FINANCE

INVITATION TO BID
TOWN OF NORTH HAVEN

Sealed bids for Emergency Medical Services Consultant, Project No. 15-26, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00 AM on Tuesday, February 17, 2015 at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance/Administration

SPECIFICATIONS

- Provide an analysis of the Emergency Medical calls for service currently being performed by the North Haven Fire Department.
- Provide an analysis of the collection rate of revenue for one (1) and/or two (2) responding ALS vehicles using existing call volumes, existing data, existing department Standard Operating Guidelines and all applicable collection rates.
- Assist with obtaining Certificate of Need for licensing, fees, applicable rate assignments, as needed.
- Assist with contract negotiations with private ambulance companies, as needed.
- Assist with updating the Town of North Haven Emergency Medical Services plan.

QUALIFICATIONS

- Successful bidder shall have intricate workings of the Yale - New Haven Sponsor Hospital medical oversight program.

- Successful bidder shall have intricate knowledge of the State of CT EMS system and the State of CT Office of Emergency Services.
- Successful bidder shall have a minimum of fifteen (15) years of consulting on EMS issues, billing and collections, and working with fire department based Emergency Medical Services including the setup of bundle billing and paramedic intercept billing and arrangements within the **State of CT**.
- Successful bidder shall have intricate experience in the Certificate of Need application and hearing processes.
- Successful bidder shall have intricate experience in collectible rate assignment and licensing as required.

NOTES TO BIDDERS

All questions must be made to the Director of Finance and Administration, Edward J. Swinkoski, by email at Swinkoski.Edward@town.north-haven.ct.us by no later than Friday, February 13, 2015 at 12:00 noon. No phone calls will be accepted.

Bidders shall provide disclosure of any termination, notice of default, litigation, arbitration or other regulatory or adversarial proceedings in which respondent has been a party to in the last 5 years.

Bidders are required to provide a list of all municipalities in CT for whom respondent has provided services similar to those requested in this bid specification in the past 5 years.

All bids are to be held firm until awarded.

All bids must be submitted on this form.

Envelope(s) must be plainly marked BID, with the purpose and time of opening.

The successful bidder will be required to submit a Certificate of Insurance naming the Town as additional insured before starting any work.

BID

Per hour rate for services $_____

Not to exceed $ _____

BIDS SUBMITTED BY: DATE:_____

_____ _____
Name of Company Authorized Signature Title

_____ _____
Street Print Name

_____ _____
City, State, Zip Telephone Number FAX Number