



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Jim Scholl, City Manager
Via: Sarah Hannah-Spurlock, Assistant City Manager
From: Edward Perez, Division Chief of EMS, KWFD
Date: October 29, 2014
Reference: City of Key West Request for Proposals (RFP) #03-015 Medical Director of EMS

Background:

Pursuant to the terms and conditions of an agreement between the City of Key West (City) and Lifestar Response / Care Ambulance for ambulance services, the period of performance will conclude on April 1st, 2015. As such, in June of this year, the City Commission approved the integration of EMS into the Fire Department effective April 1, 2015. One of the components of integration is selecting a Medical Director to oversee the medical (patient care) operations of the Key West Fire Department.

On September 7th, 2014 RFP #03-015 Medical Director of EMS was formally advertised (Attachment 1). Due date / time for receipt of proposals was established for October 8th, at 3:30pm. 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 the RFP, The City received three proposals.

1. Dr. Herrera / Dr. Guerdan
2. Professional Emergency Services (PES), Inc., Dr. Schwemmer
3. Dr. McGrath

The proposals were evaluated by a City manager-appointed Evaluation Committee comprised of the following five (5) members:

- Dr. Robin Lockwood, Local Physician
- J.R. Torres, Key West Police Department
- Michael Davila, Key West Fire Department
- Alan Averette, Key West Fire Department
- Jason Bogoeff, Local 1424 President, KWFD

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Copies of the three proposals are attached to this agenda item.

Public Deliberation:

On October 28, 2014 the Evaluation Committee deliberated in public session to rank the three proposals.

Observing the meeting were local residents John Torres and Michael Brockner as well as Assistant City Manager Sarah H. Spurlock and Division Chief Edward Perez.

DC E. Perez opened the meeting by reviewing the rules and asking all present to introduce themselves. Prior to the meeting, each member was instructed to score each proposal by the five specific criteria and values listed below:

- Up to 25 points Medical Qualifications / Relevant Experience
- Up to 25 points Cost of Services to the City
- Up to 25 points Commitment to Clinical Performance / Business Plan
- Up to 15 points References
- Up to 10 points Physician Group Involvement

A summary of the ranking and rating profile is provided as Attachment 3. Meeting minutes were recorded (Attachment 2).

Recommendation:

The purpose of this resolution is to request approval by the City Commission of the following:

- After staff reviewed all proposals to ensure RFP compliance, only two firms were found to be responsive. Staff recommends the City reject PES/ Dr. Schwemmer's proposal as it did not include all of the requirements as stated in the RFP.
- Authorizing the City Manager or his designee to negotiate a contract with the highest ranked responsive proposer, Dr. Herrera / Dr. Guerdan. In the event the City Manager or his designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorizing the City Manager or his designee to negotiate a contract with the second highest ranked responsive proposer, Dr. McGrath. If the City Manager or his designee is unsuccessful in negotiating an acceptable contract with either responsive proposer the City Manager or his designee will cease discussions with all proposers and report back to the City Commission.
- Authorizing the City Manager to negotiate and execute a contract with the proposer which results out of the aforementioned negotiations.

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KEY WEST FIRE DEPT