

**CITY OF DANA POINT
AGENDA REPORT**

Reviewed By:	
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CM	<input checked="" type="checkbox"/>
CA	<input type="checkbox"/>

DATE: APRIL 28, 2004

TO: CITY MANAGER / HONORABLE CITY COUNCIL

**FROM: SHERYL LINDSEY, DIRECTOR OF ADMINISTRATIVE SERVICES
MIKE ROSE, EMERGENCY SERVICES COORDINATOR**

SUBJECT: STATUS REPORT EMERGENCY AMBULANCE RFP PROCESS

RECOMMENDED ACTION:

That the City Council receive and file this status report, and direct the Mayor Pro Tem Jim Lacy, the City Manager, and the Emergency Services Coordinator to review the submitted RFP's and return with a recommendation.

ISSUE:

The current ambulance services agreement is due to expire on June 30, 2004.

BACKGROUND:

On September 24, 2003, the Council voted to retain control over the emergency ambulance services request for proposal (RFP) process and the award of contract decision. Since that time, Staff has been working with the Orange County Fire Authority (OCFA) Emergency Medical Services (EMS) Division to coordinate the passing of the submitted proposals to the City.

In March, OCFA completed the ambulance provider pre-qualification phase. In order to pass the pre-qualification phase, ambulance companies were subjected to an intense review process that included:

- Verification of at least 5 years of experience providing ambulance service
- Review of the companies' litigation and performance history
- Review of emergency medical experience, including Advanced Life Support (ALS) response history
- Review of the companies' management experience

- Verification of contract references
- Review of proofs of insurance verifications
- A complete company financial analysis
- Review of vehicle maintenance records
- Review of communication systems

Upon review of the initial submittals nine or the ten companies were authorized to continue through with the proposal process, including AMR, Americare MedServices, Care, Doctor's (current Dana Point provider), Emergency, Gerber, Medix, Schaefer, and Westmed. RFP submittals were originally due to the OCFA by March 19th. However, due to issues raised by the bidding ambulance providers, an extension has been issued that moves the deadline for submittals to May 10th.

One of the major concerns of the bidders was the amount of insurance coverage required in the RFP. The current insurance requirement for all but three of the OCFA member cities is \$1 M combined single limit/\$2 M annual aggregate. Dana Point, along with the Cities of Mission Viejo and Lake Forest, currently require coverage in the amount of \$5 M/\$10 M. In the initial RFP, OCFA had required that all bidders meet the higher \$5 M/\$10 M coverage amounts for all of the OCFA cities. Upon further negotiations with the bidders, OCFA has modified the RFP to require \$3 M/\$5 M coverage amounts, but stipulates that individual cities may still require higher coverage amounts. Based on recommendations from our California JPIA representative and discussions with the Cities of Mission Viejo and Lake Forest, Staff has informed the Fire Authority that Dana Point will not lower its insurance requirements.

Once all RFP submittals are received, OCFA staff will review all the bids for completion, and conduct a comprehensive professional content review for scoring purposes. Upon completion of their internal review, OCFA will pass the submittal packages on to the City for further action. In anticipation of the upcoming review process for the ambulance service providers, City Staff met with our OCFA Representative (Mayor Pro Tem Lacy) on March 5th to discuss and agree on a process.

DISCUSSION:

Staff anticipates receiving the ambulance service provider proposal packages from the OCFA on or about June 23rd. Staff recommends that Mayor Pro Tem Lacy participate in the review process due to his position on the OCFA Board of Directors, and that he be supported by the City Manager and the Emergency Services Coordinator. Their objectives will be to:

- Receive ambulance service provider submittal packages from the OCFA
- Review OCFA recommendations
- Conduct an independent review of all proposals using the scoring criteria developed by OCFA
- Develop a list of the top two (2) providers and select a provider to recommend to Council for the award of contract.
- Submit Staff Report to the City Council for action

Due to the complex nature of this RFP process, and the number of agencies involved, OCFA has cautioned that the process timeline could meet further delays and that the new vendor contracts will not be approved and prepared for signature by June 30th. Consequently, the Fire Authority may request Dana Point and the other contract cities/agencies to approve a short extension of the current ambulance contract. The Fire Authority is anticipating that all member cities complete their final contract approval no later than July 31st.

FISCAL IMPACT:

There is no fiscal impact in Receiving and Filing this.