



Interoffice Memorandum

February 23, 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. 4, COVID-19 Data Management, Reporting and On-Site IT Equipment

ACTION REQUESTED:

Ratification of Purchase Order M103134, Change Order No. 4, COVID-19 Data Management, Reporting and On-Site IT Equipment, with CDR Maguire Inc., in the amount of \$134,000, for a revised not-to-exceed total amount of \$543,500.

PROCUREMENT:

Change Order No. 4, in the amount of \$134,000, provides funding for vaccination registration support due to the COVID-19 pandemic for the month of March.

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.

Ratification of Purchase Order M103134, Change Order No. 4, COVID-19 Data Management, Reporting and On-Site IT Equipment

Previous Purchase Order changes are as follows:

Change Order No. 1: Revised the funding account to the CARES Act for the COVID-19 pandemic response. No change to the purchase order total.

Change Order No. 2: Increased funding for higher demand in vaccination registration support, through January 24, 2021, for an increase in the amount of \$92,500, for a revised not-to-exceed total amount of \$192,500.

Change Order No. 3: Increased funding for higher demand in vaccination registration support, extend for 31 days at a reduced rate of \$2.00 per vaccination through February 28, 2021, for an increase in the amount of \$217,000, for a revised not-to-exceed total amount of \$409,500.