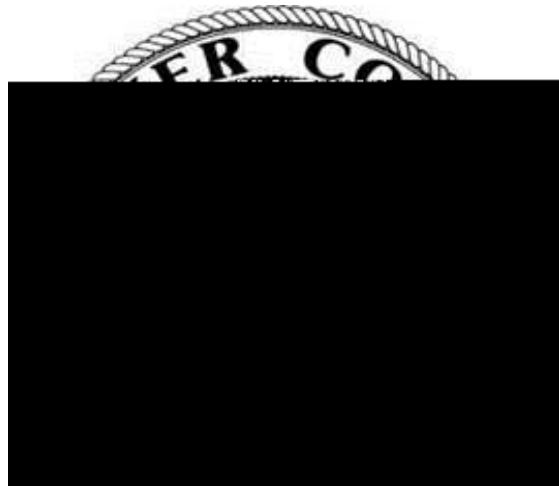


PROPOSAL REQUEST

Billing and ePCR
Services

For the
Sumner County Emergency
Medical Service



SUMNER COUNTY GOVERNMENT
SUMNER COUNTY, TENNESSEE

Bid #

Introduction

Sumner County Government is hereby requesting a proposal for billing and ePCR (electronic patient care reporting) for Sumner County EMS located 255 Airport Road Gallatin, TN 37066.

Bid acceptance will be based on funding for this proposal. Bid pricing must be good for 1 year with the option to renew for additional one year.

II. Responses

Proposal must include point-by-point responses to the RFP.

Proposal must include a list of any exceptions to the requirements.

Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.

If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.

Any and all proposal requirements must be met prior to submission.

The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.

If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

III. Clarification and Interpretation of RFP

The words "must" and "shall" in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County Government considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify Sumner County, via email at purchasing@sumnertn.org, of such matters immediately upon receipt of this Request for Proposal. All questions must be received by 4:00 PM on the day of the opening of proposals.

VIII. Deadline

Sealed proposals will be accepted until **July 12th, 2017 by 10:00am**. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened at an unspecified time after the deadline.

IX. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

X. Package

The package containing the proposal must be sealed and clearly marked "PROPOSAL FOR BILLING AND ePCR SERVICES FOR SUMNER COUNTY EMS" and "DO NOT OPEN" on the outside of the package. Responses may be hand delivered or mailed to the following address.

Sumner County School Board
355 North Belvedere Drive, Room 302
Gallatin, TN 37066

XI. Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurance of the respondent.

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be

XX. Applicable Law

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual o –

B. List any subsidiary/affiliate company in the same business, the nature of the relationship, and the location of their office.

C. State the number of years that the Proposer has been in business, and the number of years in business operation under the Proposer's current business name. Any business owner who has previously operated a business under another name must include a description of the previous business. Failure to include such information may be deemed as intentional misrepresentation by the County, and may render the Proposer's Proposal non-responsive.

D. Provide Proposer's ability to do business in the State of Tennessee and any background and experience specific to demographics of Sumner County and its payors.

E. Provide information on the Proposer's industry involvement and any representation with key industry associations or affiliations.

2. References.

Provide a detailed description of comparable contracts (similar in scope of services to those requested herein) which the Proposer is currently performing. At a minimum, Proposer must have provided EMS billing services to at least three (3) clients, with each providing a minimum of 12,000 emergency transports annually.

The description should identify for each project:

- 1) The name and size of client, address telephone number and the name of the contact person;
- 2) A description of the required Work;
- 3) The contract period and duration; and
- 4) Number of transports processed annually.

3. Technical Information

The following section and its subsections shall provide key information relevant to the firm's overall methodology, management and billing/collection approach including

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SECTION 3 STATEMENT OF WORK

3.0 BACKGROUND

For the fiscal year ending **2016**, Sumner County EMS handled 18,135 transports representing approximately \$14,209,470 in gross charges. Collections for this period were about \$6,025,710 with payment mix from the major payor classes as follows:

Medicare	31%
Medicaid	5%
Insurance	56%
Self Pay	8%

FY2017-18 is expected to bring about 18,500 transport with the average transport being 11 miles. Current fees are as shown below:

<u>Level of Service</u>	<u>Charges</u>	<u>% mix</u>
Mileage A0425	\$13.00	21.23%
ALS -NE A0426	\$700.00	4.53%
ALS-EM A0427	\$800.00	42.46%
BLS-NE A0428	\$400.00	12.73%
BLS-EM A0429	\$500.00	17.60%
ALS2 A0433	\$900.00	1.21%
SCT A0434	\$1000.00	0.24%

1. Purpose

The purpose of this RFP is for Sumner County to obtain the services of a qualified firm to provide training, management and oversight of the task of processing incident information, invoicing and collecting the fees for transporting Emergency Medical Service (EMS) patients on behalf of Sumner County EMS, in conformity with the requirements contained herein.

The Proposer shall also provide pricing for the use of its ePCR technology.

2. Proposer's Required Number of Years in Business

To ensure that the Successful Proposer has a proven record of service and experience, the Successful Proposer's company is required to have been successful in the business of billing and collecting fees for Emergency Medical Transportation Services actively and continuously for a minimum of five (5) years.

3. Minimum Scope Requirement

The proposed solution must meet the following minimum acceptable requirements:

- A.) The Proposer must provide hardware and software for the County's use an ePCR field data reporting system that will facilitate field collection of all pertinent incident information related to the proper docum aIT

enabled solution requiring no hardware investment to access billing and collection functions. Proposer must provide information regarding its proposed system including computer operating system, hardware configuration, and software to be used. Proposer must identify what will be provided by the Proposer to satisfy

PRICING PROPOSAL (APPENDIX A)

The proposer shall submit the attached Price Proposal Pages(s) (Appendix A), filled out and signed. The proposer shall indicate the annual percentage of gross collections to be paid by the County, as identified below.

An estimated gross collection of \$6.1 million shall be used for the percentage portion of the fee. The total cost shall be calculated as follows:

Percent (%) of gross collection for ePCR hardware, software, Billing platform and related services including Claim denials and appeals management:

_____ % X \$6,100,000 = \$ _____

Name (print): _____

Title: _____

Signature: _____

Date: _____

Bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.

ATTACHMENT 1

STATEMENT OF NON-COLLUSION

ATTACHMENT 2

DRUG-FREE WORKPLACE

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Sumner County, TN to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____(hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules o _____ o _____ Ä _____ r

ATTACHMENT 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of

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MIL-STD-810G certified (6' drop, shock, vibration, rain, dust, sand, altitude, freeze/ thaw, high/low temperature, temperature shock, humidity, explosive atmosphere) ¹

MIL-STD-461F certified¹

IP65 certified sealed all-weather design ¹

Optional class I division 2, groups ABCD certified model

Hard drive heater

Full magnesium alloy case with hand strap

Shock-mounted flex-connect hard drive with quick-release

Pre-installed replaceable screen film for LCD protection

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Windows[®] 8 Pro 64-bit (with Windows[®] 7 downgrade option)

Panasonic Utilities, Panasonic Dashboard, Recovery Partition

& 3X

Intel[®]