



COORDINATING COMMITTEE

PUR-1646
ADDENDUM NO. 2

REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS & EXPERIENCE/
AND PRICE PROPOSALS

EMERGENCY MEDICAL BILLING SERVICES

DATE: Wednesday, January 17, 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 three (3) 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:* Are you currently using an electronic patient care (ePCR) reporting system? If so, which system are you currently using? Do both entities utilize the same version of ePCR?

Response: Yes; Image Trend (EMeds) and all companies in Washington County use the same version

ITEM NO. 2: *Inquiry:* Will the vendor be financially responsible for the cost of your ePCR software and hardware? If so, please provide all specifications.

Response: No, the vendor will not be responsible for this cost.

ITEM NO. 3: *Inquiry:* Can you please provide the total collections for your most recent complete fiscal year?

Response: Please refer to RFP document, Page 4, Request for Proposals, Background, Letter B.

ITEM NO. 4: Inquiry: Can you please provide the average revenue collected per transport for your most recent complete fiscal year?

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

ITEM NO. 5: Inquiry: Can you please provide a breakdown of your most recent complete fiscal year transports by primary payor for the following categories?

- a. Medicare
- b. Medicaid
- c. Commercial Insurance
- d. Patient Pay

Response: This information is not available.

ITEM NO. 6: Inquiry: Can you please provide the average loaded mileage per transport?

Response: Williamsport is 8 and Smithsburg is 9.

ITEM NO. 7: Inquiry: Can you please confirm how many invoices do you require and at what interval?

Response: The County expects to be billed monthly. The County plans to have the billing company bill patients initially with 30 and 90 day reminders.

ITEM NO. 8: Inquiry: Can you please provide the number of transports for each call type for your most recent complete fiscal year?

- a. ALS Emergency
- b. ALS Non-Emergency
- c. BLS Emergency
- d. BLS Non-Emergency
- e. ALS 2
- f. SCT

Response: The County does not have all of this information broken out. The number of ALS transports (P1 and P2) are 11,819. BLS transports (P3) are 8,860. The number of ALS 2 (Priority 1) are 1,558. Emergency calls totaled 4,468 and non-emergency calls totaled 16,254.

- ITEM NO. 9:** Inquiry: Please provide your Treatment No Transport policy.
Response: Washington County currently does not have a policy.
- ITEM NO. 10:** Inquiry: Please describe your current practice for managing Notice of Privacy Practice (NPP). Will the successful vendor be responsible for mailing NPP's?
Response: The County is currently not billing. The vendor would be responsible for mailing NPPS's.
- ITEM NO. 11:** Inquiry: Do you currently use a lockbox for all payments and correspondence? If so, who will be responsible for the cost of the lockbox?
Response: Part 1 of Item No. 11 herein: No
Response: Part 2 of Item No. 11 herein: N/A
- ITEM NO. 12:** Inquiry: Can you provide more information on the setup of the two companies joining Washington County EMS? Will there be two entities plus the newly formed county entity, or will we only need to setup the newly formed county entity?
Response: The County will need the ability to track billings by each entity. (formerly Williamsport and Smithsburg).
- ITEM NO. 13:** Inquiry: Does Washington County EMS plan to use the same NPI?
Response: Yes
- ITEM NO. 14:** Inquiry: Do you plan to continue your subscription program for residents? If so, how is this currently managed and what involvement is expected from the vendor with regards to the subscription program?
Response: Part 1 of Item No. 14 herein: Yes
Response: Part 2 of Item No. 14 herein: The companies (Williamsport and Smithsburg) will communicate with the County's EMS billing specialist as to what patients are subscribers and then the vendor will need to make any necessary adjustments to the billing.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing