





### 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: November 10, 2014

Reference: City of Key West Request for Proposals (RFP) #02-015 EMS Billing Agency

### 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 Billing Agency to collect fees for service pertaining to operations of the Key West Fire Department.

On September 7<sup>th</sup>, 2014 RFP #02-015 KWFD / EMS Billing Agent was formally advertised (Attachment 1). Due date / time for receipt of proposals was established for October 8<sup>th</sup>, 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 the RFP, The City received nine proposals.

- 1. Ambulance Medical Billing (AMB)
- 2. Intermedix
- 3. EMS Consultants (EMSC)
- 4. EMSMC
- 5. McKesson
- 6. Fire Recovery
- 7. Professional Practice Support (PPS)
- 8. Life Quest
- 9. Key West Medical Billing (KWMB)

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

- Noel Romines, Finance Department
- Patti McLauchlin, Information Technologies







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- Michael Davila, Key West Fire Department
- Alan Averette, Key West Fire Department
- Michael Brockner, CARE Ambulance

Copies of the nine proposals are attached.

### Public Deliberation:

On October 28-2014 the Evaluation Committee deliberated in public session to rank the nine proposals. Observing the meeting was Intermedix Representative John Mulligan as well as Assistant City Manager Sarah H. Spurlock. Division Chief Edward Perez facilitated the meeting.

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

- Up to 25 points Business Plan
- Up to 25 points Cost of Services to the City
- Up to 25 points Experience and Capacity of Firm
- Up to 15 points References
- Up to 10 points Specialized Expertise of Team members

A summary of the ranking and rating profile for all proposers 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 three firms were found to be responsive. Therefore, staff recommends that Commission reject the other six proposals.
- Staff's recommendation is that Life Quest is unresponsive as some of their required information
  was submitted on a password protected CD we could not access. However, if the Commission
  makes a determination that they are responsive, as a cautionary measure, staff calculated their
  score as if they were responsive and they ranked below the top three responsive firms, and
  therefore fall of the list to be considered.
- Authorizing the City Manager or his designee to negotiate a contract with the highest ranked
  responsive proposer, AMB. 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 proposer, Intermedix. In the
  event the City Manager or his designee is unsuccessful in negotiating a contract with the second







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highest ranked proposer, authorizing the City Manager or his designee to negotiate a contract with the third highest ranked responsive proposer, McKesson.

- If the City Manager or his designee is unsuccessful in negotiating an acceptable contract with any of the top three responsive proposers 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.