



REQUEST FOR PROPOSALS

Medicare Ground Ambulance Data Collection Survey Support Services

Release Date: September 18, 2023

Proposal Due Date and Time: September 29, 2023, 3:00 PM

Procurement Officer: Mark Flauter

EMS Chief

Florissant Valley Fire Protection District

661 Saint Ferdinand St.

Florissant, MO 63031

(314)837-4894

Late responses will be unopened and not accepted for consideration. The Florissant Valley Fire Protection District is not responsible for lateness or failure of timely delivery via mail (whether delays are internal/external), carrier, etc. Please ensure you allow time to provide your response in a timely way so that you may be properly considered.

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1. **SCOPE OF SERVICE**

The Florissant Valley Fire Protection District is soliciting proposals for assistance in participating in the Medicare Ground Ambulance Data Collection Survey to collect information on cost, utilization, revenue, and other service characteristics in accordance with the Medicare Ground Ambulance Data Collection Instrument for a twelve (12) month period of July 1, 2023, through June 30, 2024, and report those statistics into the survey for a (5) month period of July 1, 2024, through November 30, 2024 only.

The selected Contractor shall perform under this agreement the following scope of work:

- A. The District provided at least one Medicare ground ambulance transport in the fiscal year, is enrolled to receive Medicare payments, and received notification from the Centers for Medicare and Medicaid Services (CMS) of its required participation in the Medicare Ground Ambulance Data Collection Survey (the “Survey”). The District must comply with both U.S. Department of Health and Human Services under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act and as such, Contractor shall comply.
- B. This Ground Ambulance Data Collection Survey requests individual providers to submit data to CMS that relates to organizational characteristics, utilization, costs, and revenue. The data may be used by CMS to evaluate the adequacy of Medicare payment rates for ground ambulance services, to inform future Medicare rate changes, and possible payment system reforms.
- C. The District will provide Contractor with all of the required data needed to complete the 13 Sections; however, Contractor is responsible for accurate completion of the 13 Section Survey.
- D. Contractor shall be able to accept data from District in electronic submission form via a secure connection in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- E. Contractor shall keep the District informed of all updates relating to the Survey.
- F. Contractor will prepare and audit the completed Survey and its supporting documentation in accordance with the Medicare principles of reimbursement that include but are not limited to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other relevant documents which provide regulatory guidance on allowable costs and the District’s charges.

- G. Contractor will register with the CMS web-based portal as both the “Submitter” and “Certifier” on behalf of the District to complete all requirements of the Survey by November 30, 2024. A final copy of the Survey will be submitted to the District by November 30, 2024.
- H. Contractor will furnish all labor, materials, tools, and necessary equipment to perform the work described in the Request for Proposal.

2. QUALIFICATIONS/CERTIFICATIONS

The Proposer submitting the successful response must clearly demonstrate their ability to not only perform Medicare Ground Ambulance Data Collection Survey support services but also can ensure correction of records. The preferred firm will have significant and demonstrated experience in working with projects of similar size and scope. The preferred firm will demonstrate the following.

- 1. The Contractor shall have at least three (3) years of experience providing Ground Emergency Medical Transportation (GEMT) Program cost reporting services in the State of Missouri.
- 2. The Contractor shall have over ten (10) years of combined experience providing Medicare and Medicaid cost reporting services to EMS agencies.
- 3. The Contractor shall have experience with designing and administering Emergency Medical Services (EMS) Medicaid Fee for Services programs in Missouri or another state.
- 4. Contractor shall have experience in the completion of all 13 Sections of the Survey and shall have completed and submitted at least one full survey on behalf of a ground ambulance provider through an RFP award process prior to the start of this Contract.
- 5. The Contractor shall have at least three (3) staff members on the project team.

3. AGREEMENT TERMS AND AWARD

This will be a one-time service. The price agreement shall be awarded to the vendor(s) submitting the bid(s) deemed to be in the best interest of the District. The Florissant Valley Fire Protection District may award a single vendor, multiple vendors, or use any combination that serves the best interest of the District. Successful bidder will enter into a contract with the District, which will be an agreement through the term of the program in June 2026.

4. PROPOSAL SCHEDULE

Activity	Target Dates
Request for Proposal Issued	September 18, 2023

Deadline for Questions	September 22, 2023
Responses to Questions	September 26, 2023
Proposals Due	September 29, 2023
Board Approval	October 3, 2023
Approximate Contract Start Date	October 9, 2023

5. EVALUATION CRITERIA

The Florissant Valley Fire Protection District will evaluate and rank each proposal submitted in relation to the criteria set forth in the Request for Proposals by the date specified in the Procurement Schedule contained herein.

Information, questions, or clarification concerning the intent of this RFP should be in writing and addressed to Mark Flauter at mflauter@fvfpd.com by 4:00 PM of the Deadline for Questions outlined in the Procurement Schedule. The Florissant Valley Fire Protection District’s response to questions and requests for clarification will be posted to their website (www.fvfpd.com).

The District will evaluate all proposals received under this solicitation using but not limited to the following factors:

- Completeness of proposal submitted
- Understanding of the scope of work and services required
- Proposer’s qualifications and experience
- Proposer’s methodology, strategies, and procedures proposed to accomplish the scope of work and other requirements specified by the District in this RFP
- Project schedule
- Qualification and experience of personnel assigned
- Compensation/fee proposal

CRITERIA		POINTS
Experience and References	Consider experience and references listed by the firm: familiarity and experience with similar projects, methodology, strategy, and procedure	25
Expertise of Firm Personnel	Consider comparable experience and background of specific personnel that shall be assigned to the project including size and scope	25
Project Approach	Evaluate the firm’s approach to and understanding of the scope of services required in the RFP	25
Applicable Resources	Evaluate the extent of applicable resources available to the firm to complete the project as listed	10

Cost	Consider whether all elements of cost and pricing conform to the requirements of the RFP	10
Best overall value	To the Florissant Valley Fire Protection District	5
TOTAL POSSIBLE POINTS		100

6. PROPOSAL RESPONSE GUIDELINES

Proposals will be received and publicly acknowledged at the location, date and time stated in the advertisement. Contractor, their representatives and interested persons may be present. The proposals shall be received and acknowledged only, to avoid disclosure of the contents to competing Contractor and kept secret during negotiations. However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal and identified by the Contractor as such.

Contractor shall provide all documentation required with their proposal response. Failure to provide this information may result in rejection of proposal.

Proposer’s response to this Request for Proposal shall include at a minimum:

Tab 1. Executive Summary

- Provide a synopsis of the highlights of the proposal and overall benefits of the proposal to the Florissant Valley Fire Protection District.
- Discuss understanding of the scope of work being requested by the Florissant Valley Fire Protection District under this RFP.

Tab 2. How the Proposed Solution Meets the Needs of the Florissant Valley Fire Protection District

- Discuss how the responding firm meets the proposer’s qualifications outlined in the RFP.
- Provide a detailed project schedule and communication plan for completing the required scope of work, clearly identify roles of all involved parties, and identify critical or unique issues specific to the project and successful critical or unique approaches used elsewhere.

Tab 3. Company Profile and Background

- Include a Transmittal Letter from an authorized representative of the responding firm that has the authority to bind the firm by entering into a formal contract for service. Proposals submitted without a cover letter with a signature by a person authorized to bind the Firm shall be considered non-responsive.

Tab 4. Resumes of Key Personnel

- Provide resumes of at least three (3) key personnel, licenses and certifications that would be assigned to this project.
- Include the following per individual: name, title, project assignment, years of experience, education, and other qualifications.

Tab 5. Rules and Regulations Updates

- Include information on how you proactively inform the Florissant Valley Fire Protection District of potential amendments to the Medicare and Medicaid programs and both the State of Missouri level and the CMS level.

Tab 6. Price Proposal:

- Pricing shall be inclusive of all the services to be provided in the scope of work as described in Section 1 of the RFP.

Tab 7. References:

- Provide a minimum of three (3) references of agencies or departments where the proposer has completed a similar scope of work for Medical Ground Ambulance Data Collection services and/or Medicaid GEMT services in the last five years, including at least one (1) reference from the State of Missouri. Provide a short description of each project, including location, type, and value. The Florissant Valley Fire Protection District prefers that references include at least one Missouri agency. The Florissant Valley Fire Protection District will contact the references provided to determine respondent's performance record for services.
- Include the following per reference: name of agency and location; reference name, title, phone number, and email; nature of relationship and professional experience (if any) with reference.

Tab 8. Required Forms

- a. Exhibit A:
- b. Exhibit B:
- b. Exhibit C:

7. SELECTION AND AWARD PROCESS

A selection committee composed of representatives from the District will conduct the selection process according to the schedule listed on the cover page of this RFP. Proposals shall be opened after the designated date and time on the cover page of this RFP. The Selection Committee shall award the agreement to the responsible and responsive firm whose proposal is determined, in writing, to be the most advantageous to the District and best meets the overall needs of the District taking into consideration the evaluation criteria set forth in this RFP. After the District has entered into an agreement with the successful firm, the successful proposal and the scoring documentation shall be open for public inspection.

8. SOLICITATION STANDARD TERMS AND CONDITIONS

The following standard terms apply to all solicitations.

1. **Inquiries:** Any question related to the RFP, including any part of the Specifications, Scope of Work, or other Agreement Documents, shall be submitted only via e-mail before the Final Date and Time for inquiries. Hand- delivered, mailed, verbal, or telephone inquiries directed to District staff **will NOT be answered**. Within two (2) business days following the Final Date and Time for Inquiries, unless otherwise extended, listed on the cover page of this RFP, answers to questions received will be posted to the district website. If an answer

to a question results in a change or clarification to the specifications, the District will issue an Addendum via the district website. Firm is responsible to look at the district website to find answers to submitted questions. Failure to look at the district website does not excuse the firm's failure to comply with any requirements of the RFP. The District will not respond to inquiries submitted after the Final Date and Time for Inquiries. Any interpretations or corrections of the RFP and proposed Services Agreement will be made only by addendum(s) duly approved and issued by the District. The District will not be responsible for any other explanations or interpretations.

2. **Required Agreement Documents:** Awarded Proposer(s) shall provide the following applicable documents within ten (10) days after the District issues Notice of Award. The District shall not execute the Services Agreement until all of the documents are received.
3. **Pricing:** Unless otherwise noted in this document, price(s) quoted must be held firm for ninety (90) days to allow for evaluation.
4. **Cooperative/Interlocal Purchasing:** If the vendor checked "yes" on the submittal affirmation form to allow for interlocal purchasing, the following will apply: Governmental entities utilizing inter-governmental contracts with the Florissant Valley Fire Protection District will be eligible, but not obligated, to purchase goods and services under the contract(s) awarded from this solicitation. All purchases by governmental entities other than the Florissant Valley Fire Protection District will be billed directly to that governmental entity and paid by that governmental entity. The Florissant Valley Fire Protection District will not be responsible for another governmental entity's debts. Each governmental entity will order their goods and services as needed.
5. **Error-Quantity:** Submittals must be made on the units of quantity specified and on extended costs, and they must show total costs. In the event of discrepancies in extension, the unit price shall govern.
6. **Late Submittals:** Submittals received after the submission deadline shall be returned unopened and will be considered void and unacceptable. The Florissant Valley Fire Protection District is not responsible for lateness from any carrier for any reason.
7. **Assignment:** Vendor shall not sell, assign, transfer, or convey this contract in whole or in part, without the prior written consent of the District.
8. **Conflict of Interest:** The successful vendor agrees that during the contract period vendor and any of vendor's associates and employees will have no interest, and will acquire no interest, either direct or indirect, which will conflict in any manner with the performance of the services called for under this contract. All activities, investigations and other efforts made by vendors pursuant to this contract will be conducted by employees or associates of vendors. Vendor further agrees that it understands that the Code of Ordinances of the Florissant Valley Fire Protection District prohibits any officer or employee of the District from having any financial interest, either direct or indirect, in any business transaction with

the District. Any violation of this paragraph which occurred with the actual or constructive knowledge of District will render this contract voidable by the District.

9. **Confidential Work:** Any reports, designs, plan, information, project evaluations, data or any other documentation given to or prepared or assembled by Contractor under this contract shall be kept confidential and may not be made available to any individual or organization by Contractor without the prior written approval of the Contractor except as may be required by law.
10. **Proprietary Information:** Any material or information that is considered proprietary in nature must be clearly marked as such and will be treated as confidential by the Florissant Valley Fire Protection District to the extent permitted by law.
11. **Performance of Work:** Contractor or Contractor's associates and employees shall perform all the work called for in this contract. Contractor agrees that all of Contractor's associates and employees who work on this project shall be competent and fully qualified to undertake the work described in this contract. Contractor agrees that the services performed shall be performed in a good and workmanlike manner, and that the finished product shall be fit for the particular use(s) contemplated by this agreement.
12. **Insurance:** Prior to the commencement of work under this contract, Contractor shall obtain and shall continue to maintain in full force and effect during the term of this contract any insurance required by law and any additional insurance that may be required pursuant to the specification. Performance under the contract will not start until this obligation has been met. All policies shall be of the "occurrence type" and the Florissant Valley Fire Protection District shall be listed as an additional insured (to the extent contractor/District are indemnified pursuant to the indemnity provisions herein) on all certificates of insurance. Additional Insured Clauses do not apply to Workers' Compensation and Employer's Liability. A waiver of Subrogation Clause, naming the Florissant Valley Fire Protection District "shall be included" on all types of coverages.

TYPE AMOUNT

<i>Insurance Type</i>	<i>Limit</i>
Commercial General Liability	\$1,000,000 Per Occurrence \$2,000,000 Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Worker's Compensation/ Employer's Liability	Statutory \$1,000,000

9. **EXHIBITS**

Exhibit A

Submittal Affirmation Form

FORM AND ADDENDA ACKNOWLEDGEMENT

Title:

This will acknowledge your submittal contains all items and receipt of the following addenda which are part of the Solicitation Documents:

_____ **All items identified in Submittal Checklist have been submitted.**

_____ Addendum No. ____, ____, ____, ____, _____

INTERLOCAL PURCHASING

Title:

Should other Government Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply

Yes _____

No _____

OTHER CONDITIONS

The undersigned agrees to the following:

- A. Agrees that the submittal is complete, and all required information/forms were submitted.**
- B.** Agrees that the bid package was fully reviewed and fully understands the requirements.
- C.** Agrees to the Terms & Conditions as included in this bid packet and have noted any exceptions.
- D.** Agrees that their submittal shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time.
- E.** Will supply all required insurance and execute contract within the time stated on the notice of award.
- F.** Affirms that the submittal was not prepared in collusion with any other firm and the contents of this submittal have not been communicated by the undersigned or any agent with any other person engaged in this type of business.

SUBMITTAL CERTIFICATION

By my signature I affirm that I am duly authorized to execute this proposal as an offer to contract and in compliance with this solicitation, the undersigned firm having examined the specifications, and being familiar with the conditions to be met, hereby submits a proposal for consideration of being selected as the District's provider for said services; and agrees to enter negotiations if selected as a finalist for said services.

Authorized Signature

Title

Print/Type Name

Date