

REQUEST FOR PROPOSALS  
for  
AUDIT OF EMS BILLING SERVICES  
Proposal Number BC-06-18-08-52

BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA

5/6/08

I. INTRODUCTION

Leon County requests proposals from qualified firms or individuals to conduct an audit of billing compliance, specific to the U.S. Office of Inspector General Compliance Program Guidance for Third Party Medical Billing Companies, of its EMS billing vendor. The Contractor shall evaluate any work performed by the billing vendor for the County, necessary to evaluate compliance of the billing vendor, related to work performed for the County. Section III of this document contains a detailed Scope of Work.

II. GENERAL INSTRUCTIONS:

- A. Response Address: The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-06-18-08-52  
Purchasing Division  
2284 Miccosukee Road  
Tallahassee, FL 32308*

- B. Proposal Copies: **An ORIGINAL and five (5) copies** of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual**, all other copies may be photocopies.

- C. Information: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 606-1600; FAX (850) 606-1601; or e-mail at [robertsk@leoncountyfl.gov](mailto:robertsk@leoncountyfl.gov) or [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov). Written inquiries are preferred.

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

- D. Prohibited Communications: Any Form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
1. Any person or person's representative seeking an award from such competitive solicitation; and
  2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

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The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- E. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- F. Offeror Registration: Offerors who obtain solicitation documents from sources other than the Leon County Purchasing Division or Demandstar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Offerors. Also, Offerors should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Offeror through the Purchasing Division or online through Demandstar.com may cause your submittal to be rejected as non-responsive.  
  
As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.
- G. Proposal Deadline: Your response to the RFP must arrive at the above listed address no later than Wednesday, June 18, 2008 at 2:00 PM to be considered.
- H. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- I. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the proposal.
- J. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.

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- K. The County is not liable for any costs incurred by proposers prior to the issuance of an executed contract.
- L. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- M. The contents of the proposal of the successful firm will become part of the contractual obligations.
- N. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- O. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- P. The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- Q. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- R. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- S. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- T. Licenses and Registrations: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

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If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

U. Audits, Records, And Records Retention

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

V. Monitoring

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The

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provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

W. Planholders

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

X. Addenda To Specifications

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

Y. Unauthorized Alien(s): The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

III. SCOPE OF SERVICES:

*5/15/08*  
Leon County desires the successful firm to conduct an audit of billing compliance, specific to the U.S. Office of Inspector General Compliance Program Guidance for Third Party Medical Billing Companies, of its billing vendor. The Contractor shall evaluate any work performed by the billing vendor for the County, necessary to evaluate compliance of the billing vendor, related to work performed for the County.

Background

The current contract between the County and the billing vendor requires that the vendor implement and comply with a Compliance Plan consistent with the intent and activities included in the U.S. Office of Inspector General (OIG) Compliance Program Guidance for Third Party Medical Billing Companies. The billing vendor has agreed to an annual billing compliance audit to be conducted by a reputable third party who is experienced in Emergency Medical Services billing and auditing. The County shall make the selection of the auditor who shall contract with and receive payment from the the billing vendor.

The respondent shall be based in the United States and have an established reputation of permanency and reliability in the field of EMS billing compliance auditing.

Leon County is a political subdivision of the State of Florida and had an estimated 2006 population of 272,497 residents within it 702 square miles. The Leon County Board of County Commissioners

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provides Emergency Medical Services to the entire county. The County's EMS Division is a County-run, third service, provider of Emergency Medical Services. The County contracts with a third-party vendor for EMS billing services. Leon County responded to 30,112 requests for service and transported 20,178 patients resulting in \$17,617,625.64 of gross charges in calendar year 2007.

Reports to be Issued

At the conclusion of the project, the Contractor shall submit to the billing vendor and the County a final report that contains, at a minimum, the following:

1. Executive Summary that shall include an overview of the project, findings and major recommendations.
2. Overview of the audit process that shall include a description of the project and the processes and methods used to identify compliance strengths and weaknesses.
3. Risk Assessment that shall include information on the risk to the billing vendor and the County associated with the practices reviewed during the audit.
4. Recommendations for Improvement that shall include deficiencies found and implementable recommendations for improvement, including justification and rationale behind the recommendations and an estimated timeline for implementation.

The auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the County Administrator and EMS Chief.

Time Requirements

From the date the successful vendor is provided a notice to proceed until completion of work and submittal of a final report as outlined in this RFP, the agreement shall be no more than four (4) months.

Project Team/Staffing

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office, providing that any replacements have equal or better qualifications than those personnel replaced. These personnel may also be changed for other reasons with the express prior written permission of Leon County. However, in either case, Leon County retains the right to approve or reject replacements. The qualifications of any replacements will be furnished to the EMS Chief prior to beginning any work on the audit.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of Leon County, which retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications and experience. In the event of a joint venture or use of subcontractor, requirements of this section apply to all staff connected with the audit.

HIPAA Business Associate Assurances

Contractor shall execute a Business Associate Agreement providing satisfactory assurances under the provisions of the HIPAA security and privacy regulations that Contractor will safeguard Leon County and vendor protected health information in accordance with the standards set forth in the privacy and security rules.

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**IV. REQUIRED SUBMITTALS:**

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake this work, in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the requirements of this request for proposal.

The technical proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. Be sure to follow and clearly mark each section of your proposal according to the sections below (A, B, C, etc.)

**Proposal Response Cover Sheet** (form enclosed) showing the request for proposals' subject; the County's RFP number; the firm's name; the name, address, and telephone and fax numbers of a contact person.

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**Transmittal Letter** – A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.

**Proposal Sections:**

A. Firm name or Joint Venture, business address and office location, telephone number.

- 1) Legal form and ownership.
  - a) If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm. If a joint venture, has this joint venture previously worked together? If yes, what projects?
  - b) A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to the County receiving and approving the joint venture agreement, prior to negotiating the contract.

2) Address, telephone and fax numbers of the office that is to perform the work; address, telephone and fax numbers of the headquarters, if different.

3) Federal Identification Tax Number or Social Security Number.

B. Independence

The firm should provide an affirmative statement that it is independent of Leon County and that it does not provide EMS billing services in competition with the County's current billing vendor. The firm should also list and describe the firm's (including subcontractors and joint venture partners) professional relationships involving Leon County or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give Leon County written notice of any professional relationships entered into during the period of this engagement that may constitute a conflict.

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**C. Licenses and Certifications**

The firm should provide an affirmative statement indicating that the firm and all assigned key professional staff are licensed. Professional licenses or certifications from organizations such as the Certified Public Accounting Organization or Health Care Compliance Association should be included.

**D. Firm Qualifications and Experience**

The proposal shall include a description of the Contractor's business volume and clients. The Contractor must be able to demonstrate that it has provided similar Emergency Medical Services billing compliance auditing services within the past year. The Respondent shall provide the names and contact persons for at least three (3) EMS clients as references to verify its performance. The references shall include a description of the organization, the name, address and phone number of the Contractor's primary contact at the organization. List projects which best illustrate the experience of the firm and current staff that will be assigned to the project.

The respondent must also include the following information:

1. Size of organization, including the average number of employees over the past five years.
2. Present size of firm, nature of services offered and breakdown of staff by discipline.
3. A history of the organization, including years of experience and types of projects completed.
4. Names, titles and other reporting relationships of key employees. Show your organizational chart as it relates to this project; indicating key personnel and their relationships.
5. List outside consultants anticipated to be used on this project, if any. When listing consultants, give the respective specialty of the firm, the work they will perform on this project, their experience and qualifications.

**E. Staff Qualifications and Experience**

The firm should identify the principal supervisory and management staff, including an engaging partner, manager, other supervisors and specialists and the auditor in-charge of field work who will be assigned to the engagement. The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing education, of the specific staff to be assigned to this engagement. Please include the following information related to each person:

Give resumes of key persons to be assigned to the project including but, not limited to:

1. Name & title
2. Job assignments  
Percentage of time to be assigned to this project
3. Number of years with your firm
4. Number of years with other firms with similar experience
5. Experience
6. Education
7. Other experience and qualifications relevant to this project
8. Continuing professional education over the past three years

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9. Memberships in professional organizations relevant to the performance of this audit.

F. Specific Audit Approach

The proposal shall provide a comprehensive description of the design and methods that the respondent intends to use for auditing billing compliance, specifically the OIG Plan, and the mechanisms for identifying compliance strengths and deficiencies. The work shall include a compliance audit of the billing vendor's compliance with the standards established by the OIG for Third Party Medical Billing Companies. Describe how you will approach the design of this project and outline the specific services to be provided. Describe clearly and concisely the tasks and activities that your firm will perform. Include a time/task schedule and develop a chart showing the overall sequence of events and time frame for this project.

G. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance which will be requested from Leon County or the billing vendor.

H. Insurance

Proposer shall address the insurance requirements in Section VIII of the ITN titled "Insurance." The Insurance Certification Form shall be completed and submitted in this section.

I. Pricing/Cost Proposal

The proposal shall identify and describe the fees associated with completion of the scope of work outlined in this Request for Proposal. This shall be a detailed fee schedule that includes the pricing associated with performing the audit engagement as described in this request for proposal. Rates for partners, specialists, supervisory and staff level times and hours anticipated for each shall be included. In addition, out-of-pocket expenses included in the pricing shall be outlined.

**V. SELECTION PROCESS**

5/16/08

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. The Evaluation Committee will recommend to the EMS billing vendor, in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The EMS billing vendor will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the EMS billing vendor determines is fair, competitive, and reasonable for said services.
- D. Should the EMS billing vendor be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The EMS billing vendor shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the EMS billing vendor shall terminate negotiations. The EMS billing vendor shall then undertake negotiations with the third most qualified firm.

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- E. Should the EMS billing vendor be unable to negotiate a satisfactory contract with any of the selected firms, the Board of County Commissioners shall select additional firms to continue negotiations.
- F. Evaluation Criteria: Proposals will be evaluated and ranked on the basis of the following considerations:
  - 1. Project Approach and Quality of Response to RFP
    - a) Quality of response to RFP/General Approach ..... 30
    - b) Adequacy of analytical procedures/review techniques ..... 20
  - 2. Experience/Qualifications
    - a) Staff assigned to project ..... 15
    - b) Firm ..... 15
  - 3. Past Audit Performance/References ..... 10
  - 4. Pricing/Cost Proposal ..... 10

Total ..... 100

**VI. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or re-perform any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

**VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES**

**A. Minority/Women Business Enterprise Requirements**

It is the policy of the Leon County Board of County Commissioners to institute and maintain an effective Minority/Women Business Enterprise Program. This program shall:

- 1. Eliminate any policies and/or procedural barriers that inhibit M/WBE participation in our procurement process.
- 2. Established goals designed to increase M/WBE utilization.
- 3. Provide increased levels of information and assistance available to M/WBEs.
- 4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors.

Each bidder is strongly encouraged to secure M/WBE participation through purchase of those

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goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's goals for M/WBE utilization. Respondents should contact Gary W. Johnson, Leon County M/WBE Director, at phone (850) 606-1650; fax (850) 606-1651 for additional information.

**B. Equal Opportunity/Affirmative Action Requirements**

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

The Respondent shall complete and submit the enclosed Equal Opportunity Statement.

**VIII. INSURANCE**

Your attention is directed to the following insurance requirements. **As this solicitation will result in an agreement with the County's EMS billing vendor and not Leon County, respondents are to take notice that the insurance coverage is minimum required and additional coverage may be requested in contract negotiations with the EMS billing vendor.**

Respondents should confer with their respective insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a respondent fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
  - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
  - c. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
  - d. Professional Liability: Contractor shall carry professional liability insurance of the types necessary to protect the Firm from any professional liability arising under this agreement with a minimum \$1,000,000 liability limit. The deductible shall not exceed \$25,000 and, if greater than \$1,000, must be guaranteed by Contractor for the difference between the deductible and \$1,000. *Insurance is to be placed with insurers with a Best's rating of no less than A:VII.* The professional liability insurance coverage for the services provided under this agreement shall be maintained in force from the date of the contract until a date at least one (1) year following the actual completion of the provision of any services under the terms of this agreement.

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2. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
3. Verification of Coverage. Contractor shall furnish the County as part of your submittal evidence of the current insurance coverages in effect. Should any respondent have coverages that do not meet or exceed the levels listed above, then the Insurance Certification Form is to be completed and submitted.

**IX. ETHICAL BUSINESS PRACTICES**

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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RFP Title: Request for Proposals for Audit of EMS Billing Services  
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**PROPOSAL RESPONSE COVER SHEET**

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Jane G. Sauls, Chairman  
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

BY \_\_\_\_\_  
(Firm Name)

\_\_\_\_\_ (Authorized Representative)

\_\_\_\_\_ (Printed or Typed Name)

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_ 5/6/08

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_

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**STATEMENT OF NO BID**

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- We do not offer this service
  - Our schedule would not permit us to perform.
  - Unable to meet specifications
  - Others (Please Explain)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. 516/09 \_\_\_\_\_

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**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -  
General Liability & Automobile Liability

Primary and not contributing coverage-  
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General  
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,  
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place  Coverage will be placed, without exception

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The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name \_\_\_\_\_  
                    Typed or Printed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_  
(Company Risk Manager or Manager with Risk Authority)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
And OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or *commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

\_\_\_\_\_  
Signature

6/18/08

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor/Firm

\_\_\_\_\_  
Address

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**AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Personally known \_\_\_\_\_  
NOTARY PUBLIC

OR Produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

5/6/08

\_\_\_\_\_  
(Type of identification)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed, or stamped  
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,  
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**