

TOWN OF TRUMBULL, CONNECTICUT  
EMS DEPARTMENT BILLING SERVICES  
REQUEST FOR PROPOSAL  
GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6165

DUE: February 18, 2016 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for **BILLING SERVICES** for the EMS Department Services in accordance with the enclosed technical descriptions, specifications, and requirements.

1. **PREPARATION OF PROPOSALS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

2. **BID SUBMISSION**

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

**Bid 6165 Due: February 18, 2016 @ 3 pm**  
Purchasing Agent: **Kevin Bova**  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **BID TIME**

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.

A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. **TOWN OPTIONS**

- a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **February 11, 2016**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Joseph Laucella** (203)452.5079 [jlaucella@trumbull-ct.gov](mailto:jlaucella@trumbull-ct.gov) or **Barbara Crandall**, (203.452.5146) [bcrandall@trumbull-ct.gov](mailto:bcrandall@trumbull-ct.gov). All other questions may be directed to **Kevin J Bova**, Purchasing Agent (203.452.5042) [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov).

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**  
The Town Purchasing Agent will issue notification of award in writing. Along with a Town standard contract.
8. **PRICING**  
All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**  
Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.
10. **HOLD HARMLESS CLAUSE**  
The Contractor further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.
11. **WORK REGULATIONS AND STANDARDS**  
All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.
12. **CONFLICT OF INTEREST**  
  
Public officials shall be prohibited from receiving any town work procured through a Public Bid or bid waived process so as to avoid any appearance of impropriety or conflict Of interest, and; Public officials cannot circumvent the intent of this ordinance by receiving Town work through a bid waiver, as proscribed by the Trumbull Town Charter.
13. **ADDENDUMS**  
It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.
14. **OPTION TO RENEW**  
The Town may renew the term of a purchase order/contract awarded for this requirement for Two (2) Additional years, at the price stated in the Bid Response Form by giving the contractor at least thirty (30) Days written notice.

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**DUE: February 18, 2016 3:00PM**

**Requirements –Description- Specifications**

The Trumbull EMS Department requests pricing for all medical billing services to the Town of Trumbull, CT. The following information is provided:

**Description of Services for EMS**

1. Process all paperwork for billing to insurance carriers including electronic billing as required.
2. HIPPA Compliance Training.
3. In Service education to Trumbull EMS and Finance Department...
4. Prepare standard statistical reports for EMS monthly.
5. Ability to import billing documentation from EMS Charts
6. Current list of clients
7. Provide a representative bi-monthly (as needed) to assist residents regarding billing concerns.

**Description of Services to the Town of Trumbull, Finance Department**

1. Direct deposit of checks into Town account.
2. Prepare standard statistical reports for the Town as required, e.g.:
  - a. aging
  - b. deposit record
  - c. delinquent accounts
  - d. status report of monthly activity
3. Assist and/or prepare with DPH/OEMS rate application.
4. Provide all necessary reports to generate rate application.

**Additional Information**

1. Number of patients transported: 2015- 3071

**Disclosures/Terms**

1. Any additional fees associated with EMS Charts usage, collection agency, etc.
2. Term of contract will be 2 years with an additional 1 year renewal option.
3. Sixty day notification for termination by either party.
4. Collection Agency used.

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PROPOSAL

The undersigned hereby submit the following proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

Total Proposed Price (all fees, supplies, etc.): \$ \_\_\_\_\_/month      \$ \_\_\_\_\_/year

Attach references, contact information and pricing methodology.

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

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City/town - Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website