



January 26, 2012

**REQUEST FOR PROPOSAL  
#674**

**Fire & Life Safety Critical Care Transports**

**ADDENDUM #1**

The City of Springfield is hereby amending or clarifying the above mentioned Request for Proposal (RFP). The original document can be found on the City's website at [www.springfield-or.gov](http://www.springfield-or.gov) by selecting the hyperlink *Purchasing/Contracts* from the menu on the left side of the home page, interested parties will be linked to the RFP/ITB page.

- 1. Question:** 3(b) [Page 17] ... "The provider is required to provide critical car transport services within the contracted ASA with its own resources."

Based upon project call volume, it is the initial intent of LFN to subcontract for, or otherwise acquire, ground transportation services (ambulance and driver). LFN will supply the RN and Paramedic responsible for providing patient care. It is not financially feasible to dedicate an ambulance and driver exclusively for CCT transports outlined in the RFP.

**City's Response:** Yes, it is acceptable to subcontract for the ambulance and driver.

- 2. Question:** 3(c) [Page 17]... "Response time required is within 30 minutes of dispatch."  
We request an exemption clause for the 30-minute response requirement anytime the CCT crew is on prior transport (which may or may not be a result of the RFP). We intend to utilize the Eugene base helicopter RN and Paramedic to provide care on the ground, and in the air. Based upon projected CCT ground call volume, it is not financially feasible to dedicate a RN and Paramedic exclusively for CCT transports outlined in the RFP.

**City's Response:** As long as the provider can provide an estimated time until the CCT crew will be available. In circumstances that the availability time will be excessive the ASA holder (SFLS) may proceed with the transport utilizing current procedures.

- 3. Question:** 3(d) [Page 18]... "For critical care transports, the provider must provide its own dispatch services using call taking and dispatching personnel that meet or exceed Oregon standards and training for telecommunication personnel."

We will propose utilizing the existing LFN air and ground dispatch center. Communications Specialists are trained to the Commission on Accreditation of Medical Transport Systems (CAMTS) 8<sup>th</sup> edition standards. We request CAMTS standards be accepted in lieu of the requirement to meet or exceed Oregon standards and training for telecommunication personnel. CAMTS standards have not been evaluated against Oregon standards, and Communications Specialists function differently than typical 9-1-1 dispatchers.

**City's Response:** Review of the CAMTS standards for communications personnel training indicates that training meets or exceeds the minimum standards. The CAMTS training meets the intent of the proposal.

4. **Question:** 3(f) [Page 20]... “The provider shall at minimum staff ambulance providing critical care interfacility transports with at least one qualified driver, one certified EMT-Paramedic, and a Registered Nurse certified in medical and trauma critical care (CCRN)...”

LFN crew composition typically consists of a Paramedic and Registered Nurse. On rare occasion, LFN may train new hire nurses which may results in a RN/RN crew composition.

LFN transport nurse are trained in medical and trauma care. We request the CCRN example be broadened to include other industry standard designations, such as CEN and CFRN within one year of hire. LFN requires RNs to take the CREN exam (similar to CEN) within one year of hire.

**City's Response:** CEN and CFRN are acceptable, CITY was not able to find any information on CREN and would require more information to respond.

5. **Question:** 3(f) [Page 20]... “At least one field supervisor, with current credentials and clinical field experience, shall be on duty or on call at all times in order to oversee or provide support to field personnel as necessary. This person shall be available on scene within 45 minutes.”

We request this requirement be changed from being on site within 45 - minutes, to be available by phone. Although LFN employs a manager who is responsible for Eugene operations, it is not feasible to ensure a consistent 45 – minute response should this person be unavailable.

LFN always has an Administrator on Call (AOC), AOCs are seasoned managers (Director level or above), with current credentials and relevant field experience. He or she may not be within a 45 – minute response time given our headquarters are in Aurora. The AOC is always available by phone for consultation.

**City's Response:** Having a supervisor or AOC available by phone is acceptable.

6. **Question:** 6(a) [Page 25] “The provider shall provide to the City complete information on the full costs of its service on a quarterly basis.”

We would like clarification on this requirement. We intend to utilize existing critical care providers stationed in Eugene to provide CCT services outline in the RFP. We will not disclose costs associated with the existing helicopter operations (including staff). We will disclose expenses directly attributed to providing CCT ground services as a result of the RFP. Cost of the helicopter base operations contains confidential and proprietary information will not place in the public domain.

**City's Response:**

*6(a) [Page 25] is revised:*

**a. Budgeting**

The provider shall provide to the City sufficient information on the costs of its service on a quarterly basis to justify the rates necessary for City Manager approval as set forth in 6(c) Ambulance Rates.

7. **Question:** 6(d) [Page 26] Requirement to disclose annual financial audits; and 6(f) [Page 27] Requirement to disclose financial documents.

We request these requirements be removed, or privacy be ensured. Financial documents contain confidential and proprietary information. In the absence of a legal assurance of privacy (not subject to public release upon requires), LFN will not publicly disclose financial information requested in Section 6 of the RFP. LFN can provide an unqualified opinion from an independent third party auditor regarding annual financial records, and commit to a guarantee of performance with the full faith and credit of the organization.

**City's Response:**

*6(d) [Page 26] is revised to include a third paragraph:*

**d. Annual Financial Audits**

Provider shall supply to the City annual audited financial statements prepared by an independent public accounting firm in accordance with Generally Accepted Accounting Principles (GAAP). Statements shall be available to the City within one hundred twenty (120) calendar days of the close of provider's fiscal year. If provider's financial statements are prepared on a consolidated basis, then separate balance sheets and income statements shall be required and shall be subject to the independent audit.

The provider shall maintain its financial records for a period of five (5) years after termination of the agreement with the City, or until the records have been audited by the City, whichever event occurs first. These records shall be made available during the term of the agreement and the subsequent five-year period for examination, transcription, and audit by the City, its designees, or other authorized bodies. The City reserves the right to conduct an independent audit of these records at any time and the Provider will provide access to all relevant records and cooperate fully with any such independent audit.

The documents submitted in compliance with this section 6 (d) will be considered exempt from Public disclosure under Oregon Public records law pursuant to "trade secrets" ORS 192.501(2) and "business records required to be submitted" ORS 192.501(5) and City shall not release such information unless compelled by a determination of Lane County District Attorney or Court. Further, the City shall provide 14 days prior notice of such requested release or potential release to the provider. In order to facilitate City's adherence to this requirement provider shall identify documents subject to this requirement in response.

6(f) [Page 27] is revised by adding new subsection iv.

**f. Demonstration of Financial Position**

**iv.** The documents submitted in compliance with this section 6 d or f will be considered exempt from Public disclosure under Oregon Public records law pursuant to “trade secrets” ORS 192.501(2) and “business records required to be submitted” ORS 192.501(5) and City shall not release such information unless compelled by a determination of Lane County District Attorney or Court. Further, the City shall provide 14 days prior notice of such requested release or potential release to the provider. In order to facilitate City’s adherence to this requirement provider shall identify documents subject to this requirement.

**8. Change in Schedule for Selection Process Page 5**

**IV. Schedule For Selection Process**

Proposals Advertised	January 8, 2012
RFP Available	January 9, 2012
Requests to Consider Equal Specification Due	January 30, 2012 5pm Local Time
Requests to Consider Exceptions Due	January 30, 2012 5pm Local Time
City’s Determination Regarding Equal Spec.	February 1, 2012
Proposals Due /Opening	February 9, 2012 2pm Local Time
Interviews (if necessary)	February 14, 2012 (Approximate)
Notice of Intent to Award	February 15, 2012 (Approximate)
Contract Awarded	February 23, 2012 (Approximate)

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City’s website at <http://www.springfield-or.gov> (select the **Purchase Contracts** hyperlink and Addendum 1 – RFP #644 FLS Critical Care Transports). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers to whom City provided the initial Request for Proposal. This addendum shall be considered part of the specification of the Request for Proposal. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

**ALL PROPOSERS SHALL ACKNOWLEDGE AND INCLUDE THIS ADDENDA #1 AS PART OF THEIR SUBMITTAL PACKAGE.**