



# City of San Antonio

## Agenda Memorandum

**File Number:**19-1465

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**Agenda Item Number:** 7.

**Agenda Date:** 1/29/2019

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
SAN ANTONIO FIRE DEPARTMENT**

**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:** Post-Solicitation Briefing for EMS Billing and Collection Services

**DATE:** January 29, 2019

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

The successful firm will provide Emergency Medical Services (EMS) Billing and Collection Services for fees charged to individuals for EMS services and EMS transport. In addition, 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.

On September 1, 2018 a Request for Proposals (RFP) was released seeking qualified respondents to provide EMS Billing and Collection Services. Responses were due October 5, 2018 and a total of five (5) firms responded to the RFP.

The voting committee members consisted of staff from the Finance, Management and Budget, and Fire Departments and the Southwest Texas Regional Advisory Council. The evaluation committee evaluated and scored the proposals based on the published criteria which included Experience, Background, Qualifications; Proposed Plan; Price Proposal; Local Preference Program; and the Veteran Owned Small Business Preference Program. Three firms were short-listed and interviews were conducted on December 14, 2018. Final scoring by the voting committee members was conducted on January 14, 2019.

This item is tentatively scheduled for Council consideration in February 2019.

