

# **BOROUGH OF ROSELLE**

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## **REQUEST FOR QUALIFICATIONS FOR AMBULANCE BILLING SERVICES**

**BOROUGH OF ROSELLE**

**Contract Term**

**January 1, 2013 through December 31, 2015**

**SUBMISSION DEADLINE**

**DECEMBER 27, 2012  
10:00 A.M.**

**ADDRESS ALL PROPOSALS TO:**

**PURCHASING DEPARTMENT  
BOROUGH HALL  
210 CHESTNUT STREET  
ROSELLE, NEW JERSEY 07203**

**ATTN: BRYAN RUSSELL, PURCHASING AGENT**

## GENERAL INFORMATION & SUMMARY

### ORGANIZATION REQUESTING PROPOSAL

**BOROUGH OF ROSELLE  
210 CHESTNUT STREET  
ROSELLE, NJ 07203**

### CONTACT PERSON

**BRYAN RUSSELL  
PURCHASING AGENT  
PURCHASING DEPARTMENT – 2ND FLOOR  
(908) 259-3028**

**January 1, 2013 - December 31, 2015**

### PURPOSE OF REQUEST

**The BOROUGH OF ROSELLE is requesting proposals from qualified individuals and firms to provide Ambulance Billing Services of a specialized nature to the Borough. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.**

### CONTRACT FORM

**The successful proposers shall be required to execute the Borough's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Borough form contract is available upon request.**

**It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Borough arising out of, or by reason of, the work done and materials furnished under this Contract.**

## **DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR AMBULANCE BILLING SERVICES**

- 1. BOROUGH OF ROSELLE FACTS AND FIGURES – The BOROUGH OF ROSELLE is a municipal Governmental entity. The Borough was incorporated in 1894. The legislative authority and responsibilities of the BOROUGH OF ROSELLE is vested in the elected Mayor and six-member Council. The Governing Body sets policy, adopts the operating and capital budgets**

for the Borough, enacts ordinances and sets the direction of how the BOROUGH OF ROSELLE will provide government services. The Mayor is the Borough's chief executive officer and carries out the policies adopted by the Council.

The Borough's population is approximately 21,415 and it consists of approximately 2.5 square miles of area. The Borough employs approximately 232 people in about 12 departments and agencies. It owns administration buildings, courthouse buildings, parks and recreation facilities.

The Borough's operating budget is approximately \$39,000,000. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

2. NATURE/ SCOPE OF SERVICES – The BOROUGH OF ROSELLE is requesting proposals from qualified individuals and firms to provide Ambulance Billing Services.

**A) APPOINTMENT**

The client hereby appoints the Contractor as the claims collector and administrator for the Clients third party ambulance transportation collection, recovery and subrogation programs, for Government and Private Insurance Carriers only (hereinafter called the "plan"), and Contractor accepts such appointment.

**B) CLAIMS ADMINISTRATIVE AND RELATED SERVICES**

To the best of its abilities or as otherwise defined herein, Contractor shall;

a) receive data from Client on a weekly basis as to the prior weeks ambulance services provided to third parties, in a format agreed upon by the parties to this Agreement, which data shall include but not limited to:

- \$ Name(s) and home address (es) of person(s) treated and/or transported
- \$ Date(s) of birth thereof
- \$ Social Security number(s) thereof
- \$ Place of collection (including zip code), and destination of ambulance transport
- \$ Odometer reading when patient is placed in ambulance
- \$ Odometer reading upon arrival at hospital
- \$ Details as the medical necessity of the ambulance transportation, based upon all Available information available to the First Aide Squad at the time of transportation.
- \$ Details to any insurance coverage available to each transportee, which might reasonably be expected to cover part or all of the cost of the transportation.
- \$

b) Investigate each reported claim and negotiate and/or co-ordinate the adjustment and settlement of each claim by any other applicable insurance or billing(s) to the transportee(s), by written request for reimbursement to the transportee(s) and /or their insurer(s) and/or the hospital receiving the transportee (where required by contract with Medicare or the Healthcare Finance Administration)

c) WHERE REQUIRED, ARRANGE THE SERVICES OF PROFESSIONAL

## **COLLECTION SERVICES**

d) Upon receipt of reimbursement of such reimbursement, it total, record such receipt, and transmit reimbursement check or checks, net of fees, directly to the designate bank account for deposit. If partial, continue to attempt recovery of applicable balance, per items b) through d) above.

e) Provide the Client with periodic weekly reports as to fines collected, or pending collections.

### **C) CLIENT'S RESPONSIBILITY**

a) Upon receipt of a 911 or similar request for ambulance treatment and/or transportation, to insure that all data necessary for the proper conduct of the contractors duties (as defined herein) be promptly obtained and transmitted to Contractor in the agreed manner.

b) In addition to other termination rights provided for below, in the event that the Client shall fail to take any of the actions required of it anywhere in this Agreement, Contractor shall have the right to terminate this agreement upon thirty (30) written notice to the client.

c) The client shall supply such additional information upon the request of the Contractor as may be requested for the expeditious processing or collection of reimbursement.

d) If Ambulance run forms currently being used are not adequate, provide forms or electronic data processing required by the contractor.

e) If (D) is necessary, provide the necessary training.

f) Provide data to the State of New Jersey Office of Emergency Medical Services or some other Government Agency requesting Ambulance Data as per BOROUGH OF ROSELLE.

3. **STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL** - Proposers should submit a technical proposal which contains the following:

A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;

B. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

C. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other Borough governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Borough may obtain

references from any of the parties listed.

**A description of all other areas of Ambulance Billing Services of the proposer, with emphasis on a description of those services of interest to a Borough government client.**

- D. Provide examples of cost saving measures realized by your clients based upon your recommendations.**
- E. Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.**
- F. An Affirmative Action Statement (copy of form attached).**
- G. A completed Non-Collusion Affidavit (copy of form attached).**
- H. A statement that the proposer will comply with the General Terms and Conditions required by the Borough and enter into the Borough's standard Professional Services Contract.**
- I. A copy of the proposer's Business Registration Certificate.**

**4. COST PROPOSAL - The Client agrees to pay Contractor as consideration for the foregoing services not to exceed 12% of ambulance fee revenues collected for each 12-month period of the contract.**

**A) TERM**

**This agreement shall have an initial term of two years, commencing on the date set forth above, and shall subsequently automatically be renewed on an annual calendar year basis thereafter, unless and until terminated by a written notice given by either party at least ninety (90) days in advance in the term then in effect. In the event Contractor gives notice of its intention to terminate, it agrees, upon the prompt written request of the client, to continue to provide these services for a period of up to ninety (90) days. Contractor shall be compensated for such services beyond the year by receiving in advance a pro-rata portion of the annual fee set forth in paragraph D above.**

**MISCELLANEOUS**

- a) it is understood and agreed that claims first opened during this contract will be administered to the conclusion of the contract period.**
- b) it is agreed that the Contractor may sub-contract any and all services provided under this agreement with the prior consent of the client, and such consent will not be unreasonably withheld.**
- c) the captions used herein are solely for the convenience of the parties and are not**

intended to affect the meaning or construction of the provisions hereof.

d) this agreement is the entire and complete agreement between the parties and may not be modified except by an instrument in writing duly executed by the parties. Any previous agreements or understandings whether oral or in writing are terminated and superseded by the provisions of this agreement, and there's no understandings or agreements between the parties other than those included herein.

5. **PROPOSAL EVALUATION** – The Borough will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Borough will make the award(s) that is in the best interest of the Borough.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Borough reserves the right to:

- a. Not select any of the proposals;
- b. Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled".)
- c. Award a contract for the requested services at any time within 90 days of the selection of the most advantageous proposal; Every proposal should be valid through this time period.

The Borough shall not be obligated to explain the results of the evaluation process to any proposer.

The Borough may require proposers to demonstrate any services described in their proposal prior to award.

6. **PROPOSAL LIMITATIONS** – This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Borough by issuance of this RFQ. The Borough reserves the right at the Borough's sole discretion to refuse any proposal submitted.

7. **USE OF INFORMATION** - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Borough to the proposer in connection with this RFQ shall remain the property of the Borough. When in tangible form, all copies of such information shall be returned to the Borough upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Borough or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

**8. GENERAL TERMS AND CONDITIONS –**

- A. The Borough reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Borough to do so.**
- B. In case of failure by the successful proposer, the BOROUGH OF ROSELLE may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.**
- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.**
- D. Each proposal must be signed by the person authorized to do so.**
- E. The contract shall be in effect through December 31, 2015 unless otherwise stated.**
- F. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Borough assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.**
- G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and number or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard**

to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Borough harmless in any case of any such infringement.
- I. No proposer shall influence, or attempt to influence, or cause to be influenced, any Borough officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No proposer shall cause or influence, or attempt to cause or influence, any Borough officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Borough Law Department's decision shall be final and conclusive.
- L. The BOROUGH OF ROSELLE shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- M. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

**END OF GENERAL INSTRUCTIONS**

## **BASIS OF AWARD**

*(To be completed by Borough evaluation committee)*

### **EVALUATION FACTORS**

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- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned**
  
- B. Knowledge of the BOROUGH OF ROSELLE and the subject matter to be addressed under this engagement**
  
- C. Relevance and Extent of Similar Engagements performed**
  
- D. Technical Proposal contains all required information**
  
- E. Reasonableness of Cost Proposal**

## REQUEST FOR QUALIFICATIONS CHECKLIST

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:**

Please initial below, indicating that your proposal includes the itemized document.  
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

### INITIAL BELOW

- A. An original and six (6) signed copies of your complete proposal. \_\_\_\_\_
- B. Non-Collusion Affidavit properly notarized \_\_\_\_\_
- C. Authorized signatures on all forms. \_\_\_\_\_
- D. Business Registration Certificate(s) \_\_\_\_\_
- E. Affirmative Action Statement \_\_\_\_\_

**Note: N.J.S.A 52:32-44 provides that the Borough shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.**

**THE UNDERSIGNED HEREBY ACKNOWLEDGES**  
**THE ABOVE LISTED REQUIREMENTS.**

**NAME OF PROPOSER:**

**Person, Firm or Corporation**

**BY:**

**(NAME)**

**(TITLE)**

**EXHIBIT A**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable Borough employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Borough employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

Exhibit A (Continued)

**In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.**

**The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:**

- § Letter of Federal Affirmative Action Plan Approval**
- § Certificate of Employee Information Report**
- § Employee Information Report Form AA302**

**The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY  
COUNTY OF UNION

ss:

I AM

OF THE FIRM OF  
UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE BOROUGH OF ROSELLE RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS                      DAY

OF \_\_\_\_\_ 20\_\_\_\_.

(TYPE OR PRINT NAME OF  
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

My COMMISSION EXPIRES: \_\_\_\_\_, 20\_\_\_\_\_.

rfqfinancialservices