

**REQUEST FOR PROPOSALS
TOWN OF AMENIA
AMBULANCE SERVICE
TO THE TOWN
2016**

Due Date: September 22, 2016, no later than 3:00pm

Late proposals will not be accepted.

Electronic proposals will not be accepted.

**REQUEST FOR PROPOSALS
FOR AMBULANCE SERVICES TO
TOWN OF AMENIA**

INTRODUCTION

The Town of Amenia, Dutchess County, is requesting proposals for Emergency Medical Service Ambulance Providers to provide emergency transporting Advanced Life Support (ALS) and Basic Life Support Care (BLS) services to persons situated within the Town's borders.

General Municipal Law 122-b permits a town to contract for ambulance services. The Town desires to contract with an ambulance service provider with sufficient staff and ambulances to maintain an ambulance within the Town of Amenia.

PROPOSALS

All submissions must be provided with a total of eight copies of the proposal. The submission must include the name, address and contact information. The proposals must be typed in at least 12 point font on the front of the page only. Proposals must be submitted in a sealed envelope/package addressed to:

Town of Amenia
Attn: Town Clerk
C/O Ambulance Proposal
4988 Route 22
Amenia, New York 12501

The town reserves the right to hold informational sessions and to interview all persons/entities submitting proposals.

REVIEW CRITERIA

All bidders must address all of the questions and agree to adhere to all of the minimum requirements. The failure to adhere to the minimum requirements and to address all of the issues in this request for proposal can result in the rejection of a proposal. The Town reserves the right to offer counter proposals to the bidders. Although there will be a formal opening of the proposals, the proposals are not bids and need not be awarded to the lowest price quote. The Town of Amenia has authorized Dutchess County Emergency Response to release call data upon request of interested contractor.

MINIMUM REQUIREMENTS

- Contracts will be for a minimum of one year commencing on January 1, 2017 and may be bid with two (2) one (1) year renewals at the option of the municipality. The proposal shall be a fixed amount for each year payable in twelve (12) monthly installments following the end of each month. You must state the term of the proposed arrangement.
- The successful bidder shall agree to:
 - Provide emergency transporting Advanced Life Support (ALS) and Basic Life Support Care (BLS) services on a 24 hour a day, 7 day a week basis
 - The Contractor must have at least one staffed ambulance that complies with the regulations of the New York State Department of Health, Bureau of Emergency Medical Services in addition to the Hudson Valley Regional EMS Council. The Contractor must maintain, at its cost and expense, such ambulances, and sufficiently trained, certified, or licensed personnel to maintain, operate, and administer the services. The Contractor must maintain permits and licenses for its vehicles in accordance with all applicable laws and regulations. This ambulance will also be used for mutual aid purposes dispatched by Dutchess County 911 Communication Center.
 - Response time should be 3 minutes of the first dispatch and no longer than 15 minutes to arrive physically and call out to Dutchess County 911 Communication Center that the unit is on scene – exceptions being weather, terrain, unusual circumstances.
 - \$100.00 per minute fine upon review of any delays
 - transport all patients to the closest appropriate facility;
 - Work cooperatively with area fire departments and ambulance services; if volunteer BLS ambulance is available and on scene they have the right to transport or turn over call to paid provider.
 - participate in the Dutchess County Mutual Aid Plan and adhere to the Dutchess County Radio Plan;
 - agree to indemnify the Town of Amenia for all acts and omissions of the ambulance service and its employees and agents and agree to indemnify the Town.

- must provide and maintain an Ambulance Service Certificate which includes service for the entire Town of Amenia

- The contractor at its own cost and expense shall keep in force during the term of this agreement a policy or policies with an insurance company or companies authorized to do business in the State of New York. Contractor shall ensure that the Town receives notice of any lapse or termination of insurance coverage. Contractor is required to provide insurance naming the Town of Amenia 4988 Route 22 Amenia, NY 12501 as an additional insured for providing Comprehensive General Liability insurance in the following amounts:

GENERAL LIABILITY:	\$1,000,000 per occurrence \$3,000,000 General Aggregate
Medical Incident (Professional Health Care)	\$1,000,000 per occurrence \$3,000,000 General Aggregate
 MALPRACTICE LIABILITY:	 \$1,000,000 per occurrence \$3,000,000 General Aggregate
 CONTRACTUAL LIABILITY:	 Included in the above shall be coverage for Contractor's liability under the indemnification provisions of this agreement
 AUTOMOBILE LIABILITY:	 \$1,000,000 liability \$1,000,000 personal injury protection To cover owned, hired, and non-owned Automobiles
 UMBRELLA LIABILITY:	 \$10,000,000 above the foregoing limits
 WORKER'S COMPENSATION:	 Statutory coverage

- Cooperate with the Town, Fire Districts, and Fire Companies in answering questions from patients about its bills and charges;

- Comply with HIPAA.

FEES TO THE TOWN

Cost will be an additional factor considered by the Town in the awarding of this contract. Please state what if any charges will be made to the Town or whether billing revenues will be sufficient revenues.

CHARGES TO THE TOWN

- If you engage in patient billing, the Town of Amenia will authorize you to bill for services. Therefore, please provide a flat fee charge to the Town which will be offset or be limited to the billing revenues.

- Please separate your charges to the town as follows:
 - Total Fee
 - Fees predicted to be collected from billing
 - Fees to be paid by the Town above taxes

- Please note that the Town is not inclined to take on risk for billing of ambulance services. Therefore, you must “cap” the fees to be paid from the town’s taxes (as opposed to the billing fees). A proper submission would look as follows (numbers are an example only):
 - TOTAL FEE: \$100,000
 - FEES FROM TAXES \$ 30,000
 - FEES FROM BILLING \$ 70,000And add a confirmation as follows: “Ambulance service agrees to limit the fees due from the Town to \$30,000 and holds the Town harmless for any shortfalls in the billing amounts from the Total Fee”

STAFFING AND RESOURCES

- How many ALS/BLS ambulances will be provided?
 - Number of units available inside the Town of Amenia and at what hours/days
 - Central location of ambulances between the borders of the Town of Amenia. Town will not provide housing.
 - Number of units to replace occupied ambulance once responding to an emergency
- What level of staffing will be in each ambulance provided? Minimum should be Paramedic and EMT.

BILLING

- Will you charge for your services?
 - Provide all rates for all services, including refusals.
 - Do you have a charitable care policy?
 - Do you perform billing in-house or utilizing a company? If you use a third party company, do you pay them on a percentage or a flat fee or both?

TRANSPORTS

- Please list hospitals to which you will transport patients from the Town of Amenia.

SANCTIONS

- Please list all civil or criminal sanctions imposed, admissions made, settlements entered into and penalties paid as a result of any government action related to the ambulance services provided, including but not limited to billing and charge related issues.
- Have you ever been a defendant in a lawsuit which resulted in the entry of a judgment?

COMPLIANCE

- Do you maintain a HIPAA compliance program?
- Do you maintain a voluntary billing compliance program?

PROGRAM MONITORING

The entity receiving the contract shall cooperate in audits related to its calls and response times, replacement of ambulances, and all other minimum requirements of this proposal. Quarterly meetings to review Quality Assurance/Quality Improvement required. Additionally, there shall be formalized reports submitted by the vendor with detail response performance. It is the expectation of the town that the successful bidder provide a primary point of contact who should serve as the liaison for the Town of Amenia and local emergency services.

NON-DISCRIMINATION AND LEGAL COMPLIANCE

The successful bidder must agree not to discriminate against persons in a manner which would violate state or federal laws. The recipient shall comply with all wage and hour laws and the provision of workers compensation.

REFERENCES AND EXPERIENCE

All bidders must set forth their experience providing BLS and ALS services and must provide at least three references. Submissions must include all municipalities served under contract for the last ten years.

INDEPENDENT CONTRACTOR

The recipient of the contract shall serve as an independent contractor to the Town.

COOPERATION

The successful bidder must cooperate with the local fire departments and the local fire department's ambulance service with regard to the treatment and transportation of patients.

QUESTIONS

Questions may be submitted by email to the Town's attorney for this Project at: Brad@pinsky.com and copy supervisor@ameniany.gov. Any person/company receiving this RFP will be provided with all questions and the answers. Questions may not be submitted by phone. All questions are due no later than ten (10) days prior to the due date of for proposals.