



THIRD PARTY BILLING AND COLLECTION SERVICES FOR THE EMERGENCY MEDICAL SERVICES DIVISION OF THE BROWNSVILLE FIRE DEPARTMENT
BID # PTS-11-1210 Addendum # 4 Bid Opening: April 30, 2010 @ 4:00pm

**City of Brownsville
Purchasing/Contracting Department**

ADDENDUM # 4

**REQUEST FOR PROPOSALS
FOR A TERM CONTRACT FOR THIRD PARTY BILLING AND
COLLECTION SERVICES FOR THE EMERGENCY MEDICAL
SERVICES DIVISION OF THE BROWNSVILLE FIRE
DEPARTMENT**

Bid # PTS-11-1210

ACKNOWLEDGEMENT OF RECEIPT

Please fax this page upon receipt

Please fill in the requested information below as acknowledgment that *you have received the Addendum* noted above. If your firm is interested in participating, this sheet must be completed and returned or faxed to:

Mr. Roberto C. Luna, Jr.
Purchasing Director - City of Brownsville - P.O. Box 911
City Hall 1001 E. Elizabeth St., First Floor, Suite 101
Brownsville, Texas 78520
Phone: (956) 548-6081 Fax: (956) 546-2711
Email: purchasing@cob.us

Name of Firm: _____

Address: _____

City, State _____ Zip: _____

Telephone Number: _____ Fax Number: _____

e-mail: _____

- () **YES**, Our Company does have an interest in responding.
- () **NO**, Our Company does not have an interest in responding.

Name: (Print) _____

Title: _____

Signature: _____

Date: _____



THIRD PARTY BILLING AND COLLECTION SERVICES FOR THE EMERGENCY MEDICAL SERVICES DIVISION OF THE BROWNSVILLE FIRE DEPARTMENT

BID # PTS-11-1210

Addendum # 4

Bid Opening: April 30, 2010 @ 4:00pm

ADDENDA: The undersigned hereby acknowledges receipt of the following addenda to the Specifications, all of the provisions and requirements of which Addenda have been taken into consideration in the preparation of the foregoing proposal.

1.- Request for Clarifications:

1. Page 7, #17, Terms-indicates the initial term of this contract is for (1) year with an option for (2) one year extensions. Would the City consider changing the initial term to a (3) year contract? A three year contract with the option for (2) one year extensions is the standard term and allows us to provide a lower annual cost for our ePCR Technology by spreading the cost over a three year period.

Term of the contract will be for 3 years with the option to extend the contract for two additional 1 (one) year terms.

2. During the pre-bid meeting it was mentioned that the City would like proposals for a full turn-key service and an option for software only? If the City would like a quote for software only, can you clarify if this means software for ePCR only?

That is correct, RFP # PTB-10-1210 is for ePCR Software only.

3. The RFP does not specify a requirement for CAD interface with the ePCR system. Depending on the type of CAD system utilized by the City an interface with ePCR technology may be available and provide additional benefits for the department. Can you advise what type of CAD system is utilized by the City? Can you advise if the City has the ability to provide a XML extract from the CAD system?

The Currently CAD Software the City is using is Spillman Software. The city does have the ability to provide an XML extract from the CAD System.

4. On page 6 of the RFP in Section 14 the following statement is made: "Proposals not submitted on these forms will not be considered." Can you please confirm that this means that responders must use the forms provided in the RFP, and if that is not what this reference is to, clarify what forms are being referenced?

The city would like for vendors to fill in all necessary forms included in the proposal. If forms are not filled out, vendor will be considered non-responsive. Should the RFP deem any request for fee structures, vendor background information or references; these items should go on a separate company letterhead sheet.

5. Is the City considering an additional extension for the due date? Since it is due next Friday, we will need to have our proposal in the mail by Wednesday to reach you in time and we really need the clarifications prior to finalizing.

Currently the proposals are due Friday, April 30, 2010 no later than 4:00 P.M.. Should the city receive further requests for an extension, the city will take it into consideration and notify all vendors if extension is granted.



THIRD PARTY BILLING AND COLLECTION SERVICES FOR THE EMERGENCY MEDICAL SERVICES DIVISION OF THE BROWNSVILLE FIRE DEPARTMENT

BID # PTS-11-1210

Addendum # 4

Bid Opening: April 30, 2010 @ 4:00pm

6. Can you advise the total transports for FY 08-09 and level of service mix for your stated incidents broken down by BLS-Emergency, BLS-Non-Emergency, ALS1-Emergency, ALS1-Non-Emergency, ALS2, and Aid Given But No Transport?

ALS EMER-6126 ALS NON-EMER 529 BLS-EMER 2,800 BLS NON 7520 NO-TRANSPORTS 3,633, Total calls 20,606 calls

7. Can you provide a list of your charges? If you charge for supplies, can you provide your average charge per transport for supplies?

**Please follow link to city ordinance regarding charges for transport for supplies:
http://library7.municode.com/default-test/home.htm?infobase=10297&doc_action=whatsnew**

8. Can you provide gross charges for FY08-09 and charge mix for the major payer classes, including Medicare, Medicaid, Commercial Insurance and Private Pay?

GROSS BILLED IS 7,918,810 48% MEDICARE 32% MEDICAID 8% INSURANCE AND 12%

9. Can you provide your net collections (collections less refunds) for FY 08-09 and payment mix for the major payer classes, including Medicare, Medicaid, Commercial Insurance and Private Pay?

The net collections for FY 08-09 was 2.9 mill payor mix included 40% Medicare 6% Medicaid 10%commercial insurance 15% private pay no insurance 33% contraction able obligation and uncollectable claims.

10. Can you advise how much was written off for adjustments for FY 08-09 by major payer class?

We currently do not write off anything other than those that medicare and medicate do not pay.

11. What is your average miles-per-transport figure?

The average mile per transport depends on the area an ambulance is responding from. However in average we are looking at 3 to 5 miles per transfer one way.

12. Is your billing currently outsourced? If so, who is your current billing vendor?

Currently, the billing is not outsourced.

13. What is your current billing fee and/or in-house expense for billing service?

The in house expenses for EMS billing division is \$439,374 this is what our amended budget says, this includes salaries, supplies and training.



THIRD PARTY BILLING AND COLLECTION SERVICES FOR THE EMERGENCY MEDICAL SERVICES DIVISION OF THE BROWNSVILLE FIRE DEPARTMENT

BID # PTS-11-1210

Addendum # 4

Bid Opening: April 30, 2010 @ 4:00pm

14. Will you handle your old A/R internally or will the awarded vendor take over old A/R? If the awarded vendor is expected to take over the old A/R can you advise how many accounts and the value?

It is my understanding that we will continue the old A/R internally and that they would start with a new A/R from the date of hire.

15. How many ambulances do you have in operation that will require a field computer for electronic patient care reporting?

We have 10 ambulances in operation and all 10 must have lap tops.

16. What method of billing is the municipality currently using?

We are method 4 billing.

17. Is this municipality willing to incorporate and or adhere to a new system completely?

The City would like to adhere to a new system completely.

18. Is there any level of practice management or document storage needed for this project?

Storage of medical records perhaps may be needed depending on system; an office for patients to make payments and bring in insurance information may be required.

19. If an agency located outside of TX is awarded, how frequently would the agency need to visit the municipality outside of training?

If they are located out of Texas they must touch base on a quarterly basis at minimum.

20. To what level will your employees involved in the billing process?

The involvement my staff currently has is to all aspects of the billing process from data entry, billing, coding, follow up and some collections. During contract, EMS Employees will oversee the outsourcing of the billing and collections.

Submitted,

(Name of Bidder)

(Signature)

(Print)

Date

END OF ADDENDUM 4