





THE CITY OF KEY WEST

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

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:







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- Patti McLauchlin, Information Technologies
- Nancy Kielman, Finance Department
- Danny Blanco, Key West Fire Department
- Anissa Balbi, Key West Fire Department

Each member was then asked to submit scores for each proposal.

All rankings were calculated with the final scores provided below, listed highest to lowest:

1.	Intermedix	91.75
2.	Ambulance Medical Billing	82
3.	Change Healthcare	72
4.	Life Quest	68.25

Financial Impact:

Cost of the service will be based on the amount of revenue collected. Funds have been allocated in the EMS Budget, 001-2601-526-3400, \$61,500 based on 5.15% of 1.2 million.

Recommendation:

Authorize the City Manager to negotiate and execute an agreement with Intermedix based on proposals received and the rankings of the evaluation committee.

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