



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1646) Emergency Medical Billing Services

**PRESENTATION DATE:** March 26, 2024

**PRESENTATION BY:** Rick F. Curry, CPPO, Director of Purchasing Department; Kelcee Mace, Chief Financial Officer.

**RECOMMENDED MOTION:** Move to award the contract for the Emergency Medical Billing Services to the responsible, responsive bidder, Quick Med Claims, LLC of Pittsburgh, PA who submitted the percentage rate of 4.5% for the first term, first renewal term, and second renewal term. (the payment to the contractor is expressed as the percentage of the total collected balance per contract term). This award is also contingent upon the final approval of the contract documents by the County Attorney's Office.

**REPORT-IN-BRIEF:** On January 8, 2024, the County issued a Request for Proposal (RFP) for Emergency Medical Billing Services for Smithsburg, MD EMS and Williamsport, MD EMS. The county solicited pricing from qualified firms to provide EMS billing services. This includes complete management of the billing process from patient transport to collection of delinquent accounts. The contractor shall collect the patient's demographic, insurance, medical treatment, and charge information and enter such information into the contractor's computerized billing. The contractor shall prepare and submit invoices for payment of all medical services rendered by the EMS companies and submit invoices to appropriate third-party payers, including but not limited to Medicare, Medicaid, Blue Shield, commercial insurers, Workers Compensation insurers, automobile insurers and managed care companies, as well as to patients who are responsible for payment, in whole or in part, for services rendered by the EMS. The contract is for a one (1) year period, tentatively beginning April 12, 2024, ending June 2025, with the option by the County to renew for up to two (2) additional consecutive one (1) year periods. It shall be the contractor's responsibility to initiate a request for a renewal of the contract at least one hundred twenty (120) calendar days prior to the contract expiration date. If the contract is renewed, all terms and conditions of the original contract shall apply and continue to be a binding agreement between the County and Contractor.

The Coordinating Committee was comprised of the Emergency Services Director, Budget & Finance Director, Chief Financial Officer (Chairman Designee), County Attorney, and the County's Director of Purchasing. The Request for Proposal was published in the local newspaper, on the County web site, and on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" web site. Forty-eight (48) persons/companies registered/downloaded the RFP documents on-line. Ten (10) firms were represented at the pre-proposal conference/teleconference. On February 7, 2024, three (3) proposals were received. The Qualifications & Experience/Technical Proposal of one (1) of the three (3) firms was considered responsive by the Coordinating Committee and the Price Proposal of that firm was opened.

**DISCUSSION:** N/A

**FISCAL IMPACT:** The County will receive revenues from these services.

**CONCURRENCES:** As recommended by the Coordinating Committee.

**ALTERNATIVES:** To not award the contract.

**ATTACHMENTS:** Excerpt from the RFP containing the “Scope of Work”

**AUDIO/VISUAL NEEDS:** N/A