

**BOARD OF BIDS AND CONTRACTS FEBRUARY 2, 2006**

**MEDICAL BILLING SERVICES – EMERGENCY MEDICAL SERVICES  
FUNDING SOURCE – EMERGENCY MEDICAL SERVICES**

(Request For Proposal sent to twelve vendors)

RFP# 05-0072

	Advance Data Processing, Inc	<b>Southwest General Services of Dallas</b>	Insurance Reimbursement Specialists	Management Services Network	Digitech Computer, Inc	EMS Management & Consulting
Commission Fee (% of Revenue Collected)	6.25%	<b>6.50%</b>	7.15%	7.25%	6.00%	7.25%
Cost for Start-Up/Implementation	\$0.00	<b>\$0.00</b>	\$3,000.00	\$0.00	\$0.00	\$0.00
Addition Fees	\$1.00 / Privacy Practice Mailed	<b>\$0.00</b>	\$0.00	\$0.00	\$200.00 / hr for custom programming after initial implementation	\$0.00
Time Required for Implementation	60 days	<b>60 days</b>	40 days	Immediate	30 days	30 days
<b>Assumption Table</b> (Comparative to show value of each commission fee percentage)						
Approximate 2004 Revenue Collected	\$8,000,000.00	\$8,000,000.00	\$8,000,000.00	\$8,000,000.00	\$8,000,000.00	\$8,000,000.00
Commission Fee Based on Approximation	\$500,000.00	<b>\$520,000.00</b>	\$572,000.00	\$580,000.00	\$480,000.00	\$580,000.00

On the recommendation of James McComas, on behalf of Emergency Medical Services and various County Departments, Irene Hart moved to **accept the proposal from Southwest General Services of Dallas and establish & execute contract pricing for two (2) years with three (3) one (1) year options to renew.** Don Brace seconded the motion. The motion passed unanimously.

Note – A committee comprised of James McComas, Purchasing; Tom Pollan, EMS; Cynthia Parsons, Finance; and Marty Hughes, Finance reviewed and evaluated proposals for cost, services, skills, quality, depth of staff, timeliness and revenue collection practices. Interviews were conducted with Southwest General Services and Management Services Network (the current provider at a rate of 7.71%). The committee’s decision to recommend Southwest General Services of Dallas is based on their experience, performance, reference checks, overall customer satisfaction and cost.

The lowest cost proposal from Digitech Computer, Inc did not fit the County’s need for a comprehensive billing process. Digitech is primarily a software company who would provide software and allow the County to process information for billing services. The second low cost proposal from Advance Data Processing was not considered after reference checks indicated performance and customer service problems. Southwest General Services of Dallas was the third low cost proposal.

Allen Burke CEO of Insurance Reimbursement Services attended the Bid Board Meeting and asked that the item be tabled for further evaluation indicating his company is a local company that would staff local people. He then stated that the County told him he would be interviewed and had not been given a chance to discuss his approach or negotiate pricing, and had not checked references. James McComas said the request for proposal stated County may interview vendors and did not guarantee any interviews and that the committee reviewed all proposals, completed reference checks, then started working from the lowest cost proposals. Don Brace explained to Allen that County encourages participation of local vendors but policy does not give preference to local vendors.