



THE CITY OF KEY WEST

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To: Jim Scholl, City Manager
From: Edward Perez, Division Chief of EMS, KWFD
Date: February 16th, 2018
Reference: City of Key West EMS Billing Services

Action Statement:

This resolution will authorize the City Manager to negotiate and execute an agreement with a contractor based on proposals and rankings of the evaluation committee for the purpose of EMS Billing Services.

Background:

The Key West Fire Department (KWFD) has provided EMS transport services since April 1, 2015 generating the need for a billing service to bill and collect fees for the operations and services provided. The City issued RFP #002-18 to seek professional service agencies, companies, corporations, partnerships, individual's organizations, and/or other legal entities organized under the laws of the State of Florida to provide billing services for emergency medical services transport due to the current billing services agreement nearing its end of term.

On December 2, 2017 RFP #002-18 EMS Billing Agency was formally advertised. Due date/time for receipt of proposals was established for January 24, 2018 at 3:00pm. All questions were directed to Division Chief Edward Perez and answered in Addendum No. 1 and posted to Demand Star for all proposers to view. In response to this RFP, the City received four (4) proposals.

Public Deliberation:

On February 15, 2018 the Evaluation Committee met in public session to submit rankings the four (4) proposals. The proposals were evaluated by an appointed evaluation committee comprised of the following four (4) members:

LS3M L33D 3R3E LS3M BX

