



## Interoffice Memorandum

October 18, 2019

TO: Mayor Jerry L. Demings  
and the Board of County Commissioners

FROM: *CM* Carrie Mathes, Manager, Procurement Division

CONTACT: John Goodrich, Deputy Director, Health Services Department  
(407) 836-7689

SUBJECT: Approval of Contract Y20-162, Lease Assistance Agreement

### ACTION REQUESTED:

Approval of Contract Y20-162, Lease Assistance Agreement, with Community Health Centers, Inc., in the estimated contract award amount of \$586,244 for a 2-year term. Further request authorization for the Procurement Division to renew the contract for three additional 1-year terms.

### PROCUREMENT:

This contract provides rental assistance so that the vendor can provide medical care to uninsured citizens in Orange County through the Primary Care Access Network, Inc. (PCAN) program.

### FUNDING:

Funds are available in account 0001-060-2502-8610.

### APPROVAL:

The Health Services Department concurs with this recommendation.

### DISCUSSION:

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

The County directly funded a lease for a medical treatment location managed by Community Health Centers, Inc. until it expired December 31, 2016. At that time, Community Health Centers, Inc. relocated to 840 Mercy Drive, Orlando, Florida 32808, assuming the responsibility for the rental agreement. This lease agreement provides Community Health Centers, Inc. with the ability to provide continued care within the community and to carry out the PCAN program. As approved by the Board on January 24, 2017. The Health Services Department will assist the agency with the lease of the medical treatment facility and office space in an effort to provide medical care to Orange County's

uninsured citizens that qualify for the services covered by the PCAN program. The agency will submit quarterly invoices for one-fourth of the contract amount to the County by the 10<sup>th</sup> day before the start of each quarter. The reimbursement amount remains unchanged and the agreement ensures citizens will receive the same level of available medical care as has been received in the past.