ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

February 19, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: April Mitchell, JFRD Finance Manager
Jacksonville Fire & Rescue Department/Emergency Services Division

Christel Burgos, EMS Billing Manager
Jacksonville Fire & Rescue Department/Emergency Services Division

Subject: **Certification Letter for P-19-19 Ambulance Billing Services**

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:

   See attached RFP

2. The Objective of the study or services:
   a. To assist with day to day billing of EMS transports.

3. The estimated period of time needed for the service or study:
   a. One year with 4 renewal options.

4. The estimated cost of the service or study:
   a. Estimated cost $1,270,000. Annually.

EMS Consultants:

Terry Noel, Sales Consultant
PO Box 2584
LaGrange, GA 30241

Paylogic:

Ted Williams, Account Executive, tedw@payorlogic.com
91 Rhoads Center Dr.
Dayton, OH 45458

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 March, 2017

April Mitchell

2/21/19
TITLE: JFRD Finance Manager

Christel Burgos

2/21/2019
TITLE: JFRD EMS Billing Manager