

# Emergency Transport Services Contract RFP

## TOWN OF CABOT REQUEST FOR PROPOSALS: EMERGENCY AMBULANCE TRANSPORT SERVICES GENERAL INFORMATION

### **SECTION 1: NOTICE TO PROPOSERS:**

The purpose of this RFP is to solicit proposals for an Emergency Ambulance Transport service contract to provide Town of Cabot residents with emergency medical services (EMS, including full 911 emergency care and ALS transport). Proposals will be considered from single bidders or from bidder partnerships of more than one responding Agency. The Town of Cabot will entertain any of a range of Emergency Ambulance Transport Service approaches including ones that provide dedicated ambulances, or those where ambulances are shared with other municipalities. Proposals shall meet the minimum requirements identified and shall include the TOTAL cost of providing the specified services to the Town of Cabot.

Successful Bidders will agree to work seamlessly with the Town of Cabot First Aid Stabilization Team (FAST) Squad, which operates under the direction of the Town of Cabot Fire Chief.

The Town of Cabot reserves the right to select a contractor that is deemed most advantageous to the Town and is not obligated to accept the lowest price proposal.

The Town of Cabot reserves the right to contact and evaluate proposer's references; contact any proposer to clarify any response; contact any current users of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

### **SECTION 2: SERVICE AREA DEMOGRAPHICS:**

The Service Area is the Town of Cabot in Washington County, Vermont. The Town of Cabot has a land area of 38.5 square miles, a population of 1443 people (2020 Census), and a median age of 39.6 years. Approximately 354 people in the Service Area are over the age of 55 (2022 Census).

The table below contains four (4) years of EMS-SIREN response data for the Service Area (2020, 2021, 2022, and 2023).

*Incidents Occurring in Cabot, Village of Cabot, East Cabot, South Cabot (as documented by eScene 17). Data Source: Statewide Incident Reporting Network (SIREN)*

	Total Number of EMS Incidents in Cabot	Number of Transports	Number of No Transports ("Sign-Offs")*
2020	143	82	17
2021	146	77	37
2022	123	62	23
2023	173	92	46
<b>TOTAL</b>	<b>585</b>	<b>313</b>	<b>123</b>

\* Note: "Sign-offs" include patients who were evaluated, treated, and released, either according to protocol or against medical advice, and those that refused evaluation/care without transport to the hospital.

**SECTION 3: BID SPECIFICATION:**

The Successful Bidder will provide emergency ambulance transport services in the Service Area using ambulances staffed and equipped in accordance with the State of Vermont, Statutes and Rules for Emergency Medical Services, on a twenty-four (24) hour a day, seven (7) days per week basis.

Terms of service for a contract with the Town of Cabot are July 2, 2024, at 00:00:01 hours through July 1, 2025, renewable by mutual agreement.

The Successful Bidder shall make charges for services rendered in accordance with Federal and State standards. The Successful Bidder will accept Medicare and Medicaid assignment as payment in full for patients so insured. Charges for transportation from a Town of Cabot emergency scene for fire department personnel, Town of Cabot road crew or first responders injured in the line of duty are billable to the Town of Cabot.

The Successful Bidder shall be responsible for EMS billing and collection of ambulance service fees and will retain all fees collected. The Town of Cabot shall not be liable for payment of any uncollected bills.

**ANTICIPATED PAYMENT STRUCTURE**

It is anticipated that the payments will be monthly. The Town of Cabot will, however, consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is in the Town’s best interest.

The Successful Bidder awarded a contract with the Town may not subcontract or assign to another contractor the award or any part thereof without the prior written consent of the Town of Cabot.

**PROPOSAL PREPARATION, FORMAT, AND CONTENT**

To facilitate evaluation of the proposals, the bidder is instructed to follow the outline below. Proposals that do not follow the outline or do not contain the required information may be

considered incomplete. Additional and more detailed information may be attached to the main body of the response.

**PART 1: GENERAL INFORMATION AND NARRATIVES:**

- a. Name and address of the Bidder's firm or organization
- b. Name, email, and telephone number of a contact person to whom the Town of Cabot representatives should address questions they may have about the proposal submitted.
- d. Information about the bidder's facilities and ambulance(s) -including ambulance age- that would serve the Town of Cabot
- e. A brief narrative detailing ongoing training schedules and certification maintenance for team members who would serve the Town of Cabot.
- f. A brief narrative regarding the replacement plan for bidder's ambulance fleet.
- f. A brief narrative proposing how relations between Cabot's FAST Squad and successful bidder's Team be managed and optimized.
- g. The total cost of providing the services to the Town of Cabot, excluding any revenue collected for services.
- h. The proposal must be signed and dated by an official authorized to sign for the firm or organization submitting the proposal. The signature section shall include the printed name of the official, and the official's title.

**PART 2: STATEMENT OF QUALIFICATIONS:**

The Successful Bidder's Statement of Qualification must include the following:

- a. For private entities - Business and financial references (e.g. a copy of both Vermont Secretary of State business registration *and* documentation of Federal EIN business registration; or a copy of both Vermont Secretary of State Non-Profit Registration *and* documentation of Federal 501c3 designation)
- b. For public (municipal) entities – documentation of Municipal status.
- c. The most recent audited financial statements for the firm or organization; or -for Municipal organizations- copy of financial statements generated by municipal employees (e.g. Town report) documenting financial position of organization. *Please submit financial reports in a separate, easily identifiable area of your proposal package/digital files.*
- d. A list of similar work performed, identifying current status and/or key clients;
- e. An organization chart identifying the names, titles and certifications (paramedics, EMTs, VEFRs, etc.) of proposed team members and their reporting relationships who would be responding in the Town of Cabot;

- f. A resume or summary of experience for key team members, including past performance, work experience, certifications, and qualifications.
- g. A brief statement defining mutual aid arrangements to provide backup ambulance services on the rare occasions when the Successful Bidder's units are unavailable within the Service Area (e.g. multiple simultaneous calls, mass casualties, etc.)
- h. Copies of State of Vermont organizational licensure for: ambulance service operations, ambulance base, and ALS service qualifications.
- i. A time estimation, supported by digital maps, of Ambulance transport response from:
  1. Base to 125 VT Rt 215 South (southern boundary of Town of Cabot)
  2. Base to Cabot Village Center
  3. Base to 3677 South Walden Road (northern Boundary of Town of Cabot)
  4. Base to 1759 Danville Hill Road (height of the land, East Cabot)
  5. Base to 1584 Cabot Road (western edge of Town of Cabot)
- j. A Statewide Incident Reporting Network (SIREN) generated report for the past three years (2021, 2022, 2023) detailing **service response metrics** including:
  - The number of calls for each year in previous service area(s) for EMS,
  - The number of transport for each year in previous service areas(s) for EMS,
  - The number of no transports (sign offs) on previous service areas(s) for EMS, and
  - The number of calls mutual aid was needed to cover response in previous service area(s) for EMS.

## **CONFIDENTIALITY AND PUBLIC RECORDS ADVISORY**

Proposals submitted in response to this RFP and any resulting contract are subject to the provisions of [Vermont's Public Records Act](#). Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked, and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

## **PROPOSAL SUBMISSION**

Proposals shall be submitted either in electronic form or in writing on or before noon on April 30, 2024 and addressed as follows to:

Betty Ritter, Town Clerk (Betty Ritter <tc@cabovt.us>  
*ATTN: Emergency Transport Services RFP*

Town of Cabot  
3084 Main Street, PO Box 36  
Cabot, VT 05647  
802-563-2279

All late proposals shall remain unopened and shall be rejected. All proposals submitted become the property of the Town of Cabot.

### **VALUATION OF PROPOSALS**

Proposals will be evaluated by the Cabot Selectboard using the criteria below:

- a. Requirements of the Request for Proposal and specifications therein
- b. Demonstrated quality of successful municipal relationships and relevant experience
- c. Demonstrated level of organizational capability
- d. Reasonableness and competitiveness of cost proposal

The Selectboard of the Town of Cabot will review all proposals received as a result of this request and make a selection that is in the best interest of the Town of Cabot. The decision of the Cabot Selectboard shall be final and conclusive.

The Cabot Selectboard reserves the right to:

1. Reject any and all bids at its sole discretion.
2. Evaluate all submissions in accordance with criteria herein.
3. Retain copies of all statements of qualifications submitted.

Any interpretation, correction or change of the Proposal Documents will be made by Addendum submitted through the Town of Cabot Clerk's Office. Interpretations, corrections, and changes of the proposal documents made in any other manner will not be binding, and the bidder shall not rely upon such interpretations, corrections, and changes.

Thank you for your interest in a contract for Emergency Transport Services with the Town of Cabot. We look forward to reviewing your submissions.

The Cabot Selectboard;

- Michael Hogan, Chair
- Fred Ducharme, Vice Chair
- Walter 'Skip' Bothfeld
- Richard D. Eno
- Karen Larsen