REQUEST FOR PRE-QUALIFICATION No. 901477
for
Emergency Ambulance Service Provider for ACFD

Any Request for Proposal (RFP) issued as a result of this Request for Pre-Qualification (RFPQ) will be issued electronically via e-mail. Please immediately update the ACFD Contact noted below of any e-mail address changes. This RFPQ and any RFP issued as a result of this RFPQ will be posted on the General Services Agency Current Contracting Opportunities website located at: http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp

and the Alameda County Fire Department website located at: www.acgov.org/fire

Please visit the websites for further information regarding this project, or contact the person listed below.

Contact Person: Irene de Jong, Administrative Services Director

Phone Number: (925) 833-3473 ext. 1112

E-mail Address: Irene.DeJong@acgov.org

RESPONSE DUE BY:

2:00 p.m.

On

June 22, 2016

At

Alameda County Fire Department
6363 Clark Avenue
Dublin, CA 94568
ALAMEDA COUNTY FIRE DEPARTMENT

REQUEST FOR PRE-QUALIFICATION No. 901477

SPECIFICATIONS, TERMS & CONDITIONS

for

Emergency Ambulance Service Provider for ACFD

TABLE OF CONTENTS

Page

I. STATEMENT OF WORK ........................................................................................................................................... 3
   A. INTENT/SCOPE................................................................................................................................................. 3
   B. BIDDER QUALIFICATIONS .............................................................................................................................. 4
   C. PRE-QUALIFICATION PROCESS .................................................................................................................. 4
   D. FIRST SOURCE PROGRAM ........................................................................................................................... 5
   E. ACFD CONTACT .............................................................................................................................................. 5
   F. ESTIMATED CALENDAR OF EVENTS ............................................................................................................. 6
   G. REQUEST FOR PRE-QUALIFIER RESPONSE FORMAT ............................................................................. 6

ATTACHMENTS

EXHIBIT A - BID RESPONSE PACKET
I. STATEMENT OF WORK

A. INTENT/SCOPE

The intent of this Request for Pre-Qualification (RFPQ) is to search for qualified bidders who are interested in providing 911 Emergency, Non-Emergency care and transport on behalf of the Alameda County Fire Department (ACFD).

The Alameda County Fire Department (“ACFD” or “District”), a dependent Special District, intends to issue a Request for Proposal (“ACFD RFP”) for a single ambulance contractor to provide ambulance services as part of a public-private partnership with the District. The District intends to submit a bid, to serve as the ambulance contractor of record for the County of Alameda, in response to the anticipated Alameda County Health Services Agency - Emergency Medical Services Division’s Request for Proposals for an exclusive operator for emergency ambulance service (“EOA RFP”).

Under Chapter 13 of the California Health and Safety Code, the County is designated as an exclusive operating area (EOA), wherein the County may issue exclusive operating rights to a private ambulance provider, along with the privilege to bill payers for services rendered within the EOA. Under current contractual terms, the County does not pay the provider for ambulance services directly. Additional information about the Alameda County EMS system and EOA can be found at: http://www.acphd.org/ems.aspx.

The District will solicit proposals from qualified ambulance contractors to provide emergency ambulance services to the District, including advanced life support (“ALS”) 911 emergency, non-emergency, and inter-facility transports (the “Project”). The District has secured its own National Provider Identifier (“NPI”) number and intends to conduct billing on its own behalf. In responding to the anticipated EOA RFP, the District intends to exceed the level of service delivery currently being provided within the existing Exclusive Operating Area. The District also desires to enhance the functional integration between the County’s fire departments and the ambulance contractor.

Bidders should anticipate providing innovative ways to reduce cost and increase efficiency with the goal of better patient outcomes. The bidder awarded an agreement with the District to serve as the District’s partner in providing ambulance service, will be required as part of that agreement to assume liability for ensuring the District fulfills the terms of an agreement between the District and the County, should the District be selected for award under the County’s EOA RFP with respect to the services to be provided by the successful bidder under the agreement with the District.

Should the District award an offer of contract, the bidder shall immediately sign a Non-Disclosure Agreement (“NDA”), as well as a Non-Competition Agreement, for the formal submission of the County EOA RFP.
B. BIDDER QUALIFICATIONS

1. Bidder shall be regularly and continuously engaged in the business of providing emergency ambulance services, including inter-facility transports, for at least 3 years.

2. The bidder shall have experience managing an emergency ALS ambulance service to a community with a population of at least 500,000 and 50,000 transports per year during the past three years, or equivalent, including fractile response time performance and other regulatory/contractual expectations.

3. Bidder shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFPQ.

C. PRE-QUALIFICATION PROCESS

The pre-qualification process is solely for the purpose of determining which bidders are deemed qualified. Applicants will submit Exhibit A - Pre-Qualification Response Packet. The Exhibit A - Pre-Qualification Response Packet will be reviewed by the District, which will determine whether applicants are qualified to submit proposals. ACFD may request a bidder to submit additional information pertinent to the Pre-Qualification. The District also reserves the right to investigate and rely upon information from other available sources, in addition to any documents or information submitted by the bidder. The District further reserves the right to terminate the RFPQ at any time, decide not to proceed forward with the contemplated RFP, or at its discretion to choose to conduct a different procurement process. Bidders will not be compensated for costs associated with responding to this RFPQ under any circumstances, including but not limited to circumstances in which the District terminates the RFPQ.

The District retains the sole discretion to determine whether a bidder is qualified. The District’s decision on pre-qualification will be based on a pass/fail evaluation of the following factors as further described in the attached Questionnaire:

- Demonstrated experience in providing ambulance services
- Previous history of providing emergency ambulance transport, including inter-facility transfers
- Disqualification from previous contracts

1. Pre-Qualification Scoring

   1. Pre-Qualification will be pass/fail, based upon questions as identified in the Pre-Qualification Questionnaire (Exhibit A). The District retains the right to verify the accuracy of responses to the questionnaire.
2. Pre-Qualification Instructions

It is mandatory that all bidders intending to submit a bid on the Project, fully complete the Exhibit A - Pre-Qualification Response Packet, provide ALL materials requested, and be approved by the District to be on the Qualified Bidders list for the Project. No bid will be accepted from a bidder that has failed to comply with the requirements of the Pre-Qualification process.

Prequalification Questionnaires that fail to clearly present ALL of the requested information, present false or misleading information, or are not submitted timely in the format requested, may be considered nonresponsive and rejected on that basis.

3. Pre-Qualification Notice Process

Bidders will be issued a Notice of Qualification/Non-Qualification.

D. Small Local and Emerging Business Program

As a result of the County’s commitment to advance the economic opportunities of these businesses, Bidders must follow the County’s Small, Local and Emerging Business Program requirements in order to be considered for the contract award. These requirements can be found online at:

http://acgov.org/auditor/sleb/overview.htm

E. First Source Program

The First Source Program was developed to link Alameda County residents with employment opportunities provided through the County's relationships with businesses, including contracts that have been awarded to vendors through the competitive process, and economic development activity in the County. The First Source Program allows the County to create and sustain these connections.

Information regarding the County’s First Source Program can be found online at:

http://acgov.org/auditor/sleb/sourceprogram.htm

F. ACFD CONTACT

Questions regarding this RFPQ must be submitted in writing to:

Irene de Jong, Administrative Services Director
Alameda County Fire Department
6363 Clark Avenue
Dublin, CA 94568
Bidders shall not contact or lobby other ACFD staff involved in the RFPQ process concerning the RFPQ, but instead must direct all inquiries to the Administrative Services Director. Attempts by a bidder to contact and/or influence ACFD staff reviewing and considering responses to the RFPQ may result in disqualification of the bidder.

G. ESTIMATED CALENDAR OF EVENTS:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Issued</td>
<td>June 7, 2016</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>Continuously</td>
</tr>
<tr>
<td>Response Due</td>
<td>June 22, 2016 by 2:00 PM</td>
</tr>
</tbody>
</table>

H. REQUEST FOR PRE-QUALIFIER RESPONSE FORMAT

Alameda County Fire Department intends to issue an RFP in order to establish a contract for the Project in the near future.

1. Bidders that meet the Pre-Qualification Criteria and are interested in being included on the pool of pre-qualified vendor list to receive any subsequent bid documents (if issued), shall send the pre-qualification packet between the hours of 8:00 a.m. and 2:00 pm PST on or before the day of submission. Pre-Qualification documents will not be accepted after 2:00 p.m. on the day of the submission.

Pre-Qualification documents will be received only at the address shown below, and by the time indicated above. Any pre-qualification documents received at a place other than the stated address, cannot be considered and will be returned to the bidder unopened.

Pre-Qualification documents are to be addressed and delivered as follows:

Bidder Pre-Qualification for Emergency Ambulance Service Provider for ACFD
RFPQ No. 901477
Alameda County Fire Department
6363 Clark Avenue
Dublin, CA 94568

2. In addition, the ACFD encourages any new vendors that are local to Alameda County to register and be added to the County SLEB database. More information on how to
register can be found on the County’s website at: http://acgov.org/auditor/sleb/newvendor.htm.

3. No part of any response is to be marked as confidential or proprietary. ACFD may refuse to consider any response, or part thereof so marked. All responses shall become property of ACFD. ACFD reserves the right to make use of any information or ideas contained in submitted responses. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code §§ 6250 et seq.), or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code §§ 3426 et seq.). Responses submitted in response to this RFPQ may be subject to public disclosure. ACFD shall not be liable in any way for disclosure of any such information.
EXHIBIT A
PRE-QUALIFICATION RESPONSE PACKET

Official Name of Bidder: ____________________________________________

Street Address Line 1: ____________________________________________

Street Address Line 2: ____________________________________________

City: _______________________________ State: __________ Zip Code: __________

Webpage: _________________________________________________________

Type of Entity / Organizational Structure (check one):

☐ Corporation
☐ Joint Venture
☐ Limited Liability Partnership
☐ Partnership
☐ Limited Liability Corporation
☐ Non-Profit / Church
☐ Other_____________________

Jurisdiction of Organization Structure:

Date of Organization Structure: _______________________________________

Federal Tax Identification Number: _____________________________________

Primary Contact Information:

Name / Title: ________________________________________________________

Telephone Number: ________________ Fax Number: _______________________

E-mail Address: _______________________________________________________

SIGNATURE: _______________________________________________________

Name and Title of Signer: _____________________________________________

Dated this __________ day of ________________________________ 20_________
Bidders shall demonstrate the following prerequisite qualifications:

<table>
<thead>
<tr>
<th>QUESTIONNAIRE AND EVALUATION CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevant Experience</strong></td>
</tr>
<tr>
<td>Provide documentation demonstrating your experience for the last 3 years as a sole provider of Advanced Life Support (Paramedic) emergency ambulance services in a service area with a population of greater than 500,000.</td>
</tr>
</tbody>
</table>

| **Response Time**                     | Pass/Fail |
| Provide documentation from at least one jurisdiction with 50,000 transports or more per year, demonstrating that Bidder is meeting or exceeding contracted response time criteria. |
| Provide a statement that the Bidder had not lost a contract due in part to response time compliance. |

| **Current Contracts in Good Standing**| Pass/Fail |
| Provide a list of all existing contracts with any governmental jurisdiction demonstrating that these contracts are in good standing with no delinquent obligations, financial or otherwise. Failure to provide accurate information may lead to disqualification. |

*Bidder will be expected to provide evidence that clearly substantiates these statements during ACFD’s expected RFP.*