




MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Keith W. Hernandez
EMS Chief, KWFD

Subject: **Approving Selection Committee ranking for RFP #23-002 EMS Billing Services**

Introduction

Staff recommends the City Commission approve the Selection Committee ranking for RFP #23-002 EMS Billing Services City of Key West and authorize City Manager to negotiate and execute a contract with the highest-ranking firm Digitech Computer LLC upon advice and consent of the City Attorney.

Background

The City of Key West requires the services of a qualified individual or firm to provide EMS Billing Services. Ambulance Medical Billing provided the EMS Billing Services from April 2015-September 2018. Intermedix (now d/b/a Digitech Computer LLC) October 2018-September 2023. All extensions per agreement have been exhausted. Per the City of Key West's Code of Ordinance (Code 1986, § 1.266(a); Ord. No. 19-28, § 3, 9-17-2019) services must go out to RFP.

The City issued RFP #23-002 EMS Billing Services for the City of Key West on June 6, 2023, and proposals were opened on July 6, 2023. Three (3) responses to the RFP were received, and the following were considered complete and responsive:

- Captivate Billing
- Digitech Computer LLC
- EMS/MC

On August 3, 2023, a Selection Committee comprised of three (3) City Staff members and two (2) non-City staff members held a publicly advertised meeting to rank proposals from the above-listed responses. Scores and ranking are as follows:

<u>Rank</u>		<u>Final Scoring</u>
1.	Digitech Computer LLC	94
2.	EMS/MC	83
3.	Captivate Billing	67.4

The duration of the agreement is for three (3) years, and the City shall have one (2) year renewal option upon the same terms and conditions.

Procurement

The cost of the service will be based on the amount of net revenue collected. Funds will be allocated in the EMS Budget, 001-2601-526-3400.

Recommendation

The City Manager's Office recommends the City Commission approve the Selection Committee ranking for RFP #23-002 EMS Billing Services and authorize the City Manager to enter into an agreement with the highest-ranking firm, Digitech Computer LLC, and execute necessary documents upon advice and consent of the City Attorney.

Exhibits:

Exhibit A – Selection Committee ranking & scores