

**Purchasing Department**

**Sam J. Aiello, C.P.M.**  
Purchasing Agent



City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
(262) 636-9143  
Fax: (262) 619-5550

Honorable Mayor John Dickert and the  
Members of the Common Council  
730 Washington Avenue  
Racine, WI 53403

January 25, 2012

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee and the Public Safety and Licensing Committee to discuss the results of Official Notice #1, REQUEST FOR PROPOSAL, BILLING FOR EMERGENCY MEDICAL SERVICES. This proposal was opened in the office of the Purchasing Agent at 10:00 A.M. on January 12, 2012.

We sent five (5) bid packages out and received seventeen (17) responses. The responses were read by the evaluation committee and narrowed to a short list of five (5) firms for final consideration and scoring to the RFP criteria. The short list of firms that were considered consisted of Digitech, EMS Medical Billing, Enhanced Management, Fidelis, and LifeQuest Services.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods.

The evaluation criteria for this RFP and their respective weights were; Supplier Capabilities, 25%, Supplier Experience in EMS Billing Services, 25%, Payment Proposed, 40%, and References, 10%.

The evaluation committee for this RFP consisted of Chief Steve Hansen, Lt. Angelo Puma, Kathleen Fischer, Assistant Finance Director, and Joy Hansche, Accountant. The Purchasing Agent attended the evaluation meeting and acted as a moderator and facilitator. The Purchasing Agent was not a voting member of the evaluation committee. I have attached a copy of the evaluation matrix that was used to score the proposals.

Based on the scoring of this RFP the evaluation committee is recommending that a contract be entered into with LifeQuest Services for a three year term beginning on March 1, 2012 with the option of one two year extension.

Funds for this expenditure are available in account 101.300.7280, Rescue Service Billings.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'S. Aiello', written in a cursive style.

Sam J. Aiello  
Purchasing Agent

cc: Mr. David Brown  
Ms. Kathleen Fischer  
Ms. Joy Hansche  
Chief Steve Hansen  
Lt. Angelo Puma

REQUEST FOR PROPOSAL, BILLING FOR EMERGENCY MEDICAL SERVICES

Evaluation Matrix

January 23, 2012, 8:30 A.M.

	DIGITECH	EMS MEDICAL BILLING	ENHANCED MANAGEMENT	FIDELIS	LIFEQUEST SERVICES
<b>1. Supplier Capabilities</b>					
#1 K. Fischer	18	25	15	10	20
#2 S. Hansen	20	22	10	10	23
#3 J. Hansche	20	25	15	5	22
#4 A. Puma	15	16	17	12	20
<i>Total Points</i>					
Average	18.25	22	14.25	9.25	21.25
<b>2. Experience in EMS Billing Service</b>					
#1 K. Fischer	18	25	15	5	20
#2 S. Hansen	24	25	15	20	19
#3 J. Hansche	20	25	12	5	22
#4 A. Puma	24	23	10	12	25
<i>Total Points</i>					
Average	21.5	24.5	13	10.5	21.5
<b>3. References</b>					
#1 K. Fischer	2	10	3	1	8
#2 S. Hansen	4	9	1	6	10
#3 J. Hansche	6	10	4	3	8
#4 A. Puma	3	9	4	5	10
<i>Total Points</i>					
Average	3.75	9.5	3	3.75	9
<b>4. Cost</b>					
<i>Total Points</i>	37.48	33.16	35.92	37.48	40
<b>Total Points</b>	80.98	89.16	66.17	60.98	91.75