



Audit and Accountability Committee

June 19, 2018

Pre Solicitation Briefing for EMS Billing and Collection Services

Presented by
Charles N. Hood, Fire Chief
San Antonio Fire Department

Solicitation Overview



Originating Department

Fire Department



Solicitation Type

Request For Proposal
(RFP)



High Profile Designation

Contract value over \$1M



Estimated Annual Value

\$2.3 M in Expenditures
\$25M in Revenues



Current Contract Status

Expires September 30, 2018



Proposed Term

5 year with (2), one year
renewal options

Overview & Background

Overview

- Fire Department is accepting proposals from qualified respondents to provide an Emergency Medical Services (EMS) Billing and Collection Service for fees charged to individuals for services rendered

Background

- Collection function performed by private firm since 1990
- Fire responded to 156,029 medical incidents in 2016
- 103,366 resulted in emergency medical treatment and billable fees to patients
- City has participating provider status with Medicare and Medicaid
- Firm must maintain centrally located office in San Antonio

Project Scope

EMS Billing and Collection Services

- Successful firm will provide Emergency Medical Services (EMS) Billing and Collection Services for fees charged to individuals for EMS services and EMS transports
- The firm will bill Medicare, Medicaid, Private Insurance and the patients and will guarantee a minimum collection rate of 56%, back to the City, for a given month after 12 months collection efforts.
- Revenues-\$25M (annually)

Solicitation Requirements

Evaluation Criteria	Experience, Background, Qualifications: 40 Points Proposed Plan: 30 Points Pricing: 15 Points Local Preference Program: 10 points Veteran-Owned Small Business Preference Program: 5 points
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Additional Requirements	SBEDA Subcontracting Requirements: 13% M/WBE Audited Financial Statements: Required
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Goal Setting Committee Members	Noel T. Horan, Assistant to the Director, Fire Department Russell Huff, Assistant Director of Public Utilities, Finance Department Nikki Ramos, Chair, City Manager's Office Michael Sindon, Assistant Director, Economic Development Department Linda Lopez-George, Citizen Member
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Outreach Efforts

NIGP Codes Identified

- 94610 Accounting and Billing

Number of Vendors to be Notified

- Central Vendor Registry - 60
- Targeted Vendor Outreach - 4
- Small Business Administration - 36

Advertising

- TVSA Channel 21
- COSA Bidding Opportunities website
- Hart Beat
- Express News

Project Evaluation Committee

Voting Members	Advisory Members
Erik J. Walsh, Deputy City Manager, City Manager's Office	Yvette Granato, Deputy Fire Chief, Fire Department
Margaret U. Villegas, Assistant Director, Finance	Darren Wiatrek, Captain, Fire Department
Monica Ramos, Assistant Director, Office of Management and Budget	Mary Hammer, DFA, Fire Department
Michael Stringfellow, EMS Division Chief, Fire Department	Lisa Maldonado, Fiscal Analyst, Fire Department
Valerie Frausto, Assistant Fire Chief, Fire Department	Laura Cedillo, City Attorney, City Attorney's Office
Eric Epley, Executive Director, Southwest Texas Regional Advisory Council (STRAC)	Noel T. Horan, Assistant to the Director, Fire Department

Project Timeline





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