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SUBJECT: AMBULANCE BILLING SERVICES (REBID)

BID #: ESC-0317-21 **OPEN DATE: 2021-02-24**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT

AGENCY: FIRE/RESCUE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 3 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On February 24, 2021, the City of Jacksonville, Procurement Division received three (3) responses for subject bid.

The Evaluation Committee has completed their review and recommends approval to move forward with On-site Demonstrations/ Oral Interviews with the three (3) top scoring/qualifying vendors as listed below. The ranking of first, second, and third designates the order of qualification of these firms.

1. Digitech Computer, Inc.
2. EMS Management & Consultants, Inc.
3. Change Healthcare Technology Enabled Services, LLC

ATTACHMENTS: Recommendation Memo, Scoring Sheet, Tabulation, Evaluation Matrix

ANALYST: O Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED:
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Keith Powers, Fire Chief

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

OFFICE OF THE DIRECTOR

March 19, 2021

TO:	Greg Pease, Competitive Sealed Rroposal Evaluation Committee
THRU:	Keith Powers, Fire Chief
FROM:	Christel Burgos, JFRD Administration & Finance Asst. Manager
	April Mitchell, JFRD Administration & Finance Manager
RE:	Ambulance Billing Services (Rebid), BID #: ESC-0317-21

On February 24th,2021, the City of Jacksonville's Procurement Division received three (3) qualifying bid responses for the Ambulance Billing Services (Rebid) RFP.

As outlined in the RFP, the City of Jacksonville will short list no less than three, but no more than five responses for the On-site Demonstration/Oral Interviews. The Evaluation Committee has completed their review and request approval to move forward with On-site Demonstrations/Oral Interviews with the vendors as ranked below:

Ranking	Vendor
1	Digitech Computer, Inc.
2	EMS Management & Consultants, Inc.
3	Change Healthcare Technology Enabled Services, LLC

Your favorable consideration of this request is appreciated.

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AMBULANCE BILLING SERVICES

ESC-0317-21

Total Points (100)	5 Points	20 Points	75 Points	OVERALL	Rank
Vendors	Competence	Cost	Requirements Checklist	100 Points Max	
Digitech Computer, Inc.					
Christel Burgos	5.00	15.00	69.00	89.00	
April Mithchell	5.00	19.00	53.00	77.00	
Average	5.00	17.00	61.00	83.00	1
Change Healthcare Technology Enabled Services, LLC					
Christel Burgos	5.00	10.00	65.00	80.00	
April Mithchell	4.00	18.00	50.00	72.00	
Average	4.50	14.00	57.50	76.00	3
EMS Management & Consultants, Inc.					
Christel Burgos	5.00	20.00	61.00	86.00	
April Mithchell	3.00	20.00	47.00	70.00	
Average	4.00	20.00	54.00	78.00	2

TITLE: Ambulance Billing Services RE-BID BID NO.: ESC-0317-21 OPEN DATE: 02/24/21 ANALYST: Olive Wallace-Cohen No. Invited: (12) No. Received: (3) No Bids: (2) Recorded By: John Hernandez Announcer: Sokkhar Muon		Digitech Computer, Inc.	Change Healthcare Technology	EMS Management & Consultants, Inc.
Collection Fee:		3.45%	3.59%	3.20%
Medicaid Fee (monthly):		$11,000	$12,500	$11,000
NOTES:			Statements made regarding meeting minimum requirements however, copies of licenses not included	
Competence	5			
Overall Cost	20			
Requirements Checklist	75			
Total Points	100			
MINIMUM REQUIREMENTS		✓		✓
CONFLICT OF INTEREST		✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT		✓	✓	✓
ADDENDUM (2)		✓	✓	✓

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

Evaluation Scoring Matrix

Category	Evaluation Criteria	Maximum Points	Vendor Score
Competence	CONTRACTOR must demonstrate the number of years in service providing EMS Ambulance Billing and Revenue Cycle Management by providing company history and highlights of accomplishments. Provide resumes of principal staff, project manager, HIPAA compliance officer and on-site personnel being assigned to this project.	5	
Overall Cost	Describe the CONTRACTORS pricing for billing services. Please note, according to state statutes, Medicaid fee's charged to BUYER must be in accordance with Section 409.913 Florida Statutes "*payments for the services of Billing Agents or persons participating in the preparation of a Medicaid claim shall not be based on amounts for which they bill not based on the amount a provider received from the Medicaid program*". (Failure to enter an fee in each category will disqualify respondent. Null is not acceptable). Percentage of Collections Fee _____ Medicaid Fee _____	20	
Requirements Checklist	Complied score from the RCM Questionnaire Checklist.	75	
Scoring Total		100	