



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 8.

Agenda Date: 6/19/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
SAN ANTONIO FIRE DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Charles N. Hood, Fire Chief, San Antonio Fire Department

COPY: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer, Erik J. Walsh, Deputy City Manager

SUBJECT: Pre-Solicitation Briefing for EMS Billing and Collection Services

DATE: June 19, 2018

The San Antonio Fire Department will present a pre-solicitation briefing for the selection of a qualified respondent to provide professional services consisting of Billing and Collections for Emergency Medical Service fees as presented in the Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The City's primary objective with regard to EMS Billing and Collection of fees is to maintain the highest standard of service and professionalism in communications with the public while maximizing net revenue to the City. The proposed contract term is five years with two, one year renewal options. The contract will result in an estimated annual cost of \$2.3 million to the City and while providing \$25 million in revenue.