



CITY OF PORT ST. LUCIE
Procurement Management Department

RECOMMENDATION OF AWARD MEMORANDUM

TO: Procurement Management Department
FROM: David Wood
BID # & NAME: Employee Health Center Additional Staffing Request
DATE: 06/26/2024

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STRATEGIC PLAN LINK: Goal 7: High Performing Government Organization

PURPOSE: Expenses for adding one full-time Front Desk Medical Assistant and one part-time Nurse Practitioner to maintain service due to expansion of the Best Street operating hours

BENEFITS TO THE CITY: Extended access for employees to visit providers seven days per week and consistent weekday hours.

BACKGROUND: Human Resources requested City Manager approval to extend the operating hours of the Employee Clinic for consistent evenings hours and expand availability of hours on Saturday and add Sunday Clinic hours.


BEST VALUE ANALYSIS/ JUSTIFICATION:

ESTIMATED EXPENDITURES: Front Desk/Medical Assistant at \$50,000 and a Part-time Nurse Practitioner at \$60,000 for a total estimated annual cost of \$110,000.

CONTRACT TIME: Extension of existing contract for 1 year to 09/30/2025 and (2) 2 year contract extension options.

PROVIDE FULL ACCOUNT NUMBER/PROJECT STRING (if applicable):

RECOMMENDED ACTION:

Approval:  06/30/24
Department Head Date

Approval: _____
City Purchasing Agent Date

****REQUIRED PER PURCHASING POLICY & PROCEDURE MANUAL PAGE 48 SECTION 7****