City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **January 13, 2021**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor to provide **Ambulance Billing Services for Jacksonville Fire and Rescue Department**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

OFFICE OF THE DIRECTOR

Date: January 8, 2021

To: Gregory Pease, Chairman
Competitive Sealed Proposal Evaluation Committee

From: Christel Burgos,
Assistant JFRD Administration & Finance Manager

April Mitchell
JFRD Administration and Finance Manager

Subject: Certification Letter for 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 services:
   See attached RFP.

2. The objective of the services:
   To assist with day-to-day billing of EMS transports

3. The estimated period needed for the services:
   One year with 4 renewal options.

4. The estimated cost of the services:
   Estimated cost of $1,270,000 annually.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:
   Not a duplicate service. The current contract for EMS Billing services expires September 30th, 2021.

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3264 | Fax: 904.630.4202 | cburgos@coj.net

6. List of current contracts or prior services or study which are related to the proposed study or service.
   7724-03 P-40-13

7. A statement as to why the service / study cannot be done by the department or agency staff:
   Currently JFRD does not have the systems nor the billing staffing required to perform this billing function.

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members.
   April Mitchell, JFRD Administration and Finance Manager
   904-255-3303
   Christel Burgos, JFRD Administration & Finance Asst. Manager
   904-255-3264

9. A project funded account number.
   FRRS011-342630

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

    Intermedix:
    Darryl Hartung, DHartung@Digitiechcomputer.com
    6451 N Federal Hwy, Suite 1000
    Fort Lauderdale, FL 33308

    McKesson:
    April Marks, April.Marks@McKesson.com
    428 East 5th Ave
    Mount Dora, FL 3257

    AMB Ambulance Medical Billing,
    Info@marsbilling.com
    100 Fulton Court
    Paducah, KY 42001

    Zoll:
    Jason Meyer, jmeyer@zoll.com
    EMS Receivables Management
    11802 Ridge Parkway, Suite 400
    Broomfield, CO, 80021

    ESO Solutions:

Scott Metcalf, Scot.metcalf@esosolutions.com
Regional Account Manager
11500 Alterra Parkway, Suite 100
Austin, TX 78758

ImageTrend:
Kevin Fink, kfink@imagetrend.com
EDS Account Executive
20855 Kensington Blvd.
Lakeville, MN 55044

EMS Consultants:
Terry Noel, tnoel@emscltd.com
Sales Consultant
PO Box 2584
LaGrange, GA 30241

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

Ambulance Information Management: AIM System
Dan Cory, dan@aim-system.com
Sales
892 New Castle Road,
Slippery Rock, PA 16057

Ambulance Billing
Alice Bower, alice@abambulancebilling.com
5021 East Trindle Road
Mechanicsburg, PA 17050

EMS Management & Consultants
Mary Dorset, einfo@emsbilling.com
PO Box 863
Lewisville, NC 27023

Lifequest Services
Info@lifequest-services.com
N 2930 State Road 22
Wautoma, WI 54982-5267

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 May 2018.

April Mitchell	*JFRD Administration & Finance Manager*
April Mitchell	Title
Christel Burgos	JFRD Administration & Finance Asst Manager
Christel Burgos	Title

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

January 19, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason JSEB Administrator
Gretchen Williams, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Ambulance Billing Services-REBID**

The Equal Business Opportunity Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our review, we recommend the following:

- ☒ Encouragement
- ☐ Participation 10%
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Olive Wallace Cohen
Dinah Coleman Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

Wallace Cohen, Olive

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, January 22, 2021 2:59 PM
To:	Wallace Cohen, Olive
Cc:	Burgos, Christel; Mitchell, Pearl
Subject:	RE: RISK REVIEW - JFRD EMS Billing RFP
Attachments:	RM REDLINED & APPROVED INDEM. - INS. REQ. FOR Ambulance Billing Services - bid document.pdf; RM REDLINED & APPROVED INDEM. - INS. REQ. FOR Ambulance Billing Services - bid document.doc; SCOPE FOR JFRD Ambulance Billing Services.pdf

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for JFRD Ambulance Billing Services

Summary: pages 47 to 50

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
Cell : 904-234-1578

ONE CITY. ONE JACKSONVILLE

This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Wallace Cohen, Olive
Sent: Thursday, January 21, 2021 3:23 PM
To: RiskReview
Cc: Burgos, Christel; Mitchell, Pearl
Subject: RISK REVIEW - JFRD EMS Billing RFP

Good Day:

Please see attached for your review.

Thank You,

Olive Wallace-Cohen
Purchasing Analyst
214 N. Hogan Street (8th Floor)
Jacksonville, FL 32202
Phone: 904-255-8816
E-mail: OWCohen@coj.net

CITY OF JACKSONVILLE

"Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure."