

*CENTRAL COVENTRY FIRE DISTRICT
REQUEST FOR PROPOSALS
FOR RESCUE BILLING SERVICES*

Pursuant to Sections 6(a)(6) and 6(b) of the Central Coventry Fire District (the “**District**”) Charter to appoint and/or employ positions deemed necessary for the efficient operation of the District, Proposals, in accordance with the specifications and directions provided herein, will be received as follows:

Ernest Pullano, President
Central Coventry Fire District Board of Directors
240 Arnold Road
Coventry, RI 02816-5646

Proposals must be received no later than **2:00 PM on DECEMBER 13, 2022**. Proposals must be sealed and clearly marked “Rescue Billing Services” on the exterior of the envelope.

Any Proposal received after the time and date specified above shall not be considered.

The work to be performed under contract with the District in connection with this Request for Proposal consists of furnishing all plant, labor, materials, equipment, tools, transportation, and all incidentals, related work, and overhead items, and performing all work required for the Proposal, in strict accordance with the specifications set forth herein, including the Request for Proposals and the Proposal, which are hereby made a part of the specifications.

Proposals for the above work must be made on the enclosed forms attached hereto.

The District, acting through the President of its Board of Directors, reserves the right to reject any or all Proposals or any part thereof, to waive defects in same or to accept any proposal deemed to be in the interest of the District.

INSTRUCTIONS TO PROPONENTS

“RESCUE BILLING SERVICES”

FOR THE CENTRAL COVENTRY FIRE DISTRICT

1. RECEIPT AND OPENING OF PROPOSALS

The Central Coventry Fire District (the "District") invites and will receive Proposals on the forms attached hereto, all information on which must be appropriately completed. Proposals will be received at Central Coventry Fire District Headquarters, 240 Arnold Road, Coventry, Rhode Island 02816-5646 until **2:00 p.m. DECEMBER 13, 2022** (the "Submission Deadline") and publicly opened and read aloud on the aforesaid date. The envelopes containing the Proposals must be sealed and addressed to the attention of Ernest Pullano, President, Central Coventry Fire District Board of Directors, 240 Arnold Road, Coventry, Rhode Island 02816-5646, and be plainly marked "*Proposal for Rescue Billing Services*".

2. PREPARATION OF THE PROPOSAL

All Proposals shall be made on the Bid Form attached hereto and shall set forth the dollar amount for work on the Proposal Form (together with the Bid Form, the "Proposal") attached to the Bid Form in both words and figures and must be signed by the proponent (the "Proponent"). All blank fields in each Proposal must be completed in full in ink or typewritten, in both words and figures as appropriate.

In case of a discrepancy between the total set forth in the Proposal and that obtained by adding the products of the quantities of items at the unit prices, the sum as written out in words in the Proposal shall govern and any errors found in said products, and in the addition, will be corrected.

Each Proposal must be submitted in a sealed envelope bearing on the outside the name and address of the Proponent, and be plainly marked "*Proposal for Rescue Billing Services*". If forwarding by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed as specified in the preceding sentence. **The President of the Board of Directors of the District (the "President"), in his sole discretion, may consider as irregular any Proposal not prepared and submitted in accordance with the requirements hereof and may waive any informalities or reject any and all Proposals.**

Any Proposal may be withdrawn prior to Submission Deadline or authorized postponement thereof.

Any Proposal received after the Submission Deadline shall not be considered.

3. SCOPE OF WORK

The work under contract with the District in connection with this Request for Proposal (the "Contract") shall consist of the items contained in the Request for Proposals, including, without limitation, all incidentals necessary to fully complete said work to the satisfaction of the specifications set forth herein.

4. CONDITIONS

Each Proponent shall fully acquaint themselves with conditions relating to the scope and restrictions attending the execution of the Contract. Proponents shall thoroughly examine and be familiar with the specifications set forth herein, and shall obtain information concerning the conditions at locations that may affect its Work.

The failure or omission of any Proponent to receive or examine any form, instrument, addendum or other document, or to acquaint themselves with existing conditions, shall in no way relieve it of any obligations with respect to their Proposal or to the Contract. The District shall make all such documents available to Proponents.

In connection with its performance under the Contract, each Proponent shall make its own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions it may encounter or create, without extra cost to the District.

Each Proponent's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the work to be performed shall apply to the Contract throughout, and they will be deemed to be included in the Contract as though written out in full in the Contract.

5. ADDENDA AND EXPLANATIONS

Explanations desired by a prospective Proponent regarding this Request for Proposal shall be requested of the District in writing, and if explanations are, in the sole discretion of the District, deemed necessary, a reply shall be made in the form of an addendum (each, an "Addendum" and, collectively, the "Addenda") to this Request for Proposals, a copy of which will be made publicly available at the District's website at <https://www.ccfri.com/> (the "Website"). Every request for such explanation shall be in writing addressed to the attention of the President. Any verbal statements regarding same by any person prior to the award of the Contract shall be unauthoritative and not binding.

Addenda issued prior to date of receipt of Proposals shall become a part of the Contract Documents, and all Proposals shall include the work described in the Addenda.

No inquiry received within seven (7) days of the Submission Deadline shall be given consideration.

Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be publicly posted on the Website not later than five (5) days prior to the Submission Deadline.

6. NAME, ADDRESS AND LEGAL STATUS OF THE PROPONENT

The Proposal must be properly signed in ink and the address of the Proponent given. The legal status of the Proponent, whether corporation, partnership, or individual, shall also be stated in the Proposal.

A corporation shall execute the Proposal by its duly authorized officer(s) in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Proponent shall give full names of all partners. Partnership and individual Proponents will be required to state in the Proposal the names of all persons interested therein.

The place of residence of each Proponent, or the office address in the case of a firm or company, with county and state and telephone number, must be given after their signature.

If the Proponent is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the Proposal.

Anyone signing a Proposal as an agent of another or others must submit with their Proposal legal evidence of their authority to do so.

7. COMPETENCY OF PROPONENT

The opening and reading of the Proposal shall not be construed as an acceptance of the Proponent as a qualified, responsible Proponent. The District reserves the right to determine the competence and responsibility of a Proponent from its knowledge of the Proponent's qualifications or from other sources. The Proponent's required submission of the Proposal shall not be construed as an acceptance by the District of the Proponent as a qualified, responsible Proponent.

The Proponent will be required to furnish the following information:

Evidence that the Proponent is in good standing under the laws of the State of Rhode Island, and, in the case of corporations organized under the laws of any other State, evidence that the Proponent is licensed to do business and in good standing under the laws of the State of Rhode Island, or a sworn statement that it will take all necessary action to become so licensed if its Proposal is accepted. Further, the Proponent shall be required to provide evidence that it is good standing with the Rhode Island Board of Professional Registration.

In the event that the District shall require additional certified supporting data regarding the qualifications of the Proponent in order to determine whether he is a qualified, responsible Proponent, the Proponent may be required to furnish any or all of the following information sworn to under oath:

- (a) Evidence that the Proponent is capable of commencing performance as required in the Contract.
- (b) Evidence, in form and substance satisfactory to the District, that Proponent possesses as a going concern the managerial and financial capacities to perform all phases of the work called for in the Contract.

(c) Evidence, in form and substance satisfactory to the District, that the Proponent's experience as a going concern in *Rescue Billing Services* derives from operations of comparable size and scope to that contemplated by the Contract.

(d) Such additional information as will satisfy the District that the Proponent is adequately prepared to fulfill the Contract.

The Proponent may satisfy any or all of the experience and qualification requirements of this Paragraph 7 by submitting the experience and qualifications of its parent organization and subsidiaries or affiliates of the parent.

8. DISQUALIFICATION'S OF PROPONENTS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Proponent and the rejection of its Proposal:

(a) Evidence of collusion among Proponents.

(b) Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.

(c) Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.

(d) Default on a previous municipal contract for failure to perform.

(e) Failure to comply with the provisions and specifications of this Request for Proposals.

The District in its sole and absolute discretion reserves the right not to accept any Proposal or to reject any or all Proposals, and to waive defects or irregularities in any Proposal. In particular, any alteration, erasure or interlineations of the Contract and of the Proposal shall render the accompanying Proposal irregular and subject to (but not requiring) rejection by the District. The District intends that the Contract shall be awarded within forty-five (45) days following the Submission Deadline.

9. METHOD OF AWARD

Upon recommendation of the President, the District will make award to the "lowest qualified bid price" submitted by the proponent in connection with this Request for Proposals. In determining the "lowest qualified bid price", the District may consider factors besides price. These factors shall include, but not be limited to: local firms having their principal place of business within the District limits shall be given due consideration, all things equal in the Proposal.

*SPECIFICATIONS FOR
REQUEST FOR PROPOSALS*

“RESCUE BILLING SERVICES”
FOR THE CENTRAL COVENTRY FIRE DISTRICT

The Central Coventry Fire District (the “District”) is seeking bids to obtain the services of a management agency to seek reimbursement for the District’s emergency medical services. The intent of the specifications set forth herein is to define the scope of work under which the selected bidder shall be responsible during the contract term.

The contract will remain in effect for a period of three (3) years. The contractor shall submit pricing for all three (3) years. The District reserves the right to review and evaluate the contract at the end of each year. If the work is determined by the District not conform to the specifications below, the District may terminate the Contract at that time. The District reserves the right, in its sole and absolute discretion, to modify, suspend or terminate services in part or in their entirety at any time during performance, thirty (30) days following written notice to the contractor.

The District reserves the right to extend the contract for two (2) one (1) year renewable options provided that pricing is submitted for each such option year. The District reserves the exclusive right to renew or reject its option.

The bidder must possess prior experience in either medical billing or the management of such. Prior experience will be weighed heavily in determining the responsible bidder.

The District shall compensate the successful bidder by paying a percentage of the incoming revenues obtained by the bidder. The award will go to the bidder with the highest evaluated score.

The scope of work provided by the successful bidder shall include:

1. A complete set of forms (including but not be limited to, reporting forms for the rescues, letters to individuals and insurance carriers, etc.). The bidder should demonstrate familiarity with Medicare/Medicaid forms.
2. Monthly reporting to the District detailing the activity for that month as well as the type of services provided therein. The District may request and the bidder shall provide additional reports on an "as needed" basis, as determined solely by the District, at no additional charge.
3. Statistical reports, to allow the District to improve its tracking of its E.M.S. activity.
4. A system of receiving electronic transfer of ePCR from the District on a daily basis and rapid verification of information on the reports to insure that billing can be quickly and efficiently accomplished. The bidder must have access to a data base which includes all diagnostic codes and procedure codes in order to sequence each rescue run properly and receive the maximum payment.
5. A process by which all rejected and appealed claims for payment are quickly reviewed, corrected and resubmitted.
6. Direct deposit of all payments into a special account set up by the District;
7. The District will retain total discretion of all administrative decisions regarding the management and billing of and/or receiving payments for emergency medical services.

8. Training to all District personnel necessary to implement this billing process (i.e. rescue personnel, other fire department personnel, etc.) and set up meetings and trainings for updates in procedures.
9. An established P.O. box in the District for receiving payments.
10. Electronic interface with Rhode Island Medicare, Rhode Island Blue Shield, and United Health Plans that are operational and functional.
11. List all current EMS departments with attached phone numbers and contacts that the bidder is currently contracted with in Rhode Island.
12. Each bidder must possess an ICD.10 (diagnosis) code database that includes the entire volume of available diagnosis codes. (55,000 codes). The bidder must possess the ability to sequence these codes based on their relative value to insure maximum reimbursement and minimize exposure to insurance audit.
13. Bidder must have certified Coders to review and manage each report. Each report shall be reviewed manually to ensure correct billing.
14. Bidder must have the following NAAC Certifications:
 - o CAPO - Certified Ambulance Privacy Officer
 - o CAC - Certified Ambulance Coder
 - o CADS - Certified Ambulance Documentation Specialist
 - o CACO - Certified Ambulance Compliance Officer
15. Bidder will be the keeper of the record as prescribed by Rhode Island Records Retention Laws. They will handle all requests for billing/medical records. These records and requests are handled by on site/local staff.
16. Bidder will act as an administrator on behalf of the District to assist with the Medicare/Medicaid Cost Share report and audits
17. Bidder will supply its SOC 1 Type 2 report upon request of the District.
16. The hospital and/or insurances will be contacted first before contacting the patient for additional information.
17. A sample patient statement (bill) generated for a rescue run.
18. The company must acknowledge that they are HIPAA (Health Insurance Portability and Accountability Act) compliant. They must provide notice of available training opportunities relevant to Fire/EMS services and HIPAA.
18. The company must retain a collection agency for collection of accounts over 120 days.
19. In the event of termination of service by either party, notwithstanding the reasons for termination, the company must continue to satisfy requests from the District or its designees for billing information, copies, etc. for ten (10) years after termination of service.

21. The successful bidder will contribute towards the annual tech support, software licensure, maintenance, updates, and upgrade fee for EMS Electronic patient care record (ePCR) in an amount not to exceed a total of \$7,000.00 per year.

The following shall be submitted with the attached bid proposal:

1. A full explanation of the fee structure.
2. The ability to set up, administrate and defend if necessary the public funds used to satisfy Medicare and to pay for the residents of the District who do not have health coverage.

EVALUATION CRITERIA

CRITERIA	PERCENTAGE
Bidder meeting scope of work in specification	40%
Qualifications	25%
Price – Percentage of claims	25%
References	10%
TOTAL	<hr/> 100%

BID PROPOSAL

BID FORM

I _____ (the "Contractor")
propose to furnish to the Central Coventry Fire District the services set forth in its 2022 Request for
Proposals for Rescue Billing Services for the price stated below:

Year One:

Price in words: _____ percent of incoming revenues.

Price in figures: _____ %

Year Two:

Price in words: _____ percent of incoming revenues.

Price in figures: _____ %

Year Three:

Price in words: _____ percent of incoming revenues.

Price in figures: _____ %

Year One Renewable:

Price in words: _____ percent of incoming revenues.

Price in figures: _____ %

Year Two Renewable:

Price in words: _____ percent of incoming revenues.

Price in figures: _____ %

Delivery: _____ calendar days after receipt of order.

Please submit bid proposal and any brochures in DUPLICATE.

ATTACH SEALED FEE SCHEDULE WITH THE FOLLOWING:
PROPOSAL FORM/ DECEMBER 13 2022

I _____ (the "Contractor") having carefully read and considered the terms and conditions of the Contract do hereby offer to perform such services on behalf of the Central Coventry Fire District in accordance with the terms, conditions, and specifications set forth in its 2022 Request for Proposal for Rescue Billing Services at the rate (expressed in words and figures) hereinafter set forth:

The following check mark certifies my Proposal:

Conforms to Specifications : (Yes) _____ (No) _____

Addendum Received: (Yes) _____ (No) _____ Addenda # _____ Date: _____

Addendum Received: (Yes) _____ (No) _____ Addenda # _____ Date: _____

Addendum Received: (Yes) _____ (No) _____ Addenda # _____ Date: _____

Estimated Start Date: _____

(Typed Name of Company)

(Typed Company Address)

(Typed City or District of Company) (State) (Zip Code)

(_____) _____

(Phone) area code (fax)

(Typed Name of Company Official)

(Signed Name of Company Official)

I certify that the above price is free of all State and Federal Taxes

(Signed Name of Official)

(Date)

**CENTRAL COVENTRY FIRE DISTRICT
REQUEST FOR PROPOSALS**

Notice is hereby given that sealed Proposals will be received by the President of the Board of Directors of the Central Coventry Fire District at 240 Arnold Road, Coventry, Rhode Island 02816-5646, until 2:00 P.M. prevailing time, DECEMBER 13, 2022 for the following:

**"RESCUE BILLING SERVICES"
FOR THE CENTRAL COVENTRY FIRE DISTRICT,
COVENTRY, RHODE ISLAND**

All the above work, known as the "**Proposal**" is to be performed in accordance with the specifications set forth therein. The work to be performed under their contract consists of furnishing all plant, labor, equipment, product, service, tools, transportation, and all incidentals, related work, and overhead items, and performing all work required for the Proposal, in strict accordance with the specifications, including the invitation for Proposals and the Proposal, which are hereby made a part of the specifications. Proposals for the above work must be made on forms furnished by the District.

The Central Coventry Fire District (the "**District**"), acting through the President of its Board of Directors, reserves the right to reject any or all Proposals or any part thereof, to waive defects in the same or to accept any proposal deemed to be in the best interest of the District of District.