## City of Fort Worth, Texas

# Mayor and Council Communication

**DATE**: 10/31/23 **M&C FILE NUMBER**: M&C 23-0929

LOG NAME: 13P RFP 23-0083 EMS COMPREHENSIVE STUDY TD FIRE

### **SUBJECT**

(ALL) Authorize Execution of an Agreement with Fitch & Associates, LLC for an Emergency Medical Services Comprehensive Study in an Amount Up to \$182,500.00 for the Fire Department

#### **RECOMMENDATION:**

It is recommended that the City Council authorize execution of an agreement with Fitch & Associates, LLC for an emergency medical services comprehensive study in an amount up to \$182,500.00 for the Fire Department.

#### **DISCUSSION:**

The City Manager's Office and MedStar approached the Purchasing Division to procure an agreement for an emergency medical services (EMS) comprehensive study. The selected firm will conduct a fiscal and operational evaluation of MedStar and the current EMS system and will then provide recommendations on the best way to structure and provide emergency medical services that will be focused on high standards for patient care and is fiscally sustainable.

The study is intended to be a comprehensive analysis of the entire EMS system including; stakeholder interviews, review of revenue sources to include any untapped opportunity for grant funds, comparison with national EMS trends and challenges, evaluation and comparison of EMS models, EMS system structure for maximized communication, input, and collaboration with all stakeholders, governance structures including boards and councils, clinical focus, results, and cost of the system as compared to other systems.

In order to procure these services, staff issued Request for Proposal (RFP) No. 23-0083. The RFP consisted of detailed specifications for the EMS comprehensive study and was advertised in the *Fort Worth Star-Telegram* on July 5, 2023, July 12, 2023, July 19, 2023, July 26, 2023, and August 2, 2023. The City received five (5) responses. One response was deemed non-responsive due to a conflict of interest.

An evaluation panel consisting of representatives of the Fire Department, MedStar, and various stakeholder representatives, including Suburban City members and a representative from the local healthcare system, reviewed and scored the remaining submittals using Best Value criteria in accordance with the criteria below.

- a. Completeness of Proposer's proposed plan to provide an EMS Comprehensive Study
- b. Demonstrated capability of the Proposer to satisfactorily meet not only the requirements outlined in this document but all necessary phases of the program
- c. Plan to accomplish all required tasks
- d. Proposer's experience with projects of similar size and scope
- e. Personnel qualifications and experience
- f. Proposer's familiarity with MedStar and expertise regarding EMS deployment methodologies and systems dynamics generally
- g. References
- h. Cost

The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Bidders	Evaluation Factors								
	а	b	O	đ	e	f	g	h	Total Scores
Fitch & Associates, LLC	7.15	7.15	8.17	6.17	5.33	6.83	2.83	25.00	68.63
Healthcare Strategists, Inc.	6.72	6.28	7.23	4.67	5.67	5.33	2.42	23.42	61.74
Public									

Consulting Group LLC	6.72	6.50	7.00	5.00	4.50	5.50	2.50	23.60	61.32	
AP Triton, LLC	7.58	6.28	7.23	5.83	5.33	4.83	2.92	5.64	45.66	

The top three firms were interviewed on September 7, 2023.

After evaluation, the panel concluded that Fitch & Associates, LLC presented the best value to the City. Therefore, staff recommends that the Council authorize this purchase with Fitch & Associates, LLC. Staff certifies that the recommended vendor bid met specifications.

Funding is budgeted in the CMO City Manager's Office Department within the General Fund.

This procurement is exempted from the competitive bidding requirements as provided for under Section 252.022(7) of the Texas Local Government Code because, the specified vendors are the documented sole source original equipment manufacturer for the playground equipment each manufacturer provides.

DIVERSITY AND INCLUSION (DVIN) - The Fire Department submitted a Sole Source 252 Exemption Form that was approved by the City Attorney's Office. Therefore, the business equity goal requirement is not applicable.

AGREEMENT TERMS - Upon City Council approval, this agreement shall begin upon execution and expire upon completion and payment of all services.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

#### FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as appropriated, in the General Fund. Prior to an expenditure being incurred, the City Manager Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by:	Reginald Zeno	8517
	Valerie Washington	6192
Originating Business Unit Head:	Reginald Zeno	8517
	James Davis	6801
<b>Additional Information Contact:</b>	Jo Ann Gunn	8525
	Taylor Dean	7648