



Interoffice Memorandum

January 13, 2021

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

 FROM: Carrie Mathes, Manager, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,  
Procurement Division

CONTACT: John Goodrich, Deputy Director, Health Services Department  
407-836-6583

SUBJECT: Ratification of Purchase Order M103134, Change Order No. 2, COVID-19 Data  
Management, Reporting and On-Site IT Equipment

ACTION REQUESTED:

Ratification of Purchase Order M103134, Change Order No. 2, COVID-19 Data Management, Reporting and On-Site IT Equipment, with CDR Maguire Inc., in the amount of \$92,500, for a revised not-to-exceed total of \$192,500.

PROCUREMENT:

Change Order No. 2, in the amount of \$92,500, provides funding for increased demand in vaccination registration support due to the COVID-19 pandemic. Additional demand increased the vaccination registrations by 18,500, for a new total of 38,500 vaccination registrations through January 24, 2021.

FUNDING:

Funding is available in the account number 5895-019-8019-4143.

APPROVALS:

The Health Services Department concurs with this recommendation.

REMARKS:

On December 18, 2020, Purchase Order M103134 was approved within the Procurement Division's authority to include 20,000 COVID-19 vaccination registrations in the total amount of \$100,000. The purchase order provides for data management, reporting, and on-site IT equipment to support COVID-19 vaccination distribution, logistics, site oversight, staffing, data management, technology support, infectious disease protocols, and emergency management capabilities for the Orange County Health Services Department.

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Previous Purchase Order changes are as follows:

Change Order No. 1: Revised the funding account to the Care's Act for the COVID-19 pandemic response. The Purchase Order remained \$100,000.