FIRE AND RESCUE DEPARTMENT

MEMORANDUM

July 13, 2020

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Cindy Davis
Jacksonville Fire & Rescue Department

2nd Subcommittee Member, Title
Department

Subject: **Certification Letter for P-34-20 Diagnostic Testing Services for Jacksonville Fire & Rescue Department**

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 service or study: **JFRD Wellness Program provides comprehensive medical evaluations that include ultrasound testing to ensure our employees are capable of safely performing the essential job functions.**

2. The Objective of the study or services: **A vendor who can provide an ultrasound technician to perform the ultrasound testing and a radiologist to interpret test results for JFRD personnel.**

3. The estimated period needed for the service or study: **Three-year contract with two (2) additional one-year renewals.**

4. The estimated cost of the service or study: **$150,000**

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7. A statement as to why the service/study cannot be done by department or agency staff: **The Department has the ultrasound machine but does not have a qualified person to handle usage and test result evaluation.**

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members

   Brad Elias, MD - 904-483-0471
   Erica McManus 904-997-4933

9. A project funding account number: 00111-124001-531090

10. The names and email addresses of specific consultants the using agency wishes to be included in the solicitation process.

    List provided to procurement

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

(See: http://inside.coj.net/op/pr/default.aspx)

Brad Elias M.D.

Dr. Brad Elias — JFRD Medical Director

Erica McManus

Erica McManus — Captain, Wellness Program Coordinator