

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING SELECTION COMMITTEE RANKING OF RESPONDENTS TO CITY OF KEY WEST REQUEST FOR PROPOSALS (RFP) NO. 23-002 FOR EMS BILLING SERVICES; DIRECTING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE FIRST-RANKED FIRM DIGITECH COMPUTER LLC.; AUTHORIZING ANY NECESSARY BUDGET ADJUSTMENTS OR TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS the City issued RFP 23-002 on June 06, 2023, requesting proposals for EMS Billing Services for City of Key West; and

WHEREAS, the City opened three responses to the RFP on July 06, 2023; and

WHEREAS, a Selection Committee, consisting of City staff and local experts, evaluated the proposals at a public session on August 03, 2023; and

WHEREAS, the Selection Committee ranked the firms, and recommended that the City Commission approve the ranking, and authorize the negotiation and execution of a contract upon advice and consent of the City Attorney; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF  
THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That based upon the criteria set forth in RFP 23-002, the first-ranked firm as determined by the Selection Committee, and approved by the City Commission is Digitech Computer LLC.

Section 2: That the City Manager is authorized to negotiate and execute a contract with the first-ranked firm in substantial conformance with the RFP upon advice and consent of the City Attorney.

Section 3: That expenses for EMS Billing Services are budgeted in Account 001-2601-526-3400 (General Fund/EMS Department/Other Contractual Services). Necessary budget adjustments or transfers are hereby authorized.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication

by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Filed with the Clerk on \_\_\_\_\_, 2023.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

\_\_\_\_\_  
TERI JOHNSTON, MAYOR

ATTEST:

\_\_\_\_\_  
Keri O'Brien, CITY CLERK