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:
Recommend approval to rescind the previous award dated 2/6/2020, due to the correct cost scoring formula, listed on page 35 of the RFP, not being used for the Medicaid Fee section.

Recommend approval to move forward with On-site Demonstrations/ Oral Interviews with the top five (5) scoring vendors using the correct formula, which are as follows. The ranking of first, second, third, fourth and fifth, designates the order of qualification of these firms.

1. EMS Management & Consultants, Inc.
2. R1 RCM Inc.
3. Digitech Computer, Inc.
4. Credit Bureau Systems, Inc. dba Ambulance Medical Billing
5. Quick Med Claims

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

ANALYST: _____ **RESPECTFULLY SUBMITTED:** _____
TARYN MANSER 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

February 21st, 2020

TO:	Greg Pease, Competitive Sealed Proposal Evaluation Committee
THRU:	Keith Powers, Fire Chief
FROM:	Christel Burgos, EMS Billing Manager
DATE:	February 21, 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. At this time, we need to rescind the previous award dated 2/6/2020, due to a miscalculation of the scoring formula, and re-award to the top five scoring vendors with the corrected recalculations.

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 five (5) scoring vendors as ranked below:

Ranking	Vendor
1	EMS Management & Consultants, Inc.
2	R1 RCM Inc.
3	Digitech Computer, Inc.
4	Credit Bureau Systems, Inc dba Ambulance Medical Billing
5	Quick Med Claims

Your favorable consideration of this request is appreciated.

Jacksonville
Where Florida Begins.

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.630.0209 | Fax: 904.630.4202 | amitchel@coj.net

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	20.00	38.00	13.00	71.00	
April Mithchell	20.00	45.93	17.00	82.93	
Average	20.00	41.97	15.00	**76.97**	4
Quick Med Claims					
Christel Burgos	14.55	37.00	19.00	70.55	
April Mithchell	14.55	44.86	18.80	78.21	
Average	14.55	40.93	18.90	**74.38**	5
EMS Management & Consultants, Inc.					
Christel Burgos	18.29	44.00	19.00	81.29	
April Mithchell	18.29	47.00	18.60	83.89	
Average	18.29	45.50	18.80	**82.59**	1
Digitech Computer, Inc.					
Christel Burgos	17.07	39.00	18.00	74.07	
April Mithchell	17.07	47.36	18.90	83.33	
Average	17.07	43.18	18.45	**78.70**	3
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**	2
Change Healthcare Technology Enabled Services, LLC					
Christel Burgos	14.22	34.00	20.00	68.22	
April Mithchell	14.22	48.07	17.20	79.49	
Average	14.22	41.04	18.60	**73.86**	6

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	20.00	14.55	18.29	17.07	21.03	14.22
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	**76.97**	**74.38**	**82.59**	**78.70**	**78.78**	**73.86**
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
Collections 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
Collections Fee Points:	20.00	14.55	18.29	17.07	11.03	14.22
Medicaid Fee Points:	0.00	0.00	0.00	0.00	10.00	0.00
Total Score:	**20.00**	**14.55**	**18.29**	**17.07**	**21.03**	**14.22**

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:	Medicaid Fee Example:
Vendor 1 Proposal: 3.5% receives 20 points	Vendor A Proposal: $12,000 receives 10 points
Vendor 2 Proposal: 4% receives 17.5 points 3.5/4 = 87.5% x 20 points = 17.5 points	Vendor B Proposal: $12,500 receives 9.6 points 12,000/12,500 = 96% x 10 points = 9.6 points
Vendor 3 Proposal: 4.5% receives 15.6 points 3.5/4.5 = 78% x 20 points = 15.6 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

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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 5 MEMBERS DISAPPROVING Ø DATE: 2/6/20

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/6/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02