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: **December 4, 2019**

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	

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

December 3, 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 ESC-0351-20 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.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:
    a. The current contract for EMS Billing services expires March 30, 2020.

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

7. A statement as to why the service/study cannot be done by department or agency staff:
    a. Currently JFRD does not have the systems nor 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 Finance Manager
    Christel Burgos, JFRD Billing Manager

9. A project funding account number:
    a. FRRS011-34263

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

    Intermedix:
    Darryl Hartung, Darryl.Hartung@intermedix.com
    6451 N Federal Hwy, Suite 1000
    Fort Lauderdale, FL 33308
    McKesson: April Marks, April.Marks@McKesson.com
    Medical Billing Services
    428 East 5th Ave,
    Mount Dora, FL 32757
    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:
    Scot Metcalf, Regional Account Manager, Scot.metcald@esosolutions.com
    11500 Alterra Parkway, Suite 100
    Austin, TX 78758
    ImageTrend:
    Kevin Fink, EDS Account Executive, kfing@imagetrend.com

20855 Kensington Blvd.
Lakeville, MN 55044

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

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

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

MedCorp Billing Services:
michael@medcorpbilling.com
660 E Church Street, Suite A
Jasper, Georgia, 30143

Digitech
Tom Pile, Tompile@digiteccomputer.com
555 Pleasantville Rd
Briarcliff Manor, New York 10510

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
N2930 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 March, 2017

April Mitchell

TITLE: JFRD Finance Manager

Christel Burgos

JFRD - EMS Billing Mgr.

TITLE: JFRD EMS Billing Manager

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

November 26, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

RE: **Ambulance Billing Services (REBID)**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

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

If you need additional information I may be reached at (904) 255-8833.

cc: Taryn Manser
Rose Nettles

Manser, Taryn

From:	Verdejo Magras, Wanda
Sent:	Monday, December 02, 2019 8:18 AM
To:	Manser, Taryn; Burgos, Christel
Cc:	Duckworth, Twane; RiskReview
Subject:	Insurance Requirements for Rebid of Ambulance Billing Services RFP
Attachments:	Ambulance Billing Services Rebid.doc

Greetings Ms. Taryn,

Thank you for taking the time to run this by us and using the most up-to-date information. There was only one minor change to the Insurance attachment to match the correct new Form 3 that you used.

Otherwise, all the insurance remained the same.

This will conclude Risk Management's review unless further notified.

Any further questions please feel free to contact me.

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**

Email : *wverdejo@coj.net*

Jacksonville
Where Florida Begins.

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From: Manser, Taryn
Sent: Monday, November 25, 2019 12:16 PM
To: RiskReview
Cc: Burgos, Christel
Subject: Insurance Requirements for Rebid of Ambulance Billing Services RFP

Hi Risk Management,

We had to reject all bids for the Ambulance Billing Services RFP (ESC-0402-19, attached) a few months ago. We are now rebidding the project with an improved response format and we want to ensure that the insurance requirements remain the same as the original bid. Do you approve using the attached insurance requirements or do you want to make any changes?

I included the updated Form 3- Insurance Agent Acknowledgment that was provided to me in August.

Thank you,

Taryn Manser
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan St., Suite 800
Jacksonville, FL 32202
904-255-8806
tmanser@coj.net

CITY OF JACKSONVILLE