



**DANE COUNTY**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

# REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

**RFP NUMBER:** **121088**

**RFP TITLE:** **Emergency Medical Service  
Medical Advisors**

**RFP DEADLINE:** **Thursday, December 16, 2021  
2:00 p.m. (CST)**

**PROPOSALS  
MUST BE  
UPLOADED TO:** **Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

**DIRECT  
ALL INQUIRES TO:**

**Megan Rogan**  
Purchasing Officer  
(608)283-1487  
[rogan.megan@countyofdane.com](mailto:rogan.megan@countyofdane.com)  
[www.danepurchasing.com](http://www.danepurchasing.com)

## PROPOSAL SUBMISSION CHECKLIST

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response<br>(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document   | <input type="checkbox"/> Cost Proposal<br>(Separate from RFP Response) |  |

**DATE ISSUED** | November 8, 2021

## Table of Contents

- 1.0 RFP OVERVIEW**
  - 1.1 Introduction
  - 1.2 Clarification of the Specifications
  - 1.3 Vendor Conference
  - 1.4 Calendar of Events
  - 1.5 Evaluation Criteria
  - 1.6 Submittal Instructions
- 2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES**
  - 2.1 Definitions and Links
  - 2.2 Scope of Services/Specification Overview
- 3.0 PROPOSAL PREPARATION REQUIREMENTS**
  - [3.1 Attachment A – Vendor Information](#)
  - 3.2 Table of Contents
  - 3.3 Tab 1: Organization capabilities
  - 3.4 Tab 2: Staff requirements
  - 3.5 Tab 3: Mandatory requirements
  - 3.6 Tab 4: Technical requirements

## 1.0 RFP OVERVIEW

### 1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

**The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.**

### 1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

### 1.3 Vendor Conference

[There will not be a vendor conference.](#)

### 1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

| DATE               | EVENT   |
|--------------------|---|
| November 8, 2021   | RFP Issued  |
| December 2, 2021   | Last day to submit written inquiries (2:00 p.m. CST)  |
| December 6, 2021   | Addendums or supplements to the RFP posted on the Purchasing Division <a href="#">website</a> |
| December 15, 2021  | Proposals due (2:00 p.m. CST)   |
| Late December 2021 | Interviews (if needed)  |

January 2022

Vendor Selection/Award

**1.5 Evaluation Criteria**

The proposals will be scored using the following criteria:

| Proposal Requirements                               | Percent     |
|---|-------------|
| <b>Organizational Capabilities</b><br>(Section 3.3) | 20%         |
| <b>Staff Capabilities</b><br>(Section 4.4)          | 20%         |
| <b>Technical Requirements</b><br>(Section 3.7)      | 30%         |
| Cost  | Percent     |
| <b>Cost</b><br>(Section 5)                          | 30%         |
| <b>Total</b>  | <b>100%</b> |

**1.6 Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the [www.danepurchasing.com](http://www.danepurchasing.com) website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to [www.danepurchasing.com](http://www.danepurchasing.com) and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
  - a. The file upload status can be seen for each document uploaded.
  - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### 2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

#### 2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

**County:** Dane County

**County Agency:** Department/Division utilizing the service or product.

**Dane County Purchasing website:** [www.danepurchasing.com](http://www.danepurchasing.com)

**Fair Labor Practices websites:** [www.nlr.gov](http://www.nlr.gov) and <http://werc.wi.gov>

**Purchasing**

**Proposer/Vendor/Firm/Contractor:** a company submitting a proposal in response to this RFP.

#### 2.2 Scope of Services/Specification Overview

##### **Project Description**

The Dane County EMS Medical Advisors will provide administrative and evaluative physician services.

The Medical Advisors of the Dane County EMS System will also be responsible for the development of necessary programs and quality improvement components in support of prehospital emergency care provided by local EMS Districts.

It is estimated that this position will require approximately 5 hours of work monthly.

##### **Objectives**

The Dane County EMS Medical Advisors are needed to perform the responsibilities as specifically described under section 5.0-Medical Advisor Requirements.

##### **Current Operations**

Dane County is currently contracted with the MEP for physician services. These services are provided by a mutually agreed physician between MEP and Dane County Emergency Management.

The Dane County Emergency Medical Services System is comprised of twenty contracting local EMS Districts serving Dane County as well as Five out-of-county contracting EMS Districts, with over 800 volunteer emergency medical technicians. Operating at the EMT-Basic, Advanced EMT, and EMT-Paramedic levels and incorporating the First Responder level. The Dane County EMS System provides emergency care and transportation to approximately 40,000 patients per year. Additional advanced life support programs will be developed and implemented during the term of this contract. Additional out-of-county EMS Districts may also be included in the advanced skills programs and quality improvement programs.

Dane County will provide necessary technical equipment and supplies for implementation of medical quality improvement and performance evaluation of EMS personnel and services. In addition, Dane County will provide office space, clerical support, and EMS professional staff support as may be required to assist the Provider in performance of his/her duties.

The County will provide such professional liability insurance coverage as required by Section 20 of the attached Standard Terms & Conditions, naming the County and the Provider as insurers.

### 3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

#### 3.1 Attachment A – Vendor Information

#### 3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

#### 3.3 Organization capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.

Provide specific information about how the firm meets the following requirements:

- Background and experience oriented to emergency or traumatic medicine, including a working knowledge of prehospital emergency medical services systems.
- Active instructional experience, preferably in emergency medical technician training or retraining programs at a basic, intermediate or paramedic level.
- Describe any additional resource your organization would provide to enhance this position.

#### 3.4 Staff qualifications

Provide curriculum vitae noting qualifications, training, experiences, certifications and/or other applicable licensures, including license numbers as issued by the Wisconsin Department of Regulation and Licensing . Indicate all board certification in emergency medicine. Identify all attendance at a standardized course for medical directors offered by American College of Emergency Physicians (ACEP) or the National Association of EMS Physicians (NAEMSP).

Provide specific information regarding experience in the following areas:

- Description of prior experience in prehospital emergency care, EMS training and program development.
- Description of prior experience in hospital or clinic based emergency medicine or comparable specialty.
- Knowledge of analytic measures useful in evaluating the quality of prehospital medical care rendered.
- Willingness to carry a cellular telephone for rapid access by Dane County EMS Division.
- Background and experience oriented to emergency or traumatic medicine, including a working knowledge of prehospital emergency medical services systems.

## SECTION 4 - ATTACHMENT A – VENDOR INFORMATION

### 3.5 **References**

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

### 3.6 **Mandatory requirements**

The following general requirements are mandatory and must be complied with. Provide documentation in the proposal regarding compliance with these requirements.

- Currently licensed to practice as a Doctor of Medicine by the State of Wisconsin, under ch.448, Wis. Stats.
- Currently certified in Advanced Cardiac Life Support (ACLS) by the American Heart Association.
- Background and experience in working in an emergency department setting.

### 3.7 **Technical requirements**

These are the contractual requirements that the medical advisors will need to meet as part of the contract that results from this RFP process. Provide a narrative description of how each requirement will be met.

- Acts as Medical Advisors (off-line) to the Dane County Department of Emergency Management, Division of Emergency Medical Services on matters pertaining to the delivery of emergency care by contracting EMS Districts within Dane County and other contracting EMS Districts in adjacent Counties.
- Assists as needed in providing orientation to new agency Medical Directors statutorily required roles and responsibilities. Provides on-going consultation in specific case reviews as needed. Meets with the local Service Medical Directors and District Directors on an annual basis to keep them apprised of any statutory, medical, and logistical changes affecting their EMS district.
- Acts as a liaison with the state medical director, service medical directors, service directors, local hospitals and the prehospital EMS providers in order to promote the highest quality of emergency care. Includes broad, system-level programming (previous examples such as the STEMI program, diversion guidance, etc)
- Coordinates on-line Medical Control and EMS communication system between contracting EMS Districts and area hospitals to help ensure standardization, accuracy, efficiency and quality at all levels of prehospital care.
- Develops and/or reviews community-based, patient centered patient care protocols and procedures for all prehospital care levels provided by contracting EMS Districts. Provides input and review for biannual updates and as necessary.

## SECTION 4 - ATTACHMENT A – VENDOR INFORMATION

- Develops and reviews a quality improvement program and mechanisms for individual case review. Assists as needed with data analysis and research as appropriate and as needs are identified. This included CQI (continuous quality improvement) initiatives identified by the EMS Division.
- Evaluates effectiveness of prehospital care and makes recommendations for improvement. This includes evaluating the efficacy and applicability of new practices and procedures in prehospital care. Assures that Dane County EMS Agencies are continually apprised of the industry-leading standard of care, including medical protocols, procedures, research, and system of care and processes.
- Assists with and reviews the effectiveness and makes appropriate recommendations regarding new and existing prehospital training and continuing education programs.
- Assists in the development of EMS mass casualty and disaster services planning and exercising.
- May serve as a member of the Dane County EMS Commission, ALS program steering committee, and other committees as assigned. Reports to the Director and Assistant Director of the Department of Emergency Management on the Committee's and Commission's activities and actions.
- Will attend Medical Advisory Subcommittee Meetings.
- Attends national EMS and EMS Medical Director conferences at his/her own expense.
- Is involved with the local and state legislative processes to initiate and update laws affecting EMS.
- Assists in development and delivery of an annual report to the Dane County Board of Supervisors and its EMS commission.
- Provides oversight to the purchasing and delivery of pharmaceuticals (including vaccines). This includes signatory for medications and supplies as necessary
- Available on a rotating basis for time sensitive medical advice as identified by the EMS office. This includes availability to assist in the Dane County Emergency Operations Center (EOC) if needed in times of disaster.



## **SECTION 4 - ATTACHMENT A – VENDOR INFORMATION**

- Assists in development of communications to local EMS providers, hospital systems, Public Health, and other local healthcare and government entities to include social media, newsletters and other communications as needed.
- In the absence of a local service medical director may act as interim service medical director. (at the expense of the local agency)
- Assist in the ongoing development and implementation of the cardiac arrest survivor annual program with guidance from the EMS office.