OFFICE OF THE DIRECTOR

Date: June 29, 2020

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

From: Chief Keith Powers
Director / Fire Chief

Christel Burgos,
EMS Billing Manager

April Mitchell
JFRD Administration and Finance Manager

Subject: Certification Letter for Medical Collection Services

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the services:
    a. Medical Collection Services
2. The objective of the services:
    a. To increase medical collections from EMS transportations by using an experienced Medical Collection Agency
3. The estimated period of time needed for the services:
    a. A three-year (3) contract renewable in one (1) year terms
4. The estimated cost of the services:
    a. Payment is a percentage fee relative to collections generated by the Medical Collection Agencies efforts.
5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:
    a. Not a duplicate service.
6. List of current contracts or prior services or studies which are related to the proposed study or service.
    a. This is a supplement to IMX/R1 medical billing contract.

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7. A statement as to why the service / study cannot be done by the department or agency staff:
    a. JFRD currently does not have trained staff nor software systems required to perform collections and rebilling for EMS services in accordance with the regulations needing to be met.
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members.
    a. April Mitchell, JFRD Administrative and Finance Manager
    b. Christel Burgos, JFRD EMS Billing Manager
9. A project funded account number.
    a. Not Applicable
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.
    a. Not Applicable
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013.

_____	_____ Title
_____	EMS Billing Mgr. Title

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