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** GP

DATE: **April 26, 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	

ESC-0402-19

City of Jacksonville, Florida

PROCUREMENT DIVISION

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 — 3/21/2019
TITLE: JFRD EMS Billing Manager

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Teresa Bocchieri, Professional Business Compliance Officer**
Jacksonville Small & Emerging Business Office

SUBJECT: **~~P-09-19~~ AMBULANCE BILLING SERVICES**
ESC-0402-19

DATE: **March 7, 2019**

EBO Goal: Encouragement

Introduce and Review –The Jacksonville Small & Emerging Business Office has reviewed the above referenced RFP and scope of work.

Based upon our findings, we recommend approval of the proposal.

If you have questions or need further assistance I can be reached at totto@coj.net or

904-255-8833

cc: Taryn Manser

Baker, Alex

From: Duckworth, Twane
Sent: Friday, February 15, 2019 3:41 PM
To: Baker, Alex; Willis, Ann
Cc: RiskReview
Subject: RE: RFP19-19 AMB BILLING DRAFT.docx
Attachments: RFP19-19 AMB BILLING DRAFT (RM Approved).docx

Alex,

Please see attached as requested.

Risk has concluded its review unless further inquiry is made.

Thanks!

Twane

From: Baker, Alex
Sent: Friday, February 15, 2019 2:35 PM
To: Duckworth, Twane; Willis, Ann
Subject: RFP19-19 AMB BILLING DRAFT.docx

Hello:
Can you review this one for indemnification/Insurance for me please.

Alex Baker
Professional Services Specialist
Finance and Administration Department/Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph. 904-255-8830
Fax. 904-255-8837
Email: abaker@coj.net

CITY OF JACKSONVILLE