

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: 01/24/2012 **Approx Start Time:** 9:30 AM **Approx Length:** 1 hour

Presentation Title: Ambulance Services Contract

Department: Health, Housing and Human Services

Presenters: Cindy Becker, Rich Swift, Nancy Newton, Steven Madkour, David Anderson and Lane Miller

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

This study session is in response to the Board's request of staff to provide options for a Request for Proposal (RFP) process for Ambulance Services in the County. Staff is requesting further direction from the Board among the options presented during the study session.

EXECUTIVE SUMMARY:

The contract with American Medical Response Northwest for emergency ambulance services in the Clackamas Ambulance Service Area began on May 1, 2006 and terminates May 1, 2013.

The Board has directed staff to prepare a request-for-proposal (RFP) to provide emergency ambulance services in the Clackamas Ambulance Service Area with an implementation date of May 1, 2013. The Board has also requested information about process options in addition to an RFP.

Staff has developed a process and timeline (attached) for accomplishing the RFP and contract negotiations and is proceeding as described.

An important element of the RFP process is updating the Ambulance Service Plan found in chapter 10.01 of the County Code. This was last done December 2005. The Ambulance Service Plan describes how ambulance service will be provided in the county, and is adopted by the Board as a non emergency ordinance after considering each of the elements described in Oregon Administrative Rules. The time required to complete this task is dependent upon the issues that arise during review.

Key issues that must be addressed in the ambulance service plan include the number and method of assigning ambulance service areas and response time requirements based on population density and incorporated cities.

FINANCIAL IMPLICATIONS (current year and ongoing):

County can anticipate spending about \$300,000 in staff and consultant time for a competitive procurement process for emergency ambulance services.

LEGAL/POLICY REQUIREMENTS:

The Board of County Commissioners is not required to conduct a competitive process for the Clackamas Ambulance Service Area at this time.

When amending the ambulance service plan, the county governing body must consult with and seek advice from persons, cities and districts with regard to the plan and to the boundaries of any ambulance service areas established under the plan. After such consultation, any amendments to the plan must be adopted in the same manner as the county enacts nonemergency ordinances. ORS 682.062(3)

PUBLIC/GOVERNMENTAL PARTICIPATION:

When amending the ambulance service plan, the county governing body must consult with and seek advice from persons, cities and districts with regard to the plan.

OPTIONS:

1. Revise Ambulance Service Plan, County Code 10.01, and conduct competitive process as outlined in the attached timeline with implementation on May 1, 2013. Implementation is contingent on meeting noted milestones.
2. Extend the contract with American Medical Response Northwest for a period of one year to permit more time to revise the Ambulance Service Plan and develop and conduct a competitive process with implementation on May 1, 2014.
3. Extend the contract with American Medical Response Northwest for any combination or sequence of one (1), two (2), and three (3) year periods, and conduct a competitive process for a later implementation date.

RECOMMENDATION:

Staff recommends revising the Ambulance Service Plan, County Code 10.01, and conducting a competitive process as outlined in the attached timeline with implementation on May 1, 2013. Staff further recommends that if, during the ASA revision and/or RFP process, significant milestones (as identified in the attached timeline) are not met, the Board considers extension of the current contract with American Medical Response Northwest for a period of one year.

ATTACHMENTS:

1. Draft process and timeline.

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval _____
County Administrator Approval _____

For information on this issue or copies of attachments, please contact Larry MacDaniels@ 503-655-8256

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| Ambulance Services Plan and Contract Process and Timeline for 05/01/13 Implementation | | |
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| | | Critical Milestones Submission for 1st reading to Board no later than 03/08/2012 |
|----------------|--|---|
| Process | Revise the ASA Plan, Board Review and Adoption | |
| | Notice to persons, cities and fire districts wishing to provide ambulance services or advice with regard to the plan for ambulance services. Two week comment period. Written comments submitted by email. | 01/25/2012 |
| | Last day for comments. | 02/08/2012 |
| | Compile comments for review by staff and EMS Council. | 02/10/2012 |
| Steps | EMS Council reviews comments and makes recommendations. | Week of 2/20 |
| | Prepare revision of ASA Plan, staff Board presentation worksheet and submit. | 02/28/2012 |
| | Staff presentation | 03/06/2012 |
| | First reading | 03/08/2012 |
| | Second reading | 03/22/2012 |
| | State review - 60 days | 05/21/2012 |
| | Ordinance takes effect - 90 days | 06/21/2012 |
| Process | Develop RFP and award contract | Advertised no later than 6/14/2012 |
| | Begin RFP development | 03/06/2012 |
| | RFP finished and advertized | 06/14/2012 |
| | Last date to submit questions for conference | 07/09/2012 |
| | Pre-proposal conference | 07/16/2012 |
| | | No later than 08/06/2012 |
| Steps | Last date to protest specifications | 08/06/2012 |
| | | No later than 08/20/2012 |
| | RFP submittals | 08/20/2012 |
| | Tentative contract award | No later than 09/03/2012 |
| | Last date to protest award | 09/17/2012 |

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| Process | Ambulance Services Contract in Place | Signed no later than 11/01/12 |
| | Begin contract negotiations | 09/17/2012 |
| | Final contract | 10/15/2012 |
| | Contract signed | 11/01/2012 |
| | Contract implemented midnight 05/01/13 | |