



COORDINATING COMMITTEE

PUR-1646
ADDENDUM NO. 1

REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS & EXPERIENCE/
AND PRICE PROPOSALS

EMERGENCY MEDICAL BILLING SERVICES

DATE: Tuesday, January 16, 2024

BIDS DUE: Tuesday, February 7, 2023
4:00 P.M.(EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of six (6) pages.

NOTE: All Proposers must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Inquiry: Please reconfirm the due date for this procurement by providing it in response to answers to questions.

Response: Proposals are due no later than 4:00 P.M. (EDT/EST), Wednesday, February 7, 2024

ITEM NO. 2: Inquiry: What is the date by which you will answer these questions?

Response: These questions will be addressed no later than Wednesday, January 17, 2024.

ITEM NO. 3: Inquiry: Is there a deadline for questions?

Response: All necessary interpretations will be issued to all Proposers in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Requests received after 4:00 P.M. (EDT/EST), Tuesday, January 23, 2024, may not be considered.

ITEM NO. 4: Inquiry: When is the anticipated award date?

Response: It is anticipated that the start date will tentatively begin late February 2024

ITEM NO. 5: Inquiry: Can you please provide greater explanation of your expectations related to any required subcontracting to minority-owned, women-owned, or other types or categories of small or disadvantaged businesses? For example, what is required with the proposal, and what is required to comply during the term of the contract?

Response: There are no minority-owned, women-owned, or other types or categories of small or disadvantaged businesses requirements.

ITEM NO. 6: Inquiry: Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure? If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories?

Response: No, deviations are not permitted.

ITEM NO. 7: Inquiry: Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable.

Response: Washington County, MD does not currently have bills for EMS. The County is in the process of consolidating some of their volunteer companies into the County.

ITEM NO. 8: Inquiry: Has the current contract gone full term?

Response: Please refer to the response to Item No. 7.

ITEM NO. 9: Inquiry: Have all options to extend the current contract been exercised?

Response: Please refer to the response to Item No. 7.

ITEM NO. 10: Inquiry: Who is the incumbent, and how long has the incumbent been providing the requested services?

Response: There is no incumbent. Please refer to the response to Item No. 7.

ITEM NO. 11: Inquiry: To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?

Response: None.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 12: Inquiry: How are fees currently being billed by any incumbent(s), by category, and at what rates?

Response: There is no incumbent. Please refer to the response to Item No. 7.

ITEM NO. 13: Inquiry: What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

Response: There is no incumbent. Please refer to the response to Item No. 7.

ITEM NO. 14: Inquiry: What were your annual total adjustments for last year or for the last 12 months?

Response: There is no incumbent. Please refer to the response to Item No. 7.

ITEM NO. 15: Inquiry: What were your annual contractual allowance write offs for last year or for the last 12 months?

Response: There is no incumbent. Please refer to the response to Item No. 7.

ITEM NO. 16: Inquiry: What were your annual billable transports last year or for the last 12 months?

Response: Please refer to the RFP document, Page 4, Request for Proposals, Background, Letter B:
The two companies' revenues that the County is currently working on consolidating into the County.

ITEM NO. 17: Inquiry: What are your per-mile ground transport charges?

Response: Please refer to the RFP document, Page 4, Background, Letter B.

ITEM NO. 18: Inquiry: What are your advanced life support charges?

Response: Please refer to the RFP document, Page 4, Background, Letter B.

ITEM NO. 19: Inquiry: What are your basic life support emergency charges?

Response: Please refer to the RFP document, Page 4, Background, Letter B.

ITEM NO. 20: Inquiry: What are your specialty care transport charges?

Response: Please refer to the RFP document, Page 4, Background, Letter B.

ITEM NO. 21: Inquiry: What are your treatment without transport charges?

Response: Currently we do not have anything in place for these charges.

ITEM NO. 22: Inquiry: What is your average per-trip charge?

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: Please refer to the response to Item No. 7.

ITEM NO. 23: Inquiry: When were the last changes to your transport rates, and are you considering raising any of the rates currently charged?

Response: Please refer to the response to Item No. 7. However, as we establish billing processes, we will evaluate the rates with the billing company.

ITEM NO. 24: Inquiry: Are there any other charges you assess not otherwise covered by our questions?

Response: No.

ITEM NO. 25: Inquiry: What percentage of your patients are residents versus non-residents, and do you charge the two groups differently?

Response: Please refer to the response to Item No. 7. We don't charge differently.

ITEM NO. 26: Inquiry: Do you operate any shared services agreements with any other municipal or county governments in the region and, if so, with whom?

Response: No.

ITEM NO. 27: Inquiry: What were your transports per year for life support for advanced last year or for the last 12 months?

Response: ALS transports (P1 and P2) 11,819.

ITEM NO. 28: Inquiry: What were your transports per year for advanced life support emergency level 1 for last year or for the last 12 months?

Response: 11,819.

ITEM NO. 29: Inquiry: What were your transports per year for advanced life support emergency level 2 for last year or for the last 12 months?

Response: 1,558.

ITEM NO. 30: Inquiry: What were your transports per year for basic life support for last year or for the last 12 months?

Response: 8,860 (BLS P3).

ITEM NO. 31: Inquiry: What were your transports per year for basic life support emergency for last year or for the last 12 months?

Response: We cannot break out emergency and non-emergency by category, but we can tell you emergency was 4,468 and non-emergency was 16,254.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 32: *Inquiry:* What were your transports per year for specialty care transport for last year or for the last 12 months?

Response: N/A

ITEM NO. 33: *Inquiry:* What were your transports per year for treatment without transport for last year or for the last 12 months?

Response: N/A

ITEM NO. 34: *Inquiry:* What is your payer mix expressed as percentages of 100% billed?

Response: Please refer to the response to Item No. 7.

ITEM NO. 35: *Inquiry:* What is your payer remit mix expressed as percentages of 100% of what you typically receive?

Response: Please refer to the response to Item No. 7.

ITEM NO. 36: *Inquiry:* How many total transport vehicles do you now operate?

Response: Four transport vehicles, 2 are staffed.

ITEM NO. 37: *Inquiry:* What is your average loaded miles per trip?

Response: Williamsport 8; Smithsburg 9.

ITEM NO. 38: *Inquiry:* What is your average revenue per call?

Response: Please refer to the response to Item No. 7.

ITEM NO. 39: *Inquiry:* Do you have a lockbox provider and, if so, which provider?

Response: There is no lockbox provider.

ITEM NO. 40: *Inquiry:* If you have a lockbox provider, will that provider remain in place as a result of this procurement?

Response: N/A

ITEM NO. 41: *Inquiry:* Do you have an EPCR provider and, if so, which provider?

Response: Yes, Image Trend (EMeds).

ITEM NO. 42: *Inquiry:* Do you have a collection agency provider and, if so, which provider?

Response: Please refer to the response to Item No. 7.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 43: Inquiry: Which local hospitals or care facilities typically receive most of your patients?

Response: Meritus Medical Center, Hagerstown, MD.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing