

## REQUEST FOR PROPOSAL 17-0741WB EMERGENCY MEDICAL SERVICES (EMS) BILLING

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to provide EMS Billing for billing, processing and collection of EMS fees.

**DATE, TIME AND PLACE DUE:** Proposals will be received until **APRIL 14, 2017 at 4:00 P.M.** at which time they will be **publicly opened at Manatee County Procurement Division, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205.** All interested parties are invited to attend this opening.

**DEADLINE FOR CLARIFICATION REQUESTS:** **MARCH 28, 2017 at 4:00 P.M.** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Procurement Division. This deadline has been established to maintain fair treatment for all potential Proposers, while ensuring an expeditious transition to a final agreement.

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**Important: A prohibition of lobbying is in place. Please review Section A.09 carefully to avoid violation and possible sanctions.**

### AUTHORIZED CONTACT:

William Bryant, Contracts Negotiator  
(941) 749-3062, Fax (941) 749-3034  
Email: [william.bryant@mymanatee.org](mailto:william.bryant@mymanatee.org)  
Manatee County Financial Management Department  
Procurement Division

AUTHORIZED FOR RELEASE: DWW

## REQUEST FOR PROPOSAL 17-0741WB EMERGENCY MEDICAL SERVICES (EMS) BILLING

### SECTION A: INSTRUCTIONS TO PROPOSERS

In order to receive consideration, Proposers must comply with the following instructions. Proposals may be presented by a single business entity, joint venture, partnership or corporation.

#### **A.01 PUBLIC SEALED PROPOSAL OPENING**

Sealed proposals will be **publicly opened** at **Manatee County Procurement Division, 1112 Manatee Avenue West, 8<sup>th</sup> Floor, Suite 803, Bradenton, Florida 34205**, in the presence of County officials at the time and date stated, or at such time as the final call for proposals is made. All Proposers or their representatives are invited to attend the sealed proposal opening.

No review or analysis of the proposals will be conducted at the public opening. Manatee County will receive proposals at the time and date stated and will make public at the opening the names of the business entities which submitted a proposal and city and state in which they reside.

Proposal(s) received after the final call for proposals has been made will not be considered. It will be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Procurement Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer will be responsible for its timely delivery to the Procurement Division. Proposals delayed by mail will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the Proposer's request and expense.

#### **A.02 SEALED & MARKED PROPOSAL**

The contents of your sealed package will include: **One (1) signed Original (marked Original) and Five (5) Copies (each marked Copy) and One (1) Electronic copy.** The electronic copy will be in a pdf format and submitted on a CD or USB flash drive which is non-returnable. ***All physical and electronic copies shall be identical.***

Your complete proposal package will be submitted in one sealed package addressed from your company (name and address) and clearly marked on the outside **"Sealed Proposal 17-0741WB EMERGENCY MEDICAL SERVICES (EMS) BILLING"** and addressed to:

Manatee County Procurement Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205

The contents of each proposal will be **separated and arranged with tabs in the same order as listed in the subsections within Section C** identifying the response to each specific item thereby facilitating an expedient review.

Proposals will clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, individual). Proposals will be signed above the typed or printed name and title of the signer. The signer will have the authority to bind the Proposer to the submitted proposal.

#### **A.03 SECURING PROPOSAL DOCUMENTS & ADDENDA**

Request for Proposals and all documents issued pursuant to the Request for Proposal are available for download at no charge at [mymanatee.org](http://mymanatee.org) by clicking on "Bids and Proposals" on the left side of the home page. You may view and print these pdf files using Adobe Reader software.

Manatee County may also use DemandStar to distribute proposals. Visit the DemandStar website at [www.Demandstar.com](http://www.Demandstar.com) for more information regarding this service. Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Complete copies of the Request for Proposal and all related documents are available for public inspection at the Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205, or by calling (941) 749-3014. Appointments are encouraged. Documents are available between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, with the exception of holidays.

In addition, Manatee County informs Manatee Chamber of Commerce of all active solicitations, who then distributes the information to their members.

If any addenda are issued to this Request for Proposal, Manatee County will post the documents on the Procurement Division's web page at <http://www.mymanatee.org/purchasing>, and then by clicking on "Bids and Proposals". If the original solicitation was broadcast via DemandStar, the addenda will also be broadcast on the DemandStar distribution system to "Planholders" on this web service.

It will be the responsibility of each Proposer, prior to submitting their proposal, to contact Manatee County Procurement Division at (941)749-3014, to determine if addenda were issued and to acknowledge receipt of same on Attachment A Proposal Signature Form.

#### **A.04 PROPOSAL EXPENSES**

Any and all expenses for making and submitting proposals to Manatee County are to be borne by the Proposer.

#### **A.05 CLARIFICATION PERIOD**

Each Proposer will examine all Request for Proposal documents and will judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal will be made in writing and sent to the Manatee County Procurement Division. Manatee County will not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum by the Procurement Division is the

only official method whereby interpretation, clarification or additional information can be given.

**DEADLINE FOR CLARIFICATION REQUESTS:** March 28, 2017 at 4:00 P.M. will be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to Manatee County Procurement Division.

This deadline has been established to maintain fair treatment for all potential Proposers, while ensuring an expeditious transition to a final agreement.

#### **A.06 FALSE OR MISLEADING STATEMENTS**

Proposals which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of Manatee County, such information was intended to mislead County in its evaluation of the proposal, and the attribute, condition or capability is a requirement of this proposal, it will be the basis for rejection of the proposal. Such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to Manatee County.

#### **A.07 RULES FOR WITHDRAWAL OR REVISION OF OPENED PROPOSALS**

Proposers may withdraw proposals as follows:

- a. Mistakes discovered before the public proposal opening may be withdrawn by written notice from the Proposer submitting the proposal. This request must be received in the Procurement Division prior to the time set for delivery and opening of the proposals. A copy of the request shall be retained and the unopened proposal returned to the Proposer; or
- b. After the proposals are opened or a selection has been determined, but before an agreement is signed, a Proposer alleging a material mistake of fact may be permitted to withdraw their proposal if:
  1. The mistake is clearly evident in the solicitation document; or
  2. Proposer submits evidence which clearly and convincingly demonstrated that a mistake was made. Request to withdraw a proposal must be in writing and approved by the Purchasing Official.

#### **A.08 JOINT VENTURES**

All Proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of Business and Professional Regulation and any other state or local licensing agency prior to submitting the proposal (see Section 489.119, Florida Statutes).

#### **A.09 LOBBYING**

After the issuance of any Request for Proposal, prospective Proposers, or any agent, representative or person acting at the request of such Proposer will not

contact, communicate with or discuss any matter relating in any way to the Request For Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes copying such persons on all written communication, including email correspondence. This requirement begins with the issuance of a Request for Proposal and ends upon execution of the final contract or when the proposal has been cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Laws.

**A.10 EXAMINATION OF OFFER**

The examination of the proposal and the Proposer generally requires a period of not less than ninety (90) calendar days from the opening date of the proposals.

**A.11 ERRORS OR OMISSIONS**

Once a proposal is opened, Manatee County will not accept any request by any Proposer to correct errors or omissions in the proposal.

**A.12 DISQUALIFICATION DUE TO NON-RESPONSIVENESS**

Manatee County reserves the right to determine that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the Request for Proposal process.

**A.13 RESERVED RIGHTS**

Manatee County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the due date may or may not be rejected by County depending on available competition and timely needs of Manatee County. County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of County.

County will be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision will be final. Also, County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information County deems necessary to make this determination will be provided by the Proposer. Such information may include, but will not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

**A.14 APPLICABLE LAWS**

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement will be in accordance with Manatee County Code of Laws, Chapter 2-26.

**A.15 TAXES**

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6); therefore, the Proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. Nothing herein will affect the Proposer's normal tax liability.

The Successful Proposer will be responsible for the payment of taxes of any kind and character including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations during the performance of the work. Nothing herein will affect the Proposer's normal tax liability.

**A.16 SCRUTINIZED COMPANIES**

Florida Statutes § 287.135, as amended from time to time, may contain limitations on the part of a company to conduct business with the County. Submission of a response to this solicitation shall be subject to all procedural requirements contained within that statute including the submission of any required certification of eligibility to contract with the County. It shall be the responsibility of the company responding to this solicitation to concurrently review the current version of the statute and ensure it is compliant.

**A.17 COLLUSION**

By offering a submission to this Request for Proposal, the Proposer certifies the Proposer has not divulged to, discussed or compared his/her proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and

- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

#### **A.18 CODE OF ETHICS**

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to Manatee County.

#### **A.19 PUBLIC ENTITY CRIMES**

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee County Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, Manatee County Code of Laws requires all persons or entities desiring to contract with Manatee County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with Manatee County. Proposer is to complete Attachment "B" and submit with your proposal.

#### **A.20 AMERICANS WITH DISABILITIES**

Manatee County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or proposal opening should contact the person named on the cover page of this document at least twenty-four (24) hours in advance of either activity.

**A.21 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, Manatee County hereby notifies all Proposers that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Request For Proposal and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of award.

**A.22 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE**

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

**A.23 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this RFP become "Public Records", and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Proposals become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the proposals shall be conducted at the public opening.

Based on the above, County will receive proposals at the time and date stated and will make public at the opening the names of the business entities of all that submitted a proposal.

If County rejects all proposals and concurrently notices its intent to reissue the solicitation, the rejected proposals are exempt from public disclosure until such time as County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A proposal is not exempt for longer than twelve (12) months after the initial notice rejection of all proposals.

Pursuant to Florida Statutes 119.0701, to the extent Successful Proposer is performing services on behalf of the County, Successful Proposer must:

- a. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by the County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.



- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Proposer does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Proposer transfers all public records to the County upon completion of the contract, the Successful Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Proposer keeps and maintains public records upon completion of the contract, the Successful Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of the County.

**IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, debbie.scaccianoce@mymanatee.org, Attn: Records Manager, 1112 Manatee Ave W., Bradenton, FL 34205.**

#### **A.24 TRADE SECRETS**

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Proposal in response to a Request For Proposal are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are "trade secrets" or "confidential" as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Proposal in response to the Request for Proposal shall belong exclusively to the County.

To the extent that Proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Proposal that are not being declared as trade secret. In addition, Proposer shall cite, for each trade secret being claimed on each relevant page, the Florida Statute number which supports the designation. Further, Proposal shall offer a brief written explanation as to why information claimed as trade secret fits the cited statute number. Finally, the

Proposer shall provide an additional copy of the proposal that redacts all designated trade secrets. Proposer must

By submitting this information no later than the time and date set for the opening of proposals, for consideration for approval to designate a trade secret and withhold from the public record, Proposer acknowledges and agrees:

- a. Proposer understands and agrees that trade secret designation(s) must be completed and submitted no later than the time and date set for the opening of proposals. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Proposers request for trade secret at any time.
- b. The County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating contract terms, approving any contract based on the proposal, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret through the final contract award;

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire proposal document, line item and/or total proposal prices, the work, services, project, goods, and/or products to be provided by Proposer is not acceptable to the County and will result in a determination that the proposal is non-responsive; the classification as trade secret of any other portion of a proposal document may result in a determination that the proposal is non-responsive.

#### **A.25 CONFIDENTIALITY OF SECURITY RELATED RECORDS**

(a) Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):

1. A Security System Plan or portion thereof for any property owned by or leased to the County or any privately owned or leased property held by the County.
2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County.
3. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to the County.

(b) Successful Proposer agrees that it shall not, as a result of a public records

request or for any other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of the County's Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Proposer receives a request for such records, it shall immediately contact the County's designated Contract Manager who shall coordinate the County's response to the request. Notwithstanding the foregoing, the Successful Proposer may

1. Disclose or release Security System Plans to:

- (A) The property owner or leaseholder; or
- (B) Another state or federal agency to prevent, detect, guard against, respond to, investigate, or manage the consequences of any attempted or actual act of terrorism, or to prosecute those persons who are responsible for such attempts or acts.

2. Disclose or release building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County:

- (A) To another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities;
- (B) To a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by the County and is contractually bound by the Successful Proposer to comply with this Section; or
- (C) Upon a showing of good cause before a court of competent jurisdiction.

(c) For purposes of this Section, the term "Security System Plan" includes all:

- 1. Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems;
- 2. Threat assessments conducted by any agency or any private entity;
- 3. Threat response plans;
- 4. Emergency evacuation plans;
- 5. Sheltering arrangements; or
- 6. Manuals for security personnel, emergency equipment, or security training.

**A.26 E-VERIFY**

Prior to the employment of any person under this contract, the Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Proposer to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Proposer to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

**Only those individuals determined eligible to work in the United States shall be employed under this contract.**

By submission of a proposal in response to this Request for Proposal, the Successful Proposer commits that all employees and subcontractors will undergo e-verification before placement on this contract.

If County has reasonable objection to any subcontractor, the county may request the Successful Proposer to submit an acceptable substitute without an increase in contract sum or contract time.

If Successful Proposer declines to make any such substitution, the County may award the resulting agreement to the next lowest qualified Proposer that proposes to use acceptable subcontractors, who County does not make written objection to. In the event the Successful Proposer declines to make any such substitution post award, the County may exercise its right to terminate the agreement.

The Successful Proposer shall maintain sole responsibility for the actions of its employees and subcontractors. employees brought in after contract award shall follow the same requirement stated above for the life of the contract.

**END SECTION A**

## **SECTION B: SCOPE OF SERVICES**

### **B.01 BACKGROUND INFORMATION**

The Successful Proposer shall be responsible for the billing, processing, and collection of Emergency Medical Services (EMS) fees. The Successful Proposer's services shall include: data processing, management information reporting, electronic storage of records, electronic and paper billing, claims filing and invoicing, responding to all billing / insurance related inquiries, postage, printing, forms, stationary, envelopes, mailings, communication costs, and required computer hardware and software necessary to effectively provide services.

All provided services shall be compliant and in accordance with the most current revision of the Health Insurance Portability and Accountability Act (HIPAA), Health Care Reform Act, Federal Debt Collection Practices Law and Office of the Inspector General (OIG).

### **B.02 GENERAL REQUIREMENTS**

- Invoice patient, or other third party, responsible for payment of services rendered in accordance with time frames stated herein.
- Provide Manatee County Public Safety, all monthly financial, billing, and receivable reports as stated herein, by the 10th of the month under normal circumstances, and no later than the end of the second week of the month.
- Provide a Customer Service Representative to assist patients and/or third party payees in all billing inquiries in a timely fashion as specified herein. Customer calls, including Canadian patients will be facilitated through a toll free exchange.
- Conduct any follow-up required to obtain necessary insurance information to process invoices for payment. Record of all patient telephone calls and contacts made.
- Payments on an account must be recorded per account within three (3) business days.
- Work with Manatee County Public Safety's local hospital systems to receive files with demographics information to match to our records daily.

### **B.03 TECHNICAL REQUIREMENTS**

Provide Electronic Claims Processing for Medicare, Medicaid, and any private insurance which accepts electronic claims in order to expedite payment. Successful Proposer shall at all times maintain updated and most current technology that shall continuously provide the highest level of reimbursement and patient service. Successful Proposer's system shall have the ability to customize billing forms, follow-up letters, statements, invoices, and notices per County's requirements.

#### **03.1 Billing Services**

Successful Proposer shall accept electronic information pertaining to patients' payer billing documentation from the County for all patients treated and/or transported by Manatee County Public Safety.

The Successful Proposer shall be responsible for the invoicing, collection, and generation of any and all insurance forms and filings, records maintenance, and reports.

The following shall be the responsibility of the Successful Proposer:

1. All invoices and related insurance forms with remittance advice.
  - a. The invoices for services rendered shall contain the following:
    1. Account number
    2. Invoice number
    3. Invoice date
    4. Name of patient
    5. Name of Responsible person if different from patient
    6. Complete address
    7. Date of transport
    8. Cost of transport (Including cost breakdown, if applicable)
    9. Incident number
    10. Transport from location, and to destination, including zip code
    11. Insurance coverage and instructions (if applicable)
    12. Billing inquiry phone number

- b. The invoice shall also contain a message stating “all checks must be made payable to the “Manatee County BOCC”, and that Manatee County accepts all major credit cards.
  - c. It is required that all invoicing and reporting systems be automated.
  - d. Have the flexibility to change wording on invoices as needed if Manatee County Public Safety programs change.
- 2. Return envelope with the address to be designated by Manatee County Public Safety.
  - 3. Postage for the mailing of all invoices, forms, and patient surveys.

Mail patient invoice and Notice of Privacy in the first mailing (including a return envelope) to the patient within seven (7) business days of receiving the treatment and/or transport information from Manatee County Public Safety. The address specified on the bill and return envelope will be specified by Manatee County Public Safety. In a separate mailing, send the patient a Customer Survey, to be specified by Manatee County Public Safety.

The Successful Proposer shall be responsible for sending a second notice at thirty (30) days and a third notice at sixty (60) days. If information is obtained by the billing company, two notices (within thirty (30) days of each other) must be mailed out again and this process will continue as long as or different information is obtained. This will ensure that patient is kept informed on the account balance.

If patient makes monthly payments, a statement must be mailed out monthly, showing the balance still due.

If an account comes back with a bad address and the billing company is unable to locate a credible address for the patient, the account is to be immediately turned over to Manatee County's collection agency.

If an account shows no payment activity for ninety (90) days, a final notice letter must be sent out to the last known address or the address on the account (notice/letter format must be pre-approved by Manatee County Public Safety). If a phone number is listed on the patient's account a phone call (documented) must be made prior to turning over the account to collections. If no payment or insurance information is received within ninety (90) days from the notice mail out, the account will be forwarded to Manatee County's collection agency.

In order to expedite the transfer and avoid paper usage, all accounts sent to collections must be electronically transferred to Manatee County's collection agency. Transferring files to the collection agency on paper will not be an acceptable format. The format to be transferred must be a text document (.txt) that is ANSI (American National Standards Institute).

Submit claims electronically to insurance companies that require electronic submission (i.e. Medicare, Medicaid, County collection agency). Have the ability to file secondary insurance electronically.

Provide a secure website (remote access) to print copies of statements, view insurance, and payment history on the accounts.

Respond to all patient requests and inquiries, either written or verbal, and record all contact information in the system for tracking purposes and the creation of an audit trail.

Maintain an audit trail on all changes made to accounts, HIPAA requests, and communications on accounts.

Maintain any and all documentation, records, and patient information in a safe and secure manner that will allow inspection and audit by Manatee County or its agents upon notification.

Provide and furnish all materials and personnel required for the performance of the agreement.

Locate and correct any inaccurate billing address for billable accounts.

### **03.2 HIPAA COMPLIANCE**

Successful Proposer must have a designated HIPAA Compliance Officer appointed to oversee Successful Proposer's compliance with HIPAA requirements.

Successful Proposer must have in place a comprehensive HIPAA compliance plans for adhering to federal and state privacy and security requirements. Successful Proposer must comply with other provision of HIPAA including the transaction set requirements, security provisions, and the Health Information Technology for Economic and Clinical Health Act of 2009. Successful Proposer must include, at no charge to the County, a Notice of Privacy (NPP) to each patient serviced and billable by the County with the first invoice mailed.

Successful Proposer must execute a Business Associate Agreement providing satisfactory assurances under the provisions of the HIPAA privacy and security regulations agreeing that Successful Proposer shall safeguard County's protected health information in accordance with the standards set forth in the privacy, security, and other associated rules. See **ATTACHMENT C** reference **BUSINESS ASSOCIATE STATEMENT**.

The Successful Proposer shall implement a system where all records (paper or electronic) shall be maintained in an electronic format that is readily available to County personnel and that meets all federal and state requirements for



maintaining and storing such patient medical information. The Successful Proposer shall be responsible for proper security of confidential information and data in all forms and must provide an appropriate shredding and data destruction method that meets the requirements of all record retention policies in accordance with Florida Administrative & Florida Administrative Register (Rule: 1B-24.003).

### **03.3 COMPLIANCE PLAN**

Successful Proposer shall have a designated Compliance Officer appointed to oversee compliance with applicable federal, state, and local requirements (i.e. Medicare)

Successful Proposer shall have in place a Compliance Plan consistent with the intent and activities included in the U.S. Office of Inspector General (OIG) Compliance Program Guidance for Third Party Medical Billing Companies and any successor publications.

Successful Proposer shall have in place a compliance plan consistent with the intent and activities included in the Fair and Accurate Transactions Act and related "Red Flag Rules" as enacted by the Federal trade Commission.

Successful Proposer shall use up-to-date knowledge and information regarding coding procedures, assigning diagnostic codes, and proper preparation of electronic and paper insurance filings to ensure compliance.

Successful Proposer shall use "certified" ambulance or medical coders in reviewing, coding, and processing Public Safety patient care records.

Successful Proposer shall monitor all billing and regulatory changes impacting reimbursement and adjust systems to ensure regulatory compliance, and update the County of any such changes with an explanation of how it shall affect the County or patients of the County.

Successful Proposer shall insure appropriate controls are in place including a segregation of duties, whereby the same individual shall not be able to enter billing, adjust billing, post payments, and deposit funds; and at all times maintain the necessary levels of security in Proposer's automated billing system to protect the County from loss.

Successful Proposer shall demonstrate that appropriate controls are in place and complied with through maintaining a current Type II Statement on Auditing Standards No. 70 (Type II, SAS 70) certification from an independent auditor.

An annual billing compliance audit shall be conducted by a reputable third party company that is experienced in pre-hospital billing, compliance, and auditing.

### **03.4 CONTINUITY OF OPERATIONS**

Successful Proposer shall have in place a written Continuity of Operations Plan. The plan shall indicate how the Proposer plans to operate in the event of disaster

or similar event resulting in an interruption of the normal operating conditions of the Successful Proposer's primary place of business and how that contingency plan will insure continuity of services to the County, or any of the support or technical aspects of that office. Successful Proposer shall provide a system that shall ensure complete and uninterrupted flow of services via back-up systems and a data recovery related plan or system should a disaster occur.

A plan for the redundant storage and prevention of loss of County's data shall be developed and maintained to ensure County's data and Successful Proposer's data and systems are backed up in such a manner that an event causing disruption to the primary data and systems does not affect the back-up data and systems.

### **03.5 TRAINING AND IMPLEMENTATION**

Successful Proposer shall provide on-site training on agency set-up, data collection, procedures, and the use of any mechanisms or equipment provided by the Successful Proposer. Successful Proposer shall provide training programs for County use in on-going and employee training. Successful Proposer shall provide annual continuing education modules for use with field and office personnel on data collection and patient care documentation. Continuing education may be accomplished either on site or through a web enabled learning system or similar technology.

Successful Proposer shall commence implementation of services in such a manner as to be prepared to begin processing County claims on July 1, 2017. Successful Proposer shall coordinate with the existing service provider so that the transition of services may be accomplished with minimal disruption of services.

### **03.6 REPORT REQUIREMENTS**

Provide the County with timely comprehensive monthly and as requested reports facilitating all required aspects of monitoring, evaluating, auditing, and managing the services provided. These reports include accounting, fiscal, financial statistical, and quality control reports and may include any or all aspects of data collected by the Proposer. Unless otherwise directed by the County, all reports shall be configured to coincide with County's fiscal year (October 1<sup>st</sup> thru September 30<sup>th</sup>).

The monthly reports to the County shall contain, at the minimum, the following information in an electronic format via a secure website that is acceptable to the County:

1. Schedule of Transport Charges & Collections Report shall list in summary amounts each month/year and provide total number of transports, gross charges, adjustments, net charges, receipts, net balance due, percentage of gross collections, percentage of net collections, percentage of paying patients, and dollar amount returned/sent to collections.

2. Schedule of Transport Charges & Collections Report shall list in summary amounts each month/year and provide total number of transports, gross charges, adjustments, net charges, receipts, net balance due, percentage of gross collections, percentage of net collections, percentage of paying patients, and dollar amount returned/sent to collections.
3. Insurance Receivable Report shall list by month/year the type of insurance (i.e. Medicaid, Medicare, or Insurance), the number of accounts in each type of insurance, and the balances for each type per month/year.
4. Payment Report shall list in detail for the current month patient account number, patient name, address, incident date, check number, check amount, payment type, and name of payer. This is summarized by batch group/deposit amounts, with a grand total at the end. Any refunds would also be listed in this report at the end and include any other transaction details occurring to the accounts for the current month.
5. Billing Report - The report provides a listing of all patient accounts received for the month. It shall list the patient account number, patient name, incident date, base fee amount, mileage amount, total billed, and the type of transport (i.e. BLS, ALS, ALS II, SCT pre-hospital, inter- facility).
6. Unit Report provides a listing of all ground ambulances that transported patients, the number of transports related to each unit, and the gross billing amount per vehicle.
7. Collection By Financial Class Report shall list by month/year total billed for each month, breaking down by payer mix (i.e. self-pay, Medicaid, Medicare, insurance); provide total collected by type and percentage collected for each payer. The report shall also list the number of accounts for each of those months that are not billable, and the dollar-figure for those non-billable accounts.
8. Report of Accounts Receivable summarizes all other reports and would include total gross billed, since inception, total number of accounts, subtracts the accounts removed N/R (sent to collections) and the number of accounts removed, less payments received, less adjustments and write-offs, less reversals, less refunds and finally the balance of the accounts receivable (A/R). The grouping of removed from N/R shall have a separate breakdown of the figure which include payments associated with accounts removed and the adjustments/write-offs associated with the accounts.

9. Report of Accounts Receivable Removed from *N/R* (sent to collections) is to provide a detail listing of all accounts removed from the *A/R* for the current month. The report is to list patients account number, patient name, address, zip code, incident date, amount billed, amounts paid, adjustment amounts, balance, and hospital code.
10. Billing Adjustment Report (contractual / write offs / reversals) keeps a running balance of all contractual adjustments, County approved adjustments, write offs and or reversals. It shall list the patient account number, patient name, incident date, adjustment amount, and type of adjustment and reason (i.e. Medicare, Medicaid, insurance).
11. Audit Report of Accounts Changed (BLS to ALS or ALS to ALS II, etc.) tracks changes in type of transport for the current month in order to balance against what was to be billed. If an account is changed (up-coded or down-coded) from BLS to ALS or BLS to ALS, it shall be listed in the report, showing patient account number, patient name, original amount, amount, difference, reason and the date of change.
12. Monthly reports shall be submitted by the 10<sup>th</sup> of the month under normal circumstances, and no later than the end of the second week of the month.
13. Provide the County or designated collection agency with all unpaid invoices along with the complete processing history once accounts are 90 days past due or once collection efforts have been exhausted.

### **03.7 INFORMATION SYSTEMS**

The Successful Proposer shall provide a secure web based system (website) that shall enable the County to upload files containing patient data and billing information, and download billing files from the Successful Proposer. Field data provided by Manatee County Public Safety via electronic transfer shall have an agreed upon encryption scheme to protect that data from casual interception and inspection by unauthorized persons.

## **END SECTION B**

## **SECTION C: FORM OF PROPOSAL**

This section identifies specific information which must be contained within your proposal and the order in which such information should be organized.

The information each Proposer provides will be used to determine those Proposers with perceived ability to perform the scope of services as stated in this Request for Proposal which may best meet the overall needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. For more information, refer to Section D, Evaluation of Proposals.

### **C.01 INFORMATION TO BE SUBMITTED**

To qualify for consideration, the Proposer(s) must present proof of any licensing or certification which will be required by law to perform the services set out in Section B, Scope of Services. If no licensing or certification is required, Proposer shall indicate same.

All proposals found to be responsive will be considered by an evaluation committee.

The contents of each proposal will be **separated** and **arranged with tabs** in the same order as listed below and with the same subsection number beginning with C.01.1 in order to organize the response to each specific subsection.

C.01.1 Provide a **cover page**, general introductory statement and table of contents. Provide proof of any licensing or certification required by law to perform the services and generally describe your proposal in summary form, or if no licensing or certification is required, indicate same.

C.01.2 **Forms.** Provide the completed and executed Attachments included in this Request for Proposal.

- a. Proposal Signature Form (Attachment A)
- b. Public Contracting and Environmental Crimes Certification (Attachment B)
- c. Business Associate Statement (Attachment C)
- d. Joint Venture Agreement (Section A.08 and Section C.01.12), if applicable

C.01.3 Provide a description of your company's **background and size**. Include an organizational chart depicting the structure, lines of authority and communication.

C.01.4 Clearly demonstrate your company's **experience**.

- a. Proposers must provide the following details to demonstrate past relevant experience and performance:

- i. Name of the client.
    - ii. Specific details about the services provided, including location.
    - iii. Value of the contract.
    - iv. Duration of the contract, including inception and completion dates
    - iv. Specify the name, title, telephone, and email for the client's contract manager for the specified experience.
  - b. Names of Proposer's staff and their direct involvement in the services; and names of Proposer's subcontractors and their role in the services.
  - c. Governmental agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of the compliance.
  - d. Provide any other governmental or municipality experience if not previously specified.
- C.01.5 Provide your company's **project approach**. Provide a narrative of the project approach and how this approach meets Manatee County objectives. Include an explanation of your company's technical ability to perform all facets of the scope of services. If more than one Proposer is jointly filing a proposal, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project.
- C.01.6 Identify each **principal of the Proposer and other key personnel** who will be interacting with Manatee County. Do not include personnel that will not have a key role in providing services. Describe each person's respective area of expertise.
- For each identified person, provide a personal resume which includes qualifications, training and experience. Resumes shall also include the following information:
- a. Full name and title
  - b. Professional credentials
  - c. Individual's intended roles and duties in providing services pursuant to this Request for Proposal
  - d. Office address and web address
  - e. Email address and telephone number
- C.01.7 Submit a **staffing level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary and part-time employees. List the ratio of full-time employees to part-time, and temporary employees.
- C.01.8 Include a **subcontractor plan** detailing how subcontractors will be used and to what extent. County reserves the right to request additional

information in the same level of detail and tabbed order as the proposal for each subcontractor.

**C.01.9 Location and Local Office:** Identify the office location which will be primarily responsible for this proposed project and the office location of the staff that will be assigned to this proposed project if different. Include the year both locations were established. Proposer(s) should describe whether the managing office will be located within the County.

**C.01.10 Local Employment.** If proposed, describe detail plans, policies, and goals (as a percentage) which ensure County citizens receive preferential consideration for employment and vendors located within the County will be used as suppliers of goods and services needed to perform the scope of services. Include your approach to providing periodic reporting to monitor success in maintaining the percentage. If available, provide examples of reports.

**C.01.11 Recent, Current, and Projected Workload:** List all projects handled by your firm during the past five (5) years and identify the volume of work previously awarded by Manatee County.

**C.01.12 Provide an explanation of the Proposers' legal capacity** to perform all facets of the Scope of Services. Include a description of corporate or other structure and governance, and detail the legal capabilities of Proposer(s) relevant to performing the scope of services. If more than one Proposer is teaming up to file a proposal, any prior work any two or more joint Proposers have performed before should be detailed.

Joint venture firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.

**C.01.13 Provide any and all information concerning any prior or pending litigation,** either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.

**C.01.14 Provide an explanation of the Proposers' financial capacity** to perform all parts of the scope of services. If more than one Proposer is jointly filing a proposal, details must be provided to demonstrate financial capacity of all Proposers.

**C.01.15 Provide the Proposer's most recent independently prepared annual financial summary statement.** Such statements will include balance sheets and profit and loss statements.

Provide authorization for a Manatee County auditor and/or financial analysts to have **access to your financial records, including any and all records prepared by an independent firm**, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the Proposer, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations as proposed to Manatee County.

Manatee County's audit and /or financial analysts will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the proposal files for subsequent use and review.

- C.01.16 Disclose **any ownership interest in other entities** involved in these services which might reasonably be selected to perform work under the scope of services set forth in this Request for Proposal. This ownership disclosure will be included, whether such ownership occurs by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
- C.01.17 Include at least three (3) **references** who can substantiate Proposer's qualifications, credentials and experience. Do not duplicate references used for past performance.
- C.01.18 Submit any other additional information which would assist County in the evaluation of your proposal.
- C.01.19 Submit a summary of Proposer's **environmental sustainability** initiatives. All Proposers are encouraged to use as many environmentally preferable "green" products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. Environmentally preferable are products or services that have a reduced adverse effect on the environment.

### **END SECTION C**



## **SECTION D: EVALUATION OF PROPOSALS**

### **D.01 EVALUATION FACTORS**

Evaluation of proposals will be conducted by an evaluation committee. The evaluation committee's goal will be to identify the proposal(s) which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. The committee will consider the information requested in Section C for each responsive proposal submitted to ascertain the perceived ability of the Proposer(s) to perform the scope of services as stated in this Request for Proposal. Once all proposals have been reviewed pursuant to the criterion in Section C, the evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most qualified to be selected to negotiate an agreement.

Unless noted, no weight is assigned to the evaluation factors.

### **D.02 REVIEW OF PROPOSERS AND PROPOSALS**

In-person reviews may be conducted with Proposers who are deemed reasonably susceptible of being received for award for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers will be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Procurement Division. The date(s) and time(s) of any such presentations/interviews will be determined solely by County and may be closed to the public by the discretion of the Purchasing Official and to the extent permitted by law.

### **D.03 PRELIMINARY RANKING**

An evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most qualified to be selected to negotiate an agreement.

In its review, the evaluation committee may take some or all of the following actions:

- a. review all responses pursuant to the evaluation factors stated herein,
- b. short list Proposers to be further considered in oral interview/presentation/product demonstrations,
- c. recommend commencement of negotiations to County Administrator,
- d. Reject all proposals received and cancel the Request for Proposal,
- e. Receive written clarification of proposal.

The evaluation committee's overarching goal is to identify the proposal which will best meet the overall needs of Manatee County as determined from the proposals received and subsequent investigation by the County.

**D.04 RECOMMENDATION FOR NEGOTIATION**

The evaluation committee will make a recommendation to the County Administrator as to the Proposer which Manatee County should enter into negotiations, if any. The County Administrator will act upon that recommendation and if accepted, the Successful Proposer will be invited to enter negotiations led by Manatee County Procurement Division.

Manatee County will post the Intent to Negotiate, in the same manner the original RFP document was posted (refer to Section A.03) prior to commencing negotiations with the selected Proposer(s).

**END SECTION D**

## **SECTION E: NEGOTIATION OF THE AGREEMENT**

### **E.01 GENERAL**

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of Manatee County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of Manatee County upon termination or completion of the engagement.
- d. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the Proposer shall be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action shall be taken immediately, but no later than 10 calendar days from the date of notification or Proposer will be deemed to have waived the trade secret designation of the materials;
- e. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer, including actions or claims arising from the County's non-disclosure of the trade secret materials.

### **E.02 AGREEMENT**

The selected Proposer(s) will be required to negotiate an agreement in a form and with provisions acceptable to Manatee County.

Negotiated agreements may or may not include all elements of this Request for Proposal or the resulting successful proposal where alternative terms or conditions become more desirable to Manatee County, and the parties agree to such terms.

### **E.03 AWARD**

County may not make award to a Proposer who is delinquent in payment of any taxes, fees, fines, contractual debts, judgments, or any other debts due and owed to the County, or is in default on any contractual or regulatory obligation to the County. By submitting this solicitation response, Proposer attests that it is

not delinquent in payment of any such debts due and owed to the County, nor is it in default on any contractual or regulatory obligation to the County. In the event the Proposer's statement is discovered to be false, Proposer will be subject to suspension and/or debarment and the County may terminate any contract it has with Proposer.

Award of an agreement is subject to the successful negotiations and the approval of either the Purchasing Official or the Board of County Commissioners (as provided for in the current Manatee County Procurement Code).

The parties will negotiate the terms and conditions of the agreement, which may or may not include real, assignment, termination, insurance, auditing or any other relevant contractual term and the circumstances in which it may be reed, assigned or terminated.

This paragraph will be used for the contract negotiator to provide any additional terms not previously mentioned.

**END SECTION E**

## ATTACHMENT A

### PROPOSAL SIGNATURE FORM REQUEST FOR PROPOSAL 16-0000XX

The undersigned acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

The undersigned represents that:

- (1) by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) all facts and responses set forth in the proposal are true and correct;
- (3) if the Proposer is selected by County to negotiate an agreement, that the Proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this Request for Proposal;
- (4) the Proposer which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type Proposer's information below:

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Web Address

\_\_\_\_\_  
Print Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date

## ATTACHMENT B

### PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

#### SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V, MANATEE COUNTY PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by \_\_\_\_\_  
[print individual's name and title]

For \_\_\_\_\_  
[name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among Proposers or prospective Proposers in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with

documentation satisfactory to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_ by \_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature      My commission expires \_\_\_\_\_.

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

## **ATTACHMENT C**

### **BUSINESS ASSOCIATE STATEMENT**

1. Proposer must carry out its obligations under this provision in compliance with the privacy regulations pursuant to public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, et seq., as amended (“HIPAA”), to protect the privacy of any personally identifiable protected health information (“PHI”) that is collected, processed, or learned as a result of the Billing Services provided hereunder. In conformity therewith, Proposer agrees that they shall:
  - a. Not use or further disclose PHI except as permitted under this provision or required by law;
  - b. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this provision;
  - c. To mitigate, to the extent practicable, any harmful effect that is known to proposer of a use or disclosure of PHI by Proposer in violation of this provision;
  - d. Report to Manatee County any use or disclosure of PHI not provided for by this provision of which Proposer becomes aware;
  - e. Ensure that any agents or sub-Proposers to whom Proposer provide PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to Proposer with respect to such PHI;
  - f. Make PHI available to Manatee County and to the individual who has a right of access as required under HIPAA within 30 days of the request by Manatee County regarding the individual;
  - g. Incorporate any amendments to PHI when notified to do so by Manatee County;
  - h. Provide an accounting of all uses or disclosures of PHI made by Proposer as required under the HIPAA privacy rule within 60 days;



- i. Make their internal practices, books, and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining Proposer's and Manatee County's compliance with HIPAA; and
  - j. At the termination of the agreement, return or destroy all PHI received from Manatee County, created by or received by Proposer on behalf of Manatee County. If return is infeasible, Proposer agrees to the protections of this provision will extend to such PHI.
2. The specific uses and disclosures of PHI that may be made by Proposer on behalf of Manatee County include:
- a. The preparation of invoices to patients, carriers, insurers, and others responsible for payment and reimbursement of the services provided by Manatee County to its patients;
  - b. Preparation of reminder notices and documents pertaining to collection of overdue accounts;
  - c. The submission of supporting documentation to carriers, insurers, and other payers to substantiate the health care services provided by Manatee County to its patients or to appeal denials of payment for same;
  - d. Uses required for the proper management of Proposer as business associates;
  - e. Other uses or disclosures of PHI as permitted by the HIPAA privacy rule.
  - f. Notwithstanding any provisions of this business Associate Statement, Manatee County may terminate this contract if Proposer violates any term or provision of the Business Associate Statement pertaining to Proposer's material obligations under the HIPAA privacy rule, or if Proposer engages in conduct that would, if committed by Manatee County, result in a violation of the HIPAA privacy rule.

IN WITNESS WHEREOF, Proposer has caused this **BUSINESS ASSOCIATE STATEMENT** to be executed in their name by their duly authorized representative. Proposer understands and agrees that this **BUSINESS ASSOCIATE STATEMENT** shall be made a part of any resultant contract or agreement.

[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_ by

Personally known \_\_\_\_\_ OR Produced identification  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature

My commission expires \_\_\_\_\_

[Print, type or stamp Commissioned name of Notary Public]

**ATTACHMENT C**  
**MANATEE COUNTY PUBLIC SAFETY INFORMATION AND USER FEES**

**Manatee County Information**

Manatee County Department of Public Safety provides advanced and basic life support services, as well as community healthcare, through three divisions: Emergency Medical Services, Marine Rescue, and Community Paramedicine.

The Emergency Medical Services Division operates 19 advanced life support (ALS) ambulances, 1 advanced life support engine in rural Manatee County in cooperation with the Myakka City Fire Department. Each ALS unit is manned with a minimum of one Paramedic and one Emergency Medical Technician. MCEMS is the only 911 ALS ambulance provider in the County, with the exception of Longboat Key which has its own ALS transports. Two other private companies provide interfacility transfers within the County.

The Marine Rescue Division provides ocean rescue and medical care for the public beaches, as well as the barrier island communities of Manatee County. They provide first response basic life support, and operate a single advanced life support quick response vehicle, manned by a Paramedic/Lifeguard and an EMT/Lifeguard. The only billing for this unit would be for a treatment without transport, or an Emergency Helicopter Response Preparation fee for a patient being transported by an air medical provider.

The Community Paramedicine Division is a newly formed and innovative division, in cooperation with local health services organizations that focuses on two main objectives. First to save health care dollars by preventing unnecessary ambulance transports and emergency room visits. Secondly to improve health outcomes among target patient populations. These populations are; mental health and substance abuse patients; frequent fall patients; diabetic patients; congestive heart failure (CHF) patients; and case management services for frequent users of the 9-1-1 system. Current billing would be the same as Marine Rescue, treatment no transport, or an Emergency Helicopter Response Preparation fee for a patient being transported by an air medical provider. Future billing and reimbursement are still at the state developmental level in legislation.

Manatee County is 743 square miles, with the western border encompassing the barrier island that include the cities of Anna Maria, Holmes Beach, and Bradenton Beach. The Eastern part of the County is mostly rural. Additional information about Manatee County may be found on the County's website at <http://www.mymanatee.org>.

**Manatee County Public Safety/EMS billable figures:**

	<b>FY 2015</b>	<b>FY 2016</b>
<b>ALS 1</b>	27,803	27,206
<b>ALS 2</b>	785	483
<b>BLS</b>	5,797	5,451
<b>HELICOPTER PREP</b>	67	65
<b>MILEAGE</b>	33,662	32,470

**Manatee County BOCC Ambulance Fee Schedule (Resolution R-13-196)**

**SCHEDULE A**  
**AMBULANCE FEES**

**Effective January 01, 2014**

<b><u>ITEM</u></b>	<b><u>CHARGE</u></b>
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**TRANSPORT SERVICES**

Basic Life Support Non-Emergency Transport.....	\$ 400
Basic Life Support Emergency Transport.....	\$ 500
Advanced Life Support Non-Emergency Transport.....	\$ 500
Advanced Life Support Emergency Transport, Level 1.....	\$ 600
Advanced Life Support Emergency Transport, Level 2.....	\$ 700
Interfacility Transport (one way).....	\$ 200
Specialty Care.....	\$ 800
Patient Deceased – treated but not transported.....	\$ 407
(If transported, level of service rendered is charged)	

**MILEAGE RATES**

Mileage, charge per loaded mile.....	\$ 10
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**SERVICES WITHOUT TRANSPORT**

Advanced Life Support Level 1 services rendered without transport are billed at the Advanced Life Support nonemergency rate.....	\$ 500
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Advanced Life Support Level 2 services rendered without transport are billed at the Advanced Life Support Level 1 amount.....	\$ 600
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Emergency Helicopter Response Preparation in addition to charges for Advanced Life Support services.....	\$ 300
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**MULTIPLE TRANSPORTS**

For two patients transported simultaneously, the charge will be equal to 75 percent of the charge for the level of care given, plus 50 percent of the mileage charge.

For three or more patients transported simultaneously, the charge will be equal to 60 percent of the charge for the level of care given, plus the applicable mileage charge divided by the number of patients on board.

**Schedule A**

Page Two

<b><u>ITEM</u></b>	<b><u>CHARGE</u></b>
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**SPECIAL EVENTS AND MISCELLANEOUS RATES**

Standby Time for ambulance and crew, per hour .....	\$ 160
Minimum charge will be for three hours and charges will Be rounded up to the next hour.	

Standby Time for staff without ambulance, per person per hour.....	\$ 60
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Minimum charge will be for three hours and charges will be rounded up to the next hour.

Wait Time for ambulance and crew, per half hour.....\$ 50

Minimum charge will be for half hour and charge will be rounded up to the next half hour.

Medical Record Release.....\$ 5