



Mark Farrell, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DANIEL KAPLAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

DATE: JUNE 22, 2018

SUBJECT: NEW CONTRACT: EK ERGONOMICS (FOR-PROFIT) TO PROVIDE ERGONOMIC ASSESSMENT & EVALUATION SERVICES

CONTRACT TERM:	<u>New</u> 7/1/18- 6/30/20	<u>Contingency</u>	<u>Total</u>		
CONTRACT AMOUNT:	\$35,000	\$3,500	\$38,500		
ANNUAL AMOUNT:	<u>FY 18/19</u> \$17,500	<u>FY 19/20</u> \$17,500			
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$26,250	\$4,200	\$4,550	\$3,500	\$38,500
PERCENTAGE:	75%	12%	13%		100%

The San Francisco Human Services Agency (SFHSA) requests authorization to enter into a contract agreement with EK Ergonomics for the period of July 1, 2018 to June 30, 2020 in the amount of \$35,000 plus a 10% for a not to exceed amount of \$38,500. The purpose of the contract is to provide comprehensive ergonomic office assessment and evaluations for Human Services Agency employees with medical justification for such evaluations.

Background

Ergonomic evaluations are an essential component toward ensuring employees are working in a healthy manner and avoiding repetitive stress injuries that constitute the most common of Worker's Compensation claims. The responsibility for processing ergonomic evaluations in a timely manner falls to the Department's Human Resources Employee Health and Safety Office.

Services to be Provided

Contractor shall provide the following services during the term of this agreement:

Comprehensive Office Ergonomic Evaluations: A comprehensive analysis includes:

- a. Analysis of the individual, job tasks and workstation
- b. History of symptoms
- c. Body mechanics
- d. Work load and work practices

It is anticipated that the Contractor will conduct 70 ergonomic assessments annually.

Location and Time of Services:

Services will be provided at the work location of the employee in need of an assessment during normal business hours (8:00 a.m. to 5:00 p.m.). Contractor shall coordinate the logistics of the assessment appointment. If there are multiple assessments needed in the same location or facility, Contractor will make its best effort to schedule the assessments back-to-back.

For more specific information regarding the services to be provided, please refer to the attached Appendix A.

Selection

Contractor was selected through IB (Informal Bid) #793, which was issued in April 2018.

Funding

This contract will be funded through federal, state and County General funds.

Attachments

- Appendix A – Services to be Provided
- Appendix B – Calculation of Charges

Appendix A – Services to be Provided
EK Ergonomics
Ergonomic Assessment & Evaluation Services
7/1/2018– 6/30/2020

I. Purpose of Contract

The purpose of this contract is to provide comprehensive ergonomic office assessment and evaluations for Human Services Agency employees with medical justification for such evaluations.

II. Definitions

Contractor	EK Ergonomics
HSA	Human Services Agency of the City and County of San Francisco

III. Target Population

Human Services Agency employees who need ergonomic evaluations and adjustments to their work stations to avoid musculoskeletal and other physical disorders.

IV. Description of Services

Contractor shall provide the following services during the term of this agreement:

Comprehensive Office Ergonomic Evaluations: A comprehensive analysis includes:

- a. Analysis of the individual, job tasks and workstation
- b. History of symptoms
- c. Body mechanics
- d. Work load and work practices

V. Location and Time of Services:

Services will be provided at the work location of the employee in need of an assessment during normal business hours (8:00 a.m. to 5:00 p.m.). Contractor shall coordinate the logistics of the assessment appointment. If there are multiple assessments needed in the same location or facility, Contractor will make its best effort to schedule the assessments back-to-back.

VI. Service Objectives

On an annual basis:

- a. Complete a total of 70 ergonomic assessments.

VII. Outcome Objectives

On an annual basis:

- a. 95% of ergonomic assessments will completed within one week of request.
- b. Occupational injuries (to be tracked by HSA) will be reduced by 5-10%.
- c. Leave of absences due to occupational injuries (to be tracked by HSA) will be reduced by 5-10%.

VIII. Reporting Requirements

Contractor will provide a written report to the Employee Health and Safety Office in hard and electronic copies for each assessment completed. The report must include:

1. Date of assessment
2. Name of the individual receiving the assessment
3. Building address and work station location
4. Description of workstation configuration
5. Information on observations and discussions with the person being assessed
6. Findings and Recommendations, including the most cost effective product recommendations and/or adjustments and suggestions for improving workstation efficiency and safety, and work habit corrections.

Reports should be completed and submitted within five working days after completion of each assessment. For submission of reports, please contact:

Laurie Juengert, Employee Health & Safety Manager
Laurie.Juengert@sfgov.org

Appendix B Calculation of Charges

I. The following summarizes costs for the “Services to be Provided” described in Section IV of Appendix A – Description of Services.

- a. Contractor will complete 70 comprehensive ergonomic evaluations annually, 140 total over the term of this agreement.
- b. Contractor will be compensated at the rate of \$250 per assessment. Rate will include travel and all other related business expenses.
- c. The total contract will not exceed \$35,000 for the period July 1, 2018 – June 30, 2020.

II. Contractor understands that, of the maximum dollar obligation listed in Section 3.3 of this Agreement, **Three Thousand Five Hundred Dollars (\$3,500)** is included as a contingency amount and is neither available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to Appendix B, which has been approved by Contract Manager. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Human Services Agency laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

III. A final closing invoice, clearly marked “FINAL,” shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City’s final reimbursement to the Contractor at the close of the Agreement period shall not exceed the total amount authorized and certified for this Agreement.