

**Town of Shandaken
County of Ulster
State of New York
Monday December 17, 2012**

The Town Board met today at 1pm at the Town Hall, Rt. 28 Shandaken, NY for a Special Meeting as per Resolution 176-12, for the purpose of conducting business relating to opening & awarding Ambulance Bill Services for 2013.

**Pledge of Allegiance
Roll Call**

Members Present: **Doris Bartlett, Board Member
Vincent Bernstein, Board Member
Alfred Higley, Jr, Board Member
Robert Stanley, Supervisor**

Members Absent: **Jack Jordan, Board Member**

Recording Secretary: **Joyce Grant, Town Clerk**

Notice of Special Meeting

Notice is hereby given that the Town of Shandaken Town Board, pursuant to resolution 176-12, will conduct a Special Meeting at 1pm Monday December 17, 2012, for the purpose of conducting business relating to awarding Ambulance Bill Services for 2013.

Bids were received by:

ARS – Allentown PA
Comstar Inc. – Rowley MA
Image Trend – Lakeville MN
PPMS – Goshen NY
CAG – Wethersfield CT

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

The Town of Shandaken is soliciting proposals from qualified Ambulance Billing Service Providers for assistance in the following:

Project Description

Provide billing services for the Town of Shandaken Ambulance Department.

Contractual Date

All submittals will be considered for a two (2) year term starting January 1, 2013 until December 31, 2014.

Scope of Work

Professional services required shall include but not limited to:

- **MANUAL ENTRY BID-** Ambulance Billing services including collection of revenues and detailed reporting including administrative services, third party and patient billing services for providers of emergency and non-emergency ambulance and medical transportation.
- **ADDENDUM BID #1** – Providing above services along with National Emergency Medical Services Information System (NEMSIS) compliant EMS reporting software meeting all local, regional, state and federal guidelines for electronic reporting and associated training for appropriate Town of Shandaken employees.
- **ADDENDUM BID #2-** Addendum Bid #1 plus five (5) compatible hardware units (computers/tablets).

Other: Bidders may submit for one or all bids. The successful firm must comply with all applicable funder requirements.

Submittal Content

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name and address of the lead firm as well as the name and addresses of the other firms with which you worked.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate but is not required.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternate approaches the Town of Shandaken might wish to consider, or special considerations related to programmatic/funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project, including a schedule of Personnel to be assigned to project. The schedule should reflect realistic activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

2

Additional Information

Questions regarding the project may be directed to Supervisor Robert A. Stanley or Ambulance Chief Richard Muellerleite at:

Town of Shandaken
P.O. Box 134, Shandaken, New York 12480
(845) 688 – 7165
supervisor@shandaken.us & car78@shandakenambulance.org

Submittal Deadline

ALL SUBMISSIONS must have written on the outside of the envelope or package in large block lettering: "AMBULANCE BID ENCLOSED", plus which bid(s) are enclosed (ex: "MANUAL ENTRY BID/ADDENDUM BID #1"). Seven copies of the proposal and all addendum bids, if bidding on one or both addendums, must be received at the Town of Shandaken Post Office Box (P.O. Box 67, Shandaken, NY 12480) no later than 9:00am on December 17, 2012 or hand delivered to the Town Clerk's Office, Town of Shandaken Town Hall, 7209 Rte. 28, Shandaken, NY 12480. Proposals received after the deadline will not be considered.

Selection Process

Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Familiarity with Local, Regional, State and Federal Healthcare Providers
- Project Approach and Schedule
- References
- Cost Proposal
- Responsibility/capability to complete the work as required

The Town of Shandaken Town Board expects to evaluate proposals and select a firm at a Special Town Board meeting scheduled for 1:00pm on Monday, December 17, 2012 and will provide written notification to the awarded firm. All bids and addendums will be considered by the Town Board but only one firm will be selected. The Town of Shandaken reserves the right to reject any and all bids.

Equal Opportunity/ Affirmative Action Employer

All qualified firms will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.

Bids were opened & reviewed.

Comparisons made on following factors:
References, Qualifications, Familiarity with local area, User Friendliness of reporting software, Integration into field use of software, Tech Support, Cost.

Supervisor Stanley made a motion to accept **Comstar Inc. of Rowley MA** as our 2013 Ambulance Billing Service.

Seconded by Board Member Bartlett, All in favor, Motion carried.

On a Stanley/Bernstein motion the meeting adjourned at 3:15.