SUBJECT: AMBULANCE BILLING SERVICES (REBID)

BID #: ESC-0351-20 **OPEN DATE: 2020-01-22**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT

AGENCY: FIRE/RESCUE

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 15 **NUMBER RECEIVED:** 6 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

On January 22, 2020, the City of Jacksonville, Procurement Division received six (6) 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 top four (4) scoring vendors, which are as follows. The ranking of first, second, third and fourth designates the order of qualification of these firms.

1. EMS Management & Consultants, Inc.
2. Digitech Computer, Inc.
3. Credit Bureau Systems, Inc. dba Ambulance Medical Billing
4. Change Healthcare Technology Enabled Services, LLC

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

ANALYST: _____
TARYN MANSER

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Keith Powers, Fire Cheif

(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

January 31, 2020

TO: Greg Pease, Competitive Sealed Proposal Evaluation Committee

THRU: Keith Powers, Fire Chief

FROM: Christel Burgos, EMS Billing Manager

DATE: January 31, 2020

RE: Ambulance Billing Services (Rebid), BID #: ESC-0351-20

On January 22, 2020, the City of Jacksonville's Procurement Division received six (6) 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 top four (4) scoring vendors as ranked below:

Ranking	Vendor
1	EMS Management & Consultants, Inc.
2	Digitech Computer, Inc.
3	Credit Bureau Systems, Inc dba Ambulance Medical Billing
4	Change Healthcare Technology Enabled Services, LLC

Your favorable consideration of this request is appreciated.

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Ambulance Billing Services					
ESC-0351-20					
Total Points (100)	30 Points	50 Points	20 Points	OVERALL	Rank
Vendors	Cost (Formula on page 35 of RFP)	RCM Questionnaire Checklist	HIPAA Standards Checklist	100 Points Max	
Credit Bureau Systems, Inc. dba Ambulance Medical Billing					
Christel Burgos	28.00	38.00	13.00	79.00	
April Mithchell	28.00	45.93	17.00	90.93	
Average	28.00	41.97	15.00	**84.97**	3
Quick Med Claims					
Christel Burgos	20.55	37.00	19.00	76.55	
April Mithchell	20.55	44.86	18.80	84.21	
Average	20.55	40.93	18.90	**80.38**	5
EMS Management & Consultants, Inc.					
Christel Burgos	26.29	44.00	19.00	89.29	
April Mithchell	26.29	47.00	18.60	91.89	
Average	26.29	45.50	18.80	**90.59**	1
Digitech Computer, Inc.					
Christel Burgos	24.07	39.00	18.00	81.07	
April Mithchell	24.07	47.36	18.90	90.33	
Average	24.07	43.18	18.45	**85.70**	2
R1 RCM Inc.					
Christel Burgos	21.03	34.00	16.00	71.03	
April Mithchell	21.03	46.50	19.00	86.53	
Average	21.03	40.25	17.50	**78.78**	6
Change Healthcare Technology Enabled Services, LLC					
Christel Burgos	23.22	34.00	20.00	77.22	
April Mithchell	23.22	48.07	17.20	88.49	
Average	23.22	41.04	18.60	**82.86**	4

TITLE: Ambulance Billing Services BID NO.: ESC-0351-20 OPEN DATE: January 22, 2020 at 2pm ANALYST: Taryn Manser No. Invited: (15) No. Received: (6) No Bids: (1) Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen		Credit Bureau Systems, Inc. dba Ambulance Medical Billing	Quick Med Claims	EMS Management & Consultants, Inc.	Digitech Computer, Inc.	R1 RCM Inc.	Change Healthcare Technology Enabled Services, LLC
Collection Fee:		3.20%	4.40%	3.50%	3.75%	5.80%	4.50%
Medicaid Fee (monthly):		$11,000	$13,000	$11,000	$12,500	$0	$10,000
Cost (See page 35 of RFP for formula)	30	28.00	20.55	26.29	24.07	21.03	23.22
RCM Questionnaire Checklist	50	41.97	40.93	45.50	43.18	40.25	41.04
HIPAA Standards Checklist	20	15.00	18.90	18.80	18.45	17.50	18.60
Total Points	100	**84.97**	**80.38**	**90.59**	**85.70**	**78.78**	**82.86**
MINIMUM REQUIREMENTS		✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST		✓	✓	✓	✓	✓	✓
INSURANCE AGENT ACKNOWLEDGMENT		✓	✓	✓	✓	✓	✓
ACKNOWLEDGMENT OF ADDENDUMS (2)		✓	✓	✓	✓	✓	✓

Cost Scoring

	Credit Bureau Systems, Inc. dba Ambulance Medical Billing	Quick Med Claims	EMS Management & Consultants, Inc.	Digitech Computer, Inc.	R1 RCM Inc.	Change Healthcare Technology Enabled Services, LLC
	3.20%	4.40%	3.50%	3.75%	5.80%	4.50%
	$11,000	$13,000	$11,000	$12,500	$0	$10,000
Collections Fee, per formula:	20.00	14.55	18.29	17.07	11.03	14.22
Medicaid Fee, ranked due to 0 in formula:	8.00	6.00	8.00	7.00	10.00	9.00
Total Score:	**28.00**	**20.55**	**26.29**	**24.07**	**21.03**	**23.22**

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.

1. OVERALL COST. Describe the CONTRACTOR'S pricing for billing services. CONTRACTOR must use Form 1 to submit pricing. Please note, according to state statutes, Medicaid fees charged to BUYER must be in accordance with Florida Statutes Section 409.913 (10) "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 nor based on the amount a provider receives from the Medicaid program."

The points will be allocated as follows: The lowest Percentage of Collections Fee will receive the total of 20 points. The next lowest will receive a score that is equal to the percentage difference from the highest score. The lowest Medicaid Fee will receive the total of 10 points. The next lowest will receive a score that is equal to the percentage difference from the highest score. **(30 points maximum score)**

Percentage of Collections Fee Example:

Vendor 1 Proposal: 3.5% receives 20 points

Vendor 2 Proposal: 4% receives 17.5 points
3.5/4 = 87.5% x 20 points = 17.5 points

Vendor 3 Proposal: 4.5% receives 15.6 points
3.5/4.5 = 78% x 20 points = 15.6 points

Medicaid Fee Example:

Vendor A Proposal: $12,000 receives 10 points

Vendor B Proposal: $12,500 receives 9.6 points
12,000/12,500 = 96% x 10 points = 9.6 points

Vendor C Proposal: $13,000: receives 9.2 points
12,000/13,000 = 92.3% x 10 points = 9.2 points

2. RCM QUESTIONNAIRE CHECKLIST. Compiled score from the RCM Questionnaire Checklist (Form 5), with points assigned according to the below criteria. **(50 points maximum score)**

0-10 Points	Did not respond
11-20 Points	Inadequate response – missing major elements
21-30 Points	Meets minimum requirements
31-40 Points	Adequate response – major elements met completely
41-50 Points	Exceeds requirements

3. HIPAA STANDARDS CHECKLIST. Compiled score from the HIPAA Standards Checklist (Form 6), with points assigned according to the below criteria. **(20 points maximum score)**

0-4 Points	Did not respond
5-8 Points	Inadequate response – missing major elements
9-12 Points	Meets minimum requirements
13-16 Points	Adequate response – major elements met completely
17-20 Points	Exceeds requirements