
	Randstad
	Smart Security Inc.
	Syndeo Staffing
Zack Group	

On the recommendation of Theresa Rhodes, on behalf of the Sheriff's Office, Anna Meyerhoff-Cole moved to **accept the proposal from Hart Halsey, LLC dba Extra Duty Solutions at the rates listed above and establish contract pricing for two (2) years with three (3) one (1) year options to renew.** Brandi Baily seconded the motion. The motion passed three out of four with Tim Myers abstaining.

A review committee comprised of Brian White, Keith Allen, Mark Pierce, and Tracy Spreier - Sheriff's Office; Theresa Rhodes and Jaimee Witmer - Purchasing, evaluated the proposal response based on criteria set forth in the RFP. The committee agreed to accept the proposal from Hart Halsey, LLC dba Extra Duty Solutions.

This contract will provide scheduling and payment management for hospital guard duty assignments to preselected qualified law enforcement personnel. The Sedgwick County Sheriff's Office will supply the vendor with a list of qualified law enforcement personnel.

When a hospital duty assignment becomes available (24 hours a day, seven (7) days a week), a Sheriff's Office supervisor will notify the vendor. The vendor will identify a law enforcement officer from the list of qualified personnel (including law enforcement officers other than Sedgwick County Deputies) and schedule the work. The work shifts will be a minimum of four (4) hours in length and a maximum of eight (8) hours in length. The on duty Sheriff's Office Deputy will transport the inmate to the hospital and the guard duty scheduling will continue until the inmate is released from the hospital. The on duty Sheriff's Office Deputy will then transport the inmate back to the jail.

The vendor will then make payment to the individual that completed the hospital duty assignment with funds supplied by Sedgwick County, with the exception of Sedgwick County employees who will receive payment through the county's standard payroll.

Notes:

This is a proposal and not a bid. Proposals are scored based on criteria set forth in the RFP. There were five (5) components to evaluate:

Component	Points
a. Provide 24 hour 365 day a year scheduling and payment management for hospital guard duty provided to the firm by the Sheriff's Office.	25
b. Utilize a list of individuals who can complete the work assignments that have been vetted by the Sheriff's Office.	20
c. Vendor ability to adhere to the response time stated in the Scope of Work.	15
d. Provide references verifying exemplary service levels for similar work.	25
e. Cost	15
Total Points	100

Questions and Answers

Brandi Baily: This was sent to 87 vendors, and you have several listed as No Bids, was Hart Halsey, LLC dba Extra Duty Solutions the only one that bid on this?

Theresa Rhodes : Yes.

Brandi Baily: Who do we use now, do we use this service now?

Theresa Rhodes : No.

Anna Meyerhoff-Cole: It says the Sedgwick County Sheriff's Office will supply the vendor with a list of qualified law enforcement personnel. How do we intend to identify those? It sounds like it is not just Sedgwick County employees?

Tracy Spreier: It would be outside law enforcement agencies that are located within Sedgwick County, current certified law enforcement officers.

Anna Meyerhoff-Cole: How do we intend to identify them?

Tracy Spreier: We would speak with those agencies and see if anyone has an interest in working a part time position. As long as they are certified and do not have any historical issues or problems we might be concerned with, we would allow them to work the part time job. It is a law enforcement function and they are law enforcement officers. We would grant that approval of that officer.

Anna Meyerhoff-Cole: Our officers would be paid their normal rate plus the \$2.50 and for law enforcement officers who are not part of the Sheriff's Office would get \$40.00 an hour?

Tracy Spreier: Correct. Outside agencies would be paid \$40.00 an hour. If we use our own personnel, which we currently do, some of the individuals are on regular shift hours. We also utilize officers for overtime. Which in most cases is greater than the \$40.00 an hour flat rate we would pay this agency. So in a sense it would save us money.

Anna Meyerhoff-Cole: Our deputies will be paid their normal rate of pay, then they would get the \$2.50 paid to them by Hart Halsey, LLC dba Extra Duty Solutions?

Tracy Spreier: That I am not sure of but yes, they would make their normal hourly wage unless they were working overtime.

Joe Thomas: The \$2.50 is the payment management fee to the vendor to manage it.

Tracy Spreier: I believe that is correct.

Joe Thomas: The scheduling fee would also be paid to the vendor. It is their fee to do the scheduling.

Anna Meyerhoff-Cole: So our staff will be paid whatever they would normally be paid whether it is their normally rate of pay or if they are in overtime, they will be paid overtime. This company will just handle scheduling them?

Tracy Spreier: Correct.

Anna Meyerhoff-Cole: They are paid to schedule them, our officers get no additional payment?

Joe Thomas: Tracy, is it true that they (vendor) would also be responsible for paying those deputies outside of Sedgwick County.

Tracy Spreier: Yes. I believe that is correct.

Joe Thomas: That is where the \$40.00 comes in per hour. We pay that amount to the managing vendor who will in turn pay the hourly rate to the non Sedgwick County law enforcement personnel.

Tracy Spreier: Correct.

Joe Thomas: So basically they are not on our payroll. We have our people covered but this company will take care of those who are not on our payroll, plus they are charging a management and scheduling fee to take care of their hourly rate.

Tracy Spreier: Correct.

Brandi Baily: Why go out for a vendor to do that? What are we using now for inmates that are in need of guard duty? Are we just using the Sheriff's Office employees?

Tracy Spreier: That is correct, currently that is covered by commissioned personnel. With the shortages in the jail we are back-filling those positions with commissioned officers from the streets and other areas of the department and when we get someone from the facility that needs to go to the hospital we also cover that with commissioned personnel. This would relieve some of the extra duties for our staff and it would certainly cut down on some of the overtime we have to pay. Our folks that fill these other positions, it is a plus plus for the agency. It takes the pressure off the employees as well as saves money.

Brandi Baily: Are the employees who do it now, doing it on a voluntary basis?

Tracy Spreier: No. We have mandatory schedules maintained for both the facility and the hospital schedule.

Brandi Baily: Going to this, will it be volunteering or will it still be mandatory?

Tracy Spreier: We will still maintain a list of employees that may have to cover this incase Duty Solutions is not able to fill those positions or if they do not have anyone they can rely on. Then we would mandate someone internally to cover that position. The goal is to get us off the hospital schedule as best we can, or at least limit the amount of staff we put towards that.

Anna Meyerhoff-Cole: If the goal is for it not to include Sheriff's Office employees, why are we including Sheriff's Offices employees in this?

Tracy Spreier: Those people are in custody, so if we do not have someone to fill that, we are obligated to maintain security over that inmate. We still have to have that as an option that is required to sit on that inmate that is in our custody.

Anna Meyerhoff-Cole: Will they go from the list of non-Sheriff's Office employees first to schedule before the scheduled Sheriff's Office employees?

Tracy Spreier: Yes. That is the goal.