

**RESOLUTION NO. 20-09-87**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,  
VILLAGE OF ISLANDS, FLORIDA APPROVING THE FINAL  
RANKINGS AND RECOMMENDATIONS OF THE RFP 20-09  
EVALUATION COMMITTEE FOR MEDICAL DIRECTOR SERVICES;  
AUTHORIZING VILLAGE MANAGER AND VILLAGE ATTORNEY TO  
ENTER INTO AN AGREEMENT FOR THE REQUESTED SERVICES;  
AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED  
FUNDS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Islamorada, Village of Islands (the "Village") prepared and advertised a Request for Proposals for EMS Medical Director Services (RFP 20-09) (the "RFP"), a copy of which is attached hereto as Exhibit "A"; and

**WHEREAS**, the Village Manager established an RFP Evaluation Committee (the "Committee") to review the proposals and make recommendations to the Village Council for the selection of responsive proposals; and

**WHEREAS**, the Committee reviewed the three (3) proposals received utilizing the evaluation and scoring criteria set forth in the RFP; and

**WHEREAS**, Professional Emergency Services, Inc. received the highest score from the Committee; and

**WHEREAS**, since July 2001, the Village has engaged the services of Professional Emergency Services, Inc. and knows the firm to be knowledgeable, competent, reliable, and effective; and

**WHEREAS**, Professional Emergency Services, Inc. has agreed to provide the Medical Director services; and

**WHEREAS**, the Village Council finds that approval of the selection of Professional Emergency Services, Inc. is in the best interest of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,  
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1.** **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2.** **Approval of Selection.** The Village Council of Islamorada Village of Islands, hereby approves the final rankings and recommendation of Professional Emergency Services, Inc. to perform the services outlined in RFP-20-09, as set forth in Exhibit "A" attached hereto.

| <u>Bid Rank</u> | <u>Proposer/Firm Name</u>                               | <u>Points</u> | <u>Cost Per Year</u> |
|-----------------|---|---------------|----------------------|
| 1               | Professional Emergency Services, Inc./<br>Dr. Schwemmer | 433 Points    | \$ 54,600.00         |
| 2               | Emergency Training and Consulting/<br>Ken Lavelle       | 354 Points    | \$ 48,000.00         |
| 3               | Cambridge Consulting Group                              | 164 Points    | \$ 140,000.00        |

**Section 3.** **Authorization of Village Officials.** The Village Manager and/or his/her designee and the Village Attorney are authorized to negotiate a contract for the requested services with Professional Emergency Services and enter into an agreement. Should contract negotiations fail at any time, the Village Manager may negotiate a contract with the firms recommended in the order listed in Section 2 of this Resolution.

**Section 4.** **Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Agreement.

**Section 5.** **Effective Date.** This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilwoman Deb Gillis, seconded by Councilman Chris Sante.

**FINAL VOTE AT ADOPTION**

**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA:**

Mayor Mike Forster YES

Councilwoman Deb Gillis YES

Councilman Jim Mooney YES

Councilman Chris Sante YES

Seat 4 Vacant

**PASSED AND ADOPTED ON THIS 17<sup>TH</sup> DAY OF SEPTEMBER, 2020.**



MIKE FORSTER, MAYOR

ATTEST:



KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS ONLY



ROGET V. BRYAN, VILLAGE ATTORNEY



**Islamorada, Village of Islands, Florida**

**REQUEST FOR PROPOSALS**

**EMS MEDICAL DIRECTOR  
(RFP 20-09)**

**Issue Date: August 7, 2020**

Islamorada, Village of Islands (the "Village"), will receive formal proposals for EMS Medical Director Services for the Islamorada, Village of Islands Fire Rescue Department ("IFR"). Sealed Proposals will be received by the Village Clerk **until 3:00 p.m. Eastern Standard Time on September 1, 2020.**

Interested firms must submit sealed proposal packages by mail or in person to:

Islamorada, Village of Islands  
Attn: Village Clerk  
86800 Overseas Highway  
3<sup>rd</sup> Floor  
Islamorada, Florida 33036

It is the sole responsibility of proposing firms to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected. Proposals shall be prepared, addressed and submitted in compliance with detailed instructions as set forth in this Request For Proposal.

**I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified parties ("Proposers") to provide Medical Director Services for Islamorada Fire Rescue.

**II. OBJECTIVES**

The objective of this RFP is to secure the services of a Medical Director for the leadership and guidance of the Emergency Medical Service ("EMS") system within the Village. The IFR currently

provides ambulance services within the Village. Florida Statutes Chapter 401 and Florida Administrative Code Chapter 64-J require medical direction for the provision of Advanced Life Support ("ALS") and Basic Life Support ("BLS"). The selected Medical Director will be responsible for overseeing the medical (patient care) operations of the Village's Fire Rescue Department. The professional services to be provided and performed for the Village are described in Section III, Scope of Services. The anticipated contract period during which the services are to be performed is October 1, 2020 through September 30, 2025, with two (2) two-year renewal periods.

The Medical Director shall perform the services under this agreement as an independent contractor and noting contained herein shall be construed to be inconsistent with this relationship or status. Nothing in the agreement shall be interpreted or construed to constitute the Contractor or any of its agents or employees to be the agent, employee or representative of the Village.

### **III. SCOPE OF SERVICES**

#### **A. Proposer Qualifications:**

1. Currently licensed and practicing in the State of Florida as an M.D. or D.O. for at least two (2) years.
2. The Proposer must have the ability to prescribe medications, including controlled substances, in the State of Florida, pursuant to the provisions of Chapters 458, 499 and 893 of the Florida Statutes.
3. The Proposer shall be active in a broad based clinical medical specialty with demonstrated experience in the pre-hospital care.
4. The Proposer must have broad knowledge base of pre-hospital care and hospital emergency medicine and/or emergency surgery. Pre-hospital care experience shall be provided by the Proposer.
5. The Proposer is preferred to be Board Certified in Emergency Medicine through either the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Physicians for at least two (2) years.
6. Within two (2) months of contract signing, the Proposer must present a plan for the Fire Chief's approval to provide Advanced Cardiac Life Support (ACLS) instruction, Advanced Trauma Life Support (ATLS) instruction and Pediatric Advanced Life Support (PALS) to IFR personnel. This instruction must be available at least once every two (2) years.
7. It is preferred that the Proposer possess expertise in ACLS, PHTLS and PALS.

#### **B. Time Commitment:**

The selected Medical Director must be available to participate in the following meetings:

1. Become active with the Florida Association of Emergency Medical Services Medical Directors within six (6) months of contract signing.

2. Meet at the IFR stations a minimum of once per month. These meetings may involve the Fire Chief, Chief of Operations Training and EMS to discuss the overall department and the Village's EMS issues.
3. Be available for annual comprehensive review of EMS Standing Orders, Trauma Transport Protocols and associated department Medical Protocols.
4. Be available to meet quarterly with area Emergency Department Directors and Hospital Administrators in regard to pre-hospital care and EMS users, commonly referred to as EMS Users Group.

### **C. Duties and Responsibilities**

Professional services, duties and responsibilities of the selected Medical Director will be to:

1. Supervise and accept direct responsibilities for the medical performance of the paramedics and EMTs working for IFR. Medical director will retain the ultimate authority to permit and /or prohibit any paramedic or EMT to use advanced life support or other emergency medical procedures. The area of responsibility will include, but not be limited to, on-duty field personnel, on-duty command personnel, on-call personnel and volunteer personnel.
2. Continually evaluate the medical capability of the paramedics and EMTs of IFR and offer advice regarding the appropriate levels and standards of care that should be achieved. This evaluation may be accomplished through written testing, performance-based testing, and direct observation during patient transport and treatment events.
3. Develop medically correct EMS Protocols that permit specified ALS procedures to be used when field paramedics cannot establish communication with the medical director, or when a delay in patient care would potentially threaten the life or health of the patient.
4. Annually review the EMS Protocols for accuracy within local, state, and federal standards of care guidelines. To accept responsibility for the medical correctness of any standing order that he/she authorizes for use and for properly instructing regarding the correct use of the Protocols.
5. Develop EMS Protocols that ensure the transport of patients to facilities that offer a type of level of care appropriate to the patient's condition (e.g. Trauma Transport Protocol).
6. Develop medically correct EMS Protocols, which permit EMTs to perform specified advanced BLS procedures. These procedures include but are not limited to, normal day to day BLS functions, automatic/semiautomatic defibrillation, esophageal intubation, and inter facility monitoring.
7. Prepare and maintain a written document that outlines any deviations to the Trauma Transport Protocol, including the circumstances and Medical Director's opinion.
8. Create, authorize and ensure adherence to detailed written operating procedures regarding all aspects of the handling of medications, fluids and controlled substances, and accept responsibility that the security procedures meet Chapters 499 and 893, F.S. and 64J-2 F.A.C.

9. Ensure that all EMT's and paramedics in the system are trained in the use of the trauma scorecard methodology as provided in Section 64J-2 F.A.C.
10. Develop and/or approve a forty (40) hour EMT and forty (40) hour paramedic continuing education credit program for the biennial certification process which is based on the 24/48 shift, worked by field personnel, consisting of two (2) hours per shift per month, every month for the length of the contract.
11. Develop and approve other selected topics as required by local, state, and federal laws, (e.g. communicable diseases, SIDS, etc.)
12. Develop and/or participate in patient care Quality Assurance program to assess the medical performance of paramedics and EMTs. Auditing of personnel will include, but not be limited to, a prompt run report review direct observation on emergency scenes as well as on transport units and comparison of performance standards for drugs, equipment, protocols, and procedures.
13. Conduct period review sessions with IFR personnel in regards to medical management of individual medical case.
14. Recommend and/or approve equipment, medication and Protocols that meet or exceed Section 64J F.A.C. through direct coordination with the Department's established EMS Committee.
15. Remain available to consult with or attend, in person or electronically, scheduled EMS Committee meetings.
16. Provide the system with continuous on-line medical control twenty-four (24) hours per day, seven (7) days per week, which shall include medical direction to personnel, resolve system conflicts and provide services in an emergency as defined in Section 252.34 (3).
17. Establish an emergency administrative call schedule in which an appointed physician will be on call during periods of vacations, holidays, and other occasions where the Medical Director may be unavailable for consultation/direction.
18. Develop and maintain a system to review and evaluate new medications, EMS equipment and innovative EMS patient care modalities for possible implementations; potentially improving patient care to IFR.
19. Review emergency medical procedures for possible elimination of medications, equipment and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.
20. Maintain relationships/agreements with receiving facilities for treatment and transport of stroke, STEMI, ACS and trauma patients to receiving facilities.
21. Authorize an "in house" representative to conduct staff evaluations in order to recommend approval of new staff to operate as an EMT or Paramedic.

#### **IV. ELIGIBILITY CRITERIA**

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy provided by e-mail or on CD or flash drive. The electronic copy should be identical to the original printed package, in natively converted PDF format and should be labeled "EMS Medical Director (RFP 20-09)."

It is the sole responsibility of the Proposer to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations of offices shall be deemed non-responsive and will be rejected.

Proposal packages must contain the following information:

1. **Cover Page:** Identify the RFP number (RFP 20-09) and title "EMS Medical Director", the Proposers' name, address, telephone number and date of proposal.
2. **Transmittal Letter:** Briefly state the Proposer's understanding of the services to be performed, the commitment to perform the services within the time period specified, and a statement explaining why the proposer believes itself to be the best qualified to perform the services. The transmittal letter must be signed by the proposer.
3. **Medical Qualifications:** Various licenses and certification that pertain to the qualifications listed in this RFP.
4. **Relevance Experience:** Experience gained in an EMS system where the Proposer has been responsible as a Physician or Medical Director for a similar size or larger EMS agency.
5. **Annual Fee for Service:** Proposer will list the annual cost to provide service as a Medical Director for IFR and any increases in fee due upon the execution of an optional contract renewal. Fee should include compensation for all tasks identified in the proposal, including, but not limited to, travel costs, transportation, fringe benefits, clerical support, salary, general overhead costs, direct expenses, profit and all other out-of-pocket expenses.
6. **Commitment to Clinical Performance:** Based on a written statement from the Proposer outlining plans on system improvement, design, and EMS Protocols specific to the Village.
7. **References:** Provide at least five (5) references from associates who will attest to the proposer's RELEVANT EXPERTISE. References shall include names and contact information. The Village reserves the right to contact any and all references pertaining to this solicitation and related proposal.

All inquiries and requests for clarification or interpretation regarding this Request for Proposal shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us); or by fax to (305) 664-6464 no later than September 1, 2020.

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village's website at <http://www.islamorada.fl.us>. No oral change or interpretation of the provisions contained in this Request for Proposals is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Proposal document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

## **V. EVALUATION SCORING AND TIMELINE**

A publicly noticed bid opening will be held at the Village Administrative Center. An Evaluation Committee made up of five (5) Village staff members from the Fire, Clerk's and Finance Departments will convene in a publicly noticed meeting to evaluate proposals after they are opened. Proposals will be evaluated for responsiveness to the RFP and to prepare a ranking of recommendations based on a point system to the Village Council for entering into contract negotiations. Negotiations will commence with the first-ranked firm. If the Village and the first-ranked firm are unable to finalize a contract, then the negotiation process will move to the second-ranked firm and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

|  |                       |
|--|-----------------------|
| Medical Qualifications/Relevant Experience               | 0 – 25 points         |
| Cost of Services to the Village                          | 0 – 15 points         |
| Commitment to clinical performance/Training Program Plan | 0 – 35 points         |
| Physician Group Involvement                              | 0 - 10 points         |
| References   | 0 – 10 points         |
| Local Preference   | 5 points              |
| <b>TOTAL POINT RANGE</b>                                 | <b>0 – 100 POINTS</b> |

**The Village reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified firm or firms to provide the Services as it deems will best serve the interests of the Village.**

## **VI. CONFIDENTIALITY AND PUBLIC RECORDS**

The Proposal Documents and related materials received from the Firms in response to this RFP will become the property of the Village and will not be returned. The Village is a public agency subject to the Florida Public Records Law. Upon the Village's notice of a decision or intended decisions on selection of a Proposer or within ten (10) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFP will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the Village pursuant to this RFP are public records or documents subject to disclosure, except as specifically exempted by Florida law or Applicable Law. The Village reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting their Proposals, each Firm expressly acknowledges and agrees that the Village will not be responsible or liable in any way for any losses that the Firm may suffer from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the Village from all costs (including reasonable attorneys' fees) arising from or related to any action under Florida Public Record's Law.

(end)