



COVER PAGE

**REQUEST FOR PROPOSAL (RFP)
PRE-HOSPITAL CARE EMERGENCY MEDICAL AMBULANCE SERVICES FOR
FLOYD COUNTY NOT TO INCLUDE THE CITY OF NEW ALBANY**

RFP – 2022-001

Date of Issue: September 20, 2022

Closing Date and Time: October 21, 2022 4:00 P.M.

Single Point of Contact (SPC): Suzanna Worrall, Executive Assistant, Floyd County Commissioners

Address: 2524 Corydon Pike, Suite 204
City, State, Zip: New Albany, IN 47150
Phone (voice): 812-948-5466
Email: sworrall@floydcounty.in.gov

Floyd County promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

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0. General Information

0.1 Name of Proposal

Proposal for Administration and/or Operation of Prehospital Care Emergency Medical Ambulance Services

0.2 Query Handling

Suzanna Worrall, Executive Assistant, Floyd County Commissioners

Send any queries concerning this proposal to:

Name:	Suzanna Worrall
Address:	Pineview Government Center 2524 Corydon Pike Suite 204
City:	New Albany, IN 47150
Tel:	(812) 948-5466
Fax:	(812) 948-4744
Email:	sworrall@floydcounty.in.gov

Send your queries via email to Suzanna Worrall, sworrall@floydcounty.in.gov. These must be received at least five (5) working days before the closing date for the receipt of proposals. See Section 1.15 for response to queries. Bidders will be disqualified for sending queries to other parties.

Note: Queries sent to other parties will not be accepted and could be interpreted as canvassing, e.g. as endeavoring to gain inside information about the procurement effort.

1. Executive Summary

Request for Proposal for administration and/or operation of Emergency Medical Services

The Floyd County Commissioners is requesting proposals for Administration and/or Operation of Prehospital Care Emergency Medical Ambulance Services in Floyd County, Indiana.

Copies of the request for proposal must be signed for giving the name of the person obtaining the request for proposal documents, the organization they represent, the date and time of obtaining the request for proposal, an acknowledgment that they have been given notice of the Offerors pre-proposal meeting for questions on the request for proposal (Please refer to Section 5.21 regarding pre-proposal conference), the e-mail that the organization will use for communications relating to this request for proposal, and an understanding as to the deadline for submission of the proposal. Copies of the proposal may be received from:

Suzanna Worrall
Executive Assistant
Floyd County Commissioners
2524 Corydon Pike
Suite 204
New Albany, IN 47150

Phone (voice): 812-948-5466
Email: sworrall@floydcounty.in.gov

Five (5) copies of each completed proposal, clearly marked "Proposal for Floyd County Prehospital Care Emergency Ambulance Service, must be delivered to:

Suzanna Worrall
Executive Assistant
Floyd County Commissioners
2524 Corydon Pike
Suite 204
New Albany, IN 47150

Phone (voice): 812-948-5466
Email: sworrall@floydcounty.in.gov

Not later than 4:00 pm on October 21st. Proposals received after the deadline will not be considered.

At submission of proposals, the individual submitting the proposal will be requested to complete and sign a document which will identify the individual submitting the proposal, the agency for which the proposal is submitted, and the date and time submitted.

1.1 Floyd County Overview and Background

Floyd County is a county located in the U.S. state of Indiana. Its county seat is New Albany. Floyd County has the second-smallest land area in the entire state. It was formed in the year 1819 from neighboring Clark, and Harrison counties. Floyd County is part of the Louisville/Jefferson County, KY–IN Metropolitan Statistical Area. The County covers 133.32 square miles and has a 2020 estimated population of 42,643. The County is comprised of 5 Townships (New Albany, Lafayette, Georgetown, Greenville, and Franklin) of which 4 have Fire Departments that are combination departments which provide first responders to medical calls. Franklin Township is serviced by an out of county volunteer department which also provide first responders to that area. These Fire Departments responded to an estimated 3300 medical calls over the last year.

As of the 2020 United States Census, there were approximately 14,505 households, and 11,089 families residing in the county. The population density was 319.85 inhabitants per square mile. There were an estimated 15,000 housing units at an average density of 216.1 per square mile. Of the estimated 14,505 households, an estimated 33.5% had children under the age of 18 living with them, 50.4% were married couples living together, 13.6% had a female householder with no husband present, 31.3% were non-families, and 25.6% of all households were made up of individuals. The estimated average household size was 2.61 and the average family size was 3.00. The median age was 40.0 years.

The Knobs Unit, which includes Floyd County, contains some of the hilliest country in Indiana. As a result, the area supports trees that prefer very dry sites and ridgetops, as well as those that prefer very wet sites, ravines, or “bottomland.” Tree types unique to the unit include blackjack oak and swamp tupelo. Part of the unit stands on sandstone bedrock; other areas developed over limestone. This difference accommodates a variety of trees and their associated flowering plants and shrubs. Trees found in Floyd County include the Sycamore, Flowering Dogwood, Virginia Pine, Easter Redcedar, American Beech, Sugar Maple, American Elm, and Chestnut Oak. The lowest point in the county is the shore of the Ohio River near New Albany at an elevation of 380 ft (120 m).

Major Highways include I-64, I-265, US Route 150, SR 11, SR 62, SR 64, SR 111, SR 335, and SR311. Adjacent Counties include Clark County, Harrison County, Washington County, and Jefferson County in Kentucky.

In recent years, average temperatures in New Albany have ranged from a low of 25 °F (−4 °C) in January to a high of 87 °F (31 °C) in July. The record low temperature was −22 °F (−30 °C), recorded in January 1994, and a record high was 107 °F (42 °C), recorded in July 1936. On July 4, 2012, the record for highest temperature in the county was almost broken; the temperature reached 106 °F (41 °C). Average monthly precipitation ranged from 2.79 inches in October of last year to 4.88 inches in May of last year.

The county government is a constitutional body, and is granted specific powers by the Constitution of Indiana and the Indiana Code.

County Council: The county council is the ultimate decision-making power regarding fiscal affairs for the county government. The County Council has authority to view and review fiscal matters, determine proper policy, and set priorities for the allocation and expenditure of county funds. The General Assemble determines the powers of the county council in this area.

Floyd county is divided into 44 precincts which are organized into four districts, each district elects one representative to the council. Three other members are elected to the county-at-large. The council members serve four-year terms. They are responsible for setting salaries, the annual budget, and special spending. The council also has limited authority to impose local taxes, in the form of an income and property tax that is subject to state level approval, excise taxes, and service taxes.

Board of Commissioners: The executive body of the county is made of a board of commissioners. The commissioners are elected county-wide, in staggered terms, and each serves a four-year term. One of the commissioners, serves as president. The commissioners are charged with executing the acts legislated by the council, collecting revenue, and managing the day-to-day functions of the county government.

- The Floyd County EMS Advisory Board was established by ordinance by the Floyd County Board of Commissioners to review, advise and make policy and operational/technical recommendations related to improving the delivery of Emergency Medical Services in Floyd County, to the Board of Commissioners.

1.2 Floyd County EMS Advisory Board Statement

The Floyd County EMS Advisory Board is currently working to improve EMS Service in Floyd County by analyzing and using the Fitch EMS Study and other appropriate EMS data. We need to understand the full EMS system and which areas need improvement. Our mission is to understand all components of the EMS System which include:

- Agencies and organizations (911 dispatch, Fire Dept, EMS, Hospital)
 - Communications and transportation networks (telephone, 2-way radio, pre-hospital & post hospital care)
 - Trauma systems, hospitals, trauma centers, and specialty care centers
 - Rehabilitation facilities
 - Highly trained professionals
- Volunteer and Career pre-hospital personnel (Fire Department First Responders & EMT's, Advanced EMT's, and Paramedics)
- Physicians, Nurses, and Therapists
- Administration and Government Officials
- An informed public that knows what to do in a medical emergency

We are tasked with recommending and implementing improvements to the EMS Response and pre-hospital emergency medical care for Floyd County and its communities. EMS operates at the crossroads between Health Care, Public Health, and Public Safety. A combination of the principles and resources of each is employed in the EMS System. As Floyd County data has shown, 65% of emergency responses made by all the County Fire Department are

EMS/medical-related calls for service. Fire Department First Responders and EMT's are typically the first on-scene without delay in most cases and are the first form of pre-hospital care provided to the patient. It has been determined through data that there is a gap and delay between Fire Department Response and patient care and Ambulance Response and patient care for transport. This gap in service causes a delay in the patient receiving hospital care and can cause life-threatening consequences to the patient. The Fire Departments are an active and primary component of EMS in Floyd County. The Fire Department has consistently served Floyd County through the many private providers that have been contracted to service Floyd County in the past. The EMS board is aware that EMS has plagued Floyd County with many service deficiencies over the decades. The EMS board is diligently looking at facts and data to seek out the best options to improve EMS in Floyd County. At this time, we have determined the following issues;

- There are no quality assurance and improvement measures in place to monitor EMS services and response times.
- There are delays with ambulance response times and service within Floyd County.
- There is not an appropriate amount of ambulances located in strategic areas throughout Floyd County.
- There is not a dedicated funding source that generates revenue for EMS services.
- The county is not paying for an appropriate number of ambulances to stage within the district to adequately respond to 911 calls for service.

The EMS Advisory board is actively working to address these issues identified while continuing to do more research to improve EMS Services for those in need.

1.3 Floyd County EMS Advisory Board Role

The Advisory Board shall:

- (1) Advise the Board on issues and plans related to the provision of EMS within the County.
- (2) Submit recommendations regarding proposed changes or additions to the rules and regulations promulgated by the EMS Advisory Board for the purposes of carrying out the intent of the EMS Ordinance.
- (3) Serve as the collection and collaboration platform to address systems related EMS issues in Floyd County.

1.4 Context of proposal

The primary purpose of this request for proposal is to provide for quality management and administration by experienced and able operators to provide high quality care and transport to sick and injured persons, to provide the training required and necessary for personnel to treat and transport patients. Further, management will be responsible for employment, training, discipline, supervision and leadership for employees to assure continued top-quality personnel provide these services. Management will be responsible to develop the skills and competencies

necessary to deliver the goals and objectives of the prehospital care emergency medical ambulance service for Floyd County.

1.5 Scope of Work

Floyd County seeks a prospective contractor to address the following requirements, e.g.

- Operate an emergency medical service system in accordance with appropriate Federal and Indiana laws and regulations.
- Implement training sessions to assure that all personnel maintain required training for their perspective employment positions and provide a community training program in CPR and related health fields.
- Provide management and administration of the Floyd County Ambulance Service.
- Provide Floyd County with monthly financial and operational reports based on specifications from the Commissioners and FCEMS Advisory Board.
- Provide robust security for service equipment and facilities.

1.6 Project Start

It is the intent of Floyd County to move expeditiously with the implementation of a contract under this proposal. Floyd County intends to contact both successful and unsuccessful Offerors within seventeen days of close of proposal receipt deadline.

1.7 Contract Overview

Within the overall scope of the request for proposal, Offerors may propose partnerships or collaboration with other entities for division of services under this contract. However, the responsible Offeror selected to provide the service under the proposed contract, will be responsible for all sub-contractors, partners or collaborators and for their satisfactory completion of all contract requirements. The prime contractor within the group or consortium must host the proposal from a group or consortium. In this scenario, Floyd County will agree to a contract with the prime contractor only, which is then responsible for all matters arising under that contract.

1.8 Prime Contractor Responsibility

The prime contractor is solely responsible for the fulfillment of the contract to be awarded herewith. These contract requirements cannot be subcontracted by the contractor without prior written approval from Floyd County. In the event of an initial contract which includes subcontractors, or in the event that the Floyd County later grants written approval for subcontracting of a portion of the contract to be awarded, the prime contractor shall be responsible for the actions or inactions of any subcontractor.

1.9 Closing Date for Receipt of Proposal

All proposals must be received by 4pm on October 21st, 2022

1.10 Evaluation of Proposal

The proposal will be evaluated in accordance with the criteria set out in Section 5, Evaluation and Award Criteria.

The evaluation team of objective consultant(s) will be the Floyd County EMS Advisory Board. The Evaluation Team will review all qualified proposals and make a recommendation(s) to the Board of Commissioners. The Board of Commissioners will make the final decision as to the selected contractor.

1.11 Contract Award

The earliest date when a contractor would be prepared to assume responsibilities under this proposed contract shall be included in the proposal. Floyd County intends for the effectiveness of the contract to begin as soon after the award of the contract as is reasonably possible.

1.12 Response to Queries

Queries related to the Request for Proposals shall be submitted by e-mail to Suzanna Worrall, Executive Assistant, Floyd County Commissioners at sworrall@floydcounty.in.gov. Queries will be responded to by e-mail and a copy will be provided to each party that has received and signed for a copy of the Request for Proposal. No response will be made to any query submitted by a party who has not obtained a copy of the Request for Proposal as specified in Section 1, Executive Summary hereto. Floyd County reserves the option of submitting a response to a query or queries with no additional information provided. Where the query appears to express the need for more information on a specific point, or points, that would be beneficial to all Offerors without unduly restricting their discretion in developing their proposal, effort will be made to respond accordingly.

Floyd County will not respond to any communications, queries or inquiries, received after 4pm October 21st, 2022.

1.13 Additional Information

In the event an Offeror believes that additional information regarding this proposal is necessary, a request for that information should be submitted by email to the POC Suzanna Worrall, Executive Assistant, Floyd County Commissioners at sworrall@floydcounty.in.gov. Questions that are determined by the project manager to be significant in the completion of a proposal will be answered by e-mail distribution to all parties who have completed the initial receipt for request for proposal documents at the e-mail so provided. The project manager may determine that specific information requested should remain unanswered in order to allow all prospective Offerors maximum discretion in preparing their proposals and therefore decline to answer such specific questions or requests for additional information.

2. Specification of Requirements

- The successful Offeror and future contractor will be expected to emergency provide care and transportation to sick and injured people in Floyd County, Indiana. The treatment of such patients must be exemplary and above the accepted standard for emergency medical services operations. Training of personnel, members of the community, and working conditions must set the standard for other services to emulate.
- To operate an ambulance service in the most cost-efficient manner.
- The contractor will operate a Global Positioning System (GPS) in all designated EMS vehicles operating in Floyd County which will provide vehicle tracking and recording for more efficient dispatch of response vehicles. Members of the Commissioners, FCEMS Advisory Board, Fire Departments or their designated representatives, and the Floyd County Emergency Dispatch office will have access to real time observation of the GPS system.
- Offerors will provide a listing of all disciplinary, criminal or administrative actions or investigations against the Offeror or any proposed subcontractor in the prior five years. Include the nature of the action, significant times of events, the investigative agency in the matter with contact information, and the final actions or status of open matters. Offerors will certify compliance with the Indiana EMS Commission.
- The contractor will be required to provide monthly reports to the Commissioners and the FCEMS Advisory Board in the form of statistical and financial managerial reports. These reports will include, but will not be limited to, statistical information on types of calls for service, the numbers of calls for service, fractal response times, response times delineated by emergency responses, nonemergency responses, and overall response time. The contractor will keep the FCEMS Advisory Board advised of any significant personnel issues. They may require additional reporting as additional information is identified as necessary.
- The successful Offeror must provide to the Commissioners a proposed budget for the operation of the ambulance service by August 1 of each year which can be utilized to demonstrate the planning and financial management being completed by the contractor and the taxing district can utilize that budget in preparing its own annual budget.
- The contractor must either be or become qualified as an educational facility for the American Heart Association as well as a IDHS Paramedic Training Institute and have IDHS Certified Primary Instructors for the ability to teach an annual Emergency Medical Technician course and offer other EMS training courses such as ACLS, PALS, and EVOC.
- The successful Offeror must assure proper training of all personnel and completion of other training requirements. Documentation by ambulance personnel must be thorough, clear, and concise, and professionally completed. The Offeror should identify other ancillary or implied requirements that they recognize and establish aggressive goals. The contractor will explain their methodology for exemplary accomplishment of each and how to evaluate the degree of accomplishment.
- All parties submitting a proposal in response to this request for proposal should fully develop options, concepts, and procedures that enhance the specification requirements for evaluation criteria of this document. There is ample opportunity in this regard for Offerors to propose options, concepts, and procedures significantly in excess of those specified.
- The contractor will maintain a policy to ensure the security of all property within its control. This includes real estate being utilized for ambulance stations, storage, maintenance and other purposes for the benefit of the contractor. All ambulances and

contents will be subject to a security policy developed by the contractor which will assure equipment, supplies and other property within the ambulances is protected from theft and abusive use. All drugs and narcotics will be secured in accordance with federal, state, and local laws and ordinances; particular attention will be given to Drug Enforcement Administration requirements for the security of controlled substances under the Code of Federal Regulation standards for Physicians.

- The successful Offeror will provide staffing in order to provide Paramedic ambulance operations for Floyd County 24 hours per day seven days per week.
- Contractor shall have the sole responsibility to hire, discipline, and discharge such personnel in accordance with its established policies and procedures.
- Contractor shall be the sole controller and operator of the ambulances described in this contract. The county shall have no right to direct the control and operations of said ambulances during the term of the contract.
- Establish and maintain appropriate and effective professional working relationships with all public health, public safety, and emergency management provider organizations and personnel.
- Establish and maintain high standards of courteous and professional conduct for all contractor personnel under this contract and ensure that they maintain a neat, clean, and professional appearance for themselves personally and for their equipment and facilities.
- Provide and maintain key personnel contact methodology which is redundant in its system design and includes both, at a minimum, e-mail, and cellular access.
- The County encourages the Offeror to actively seek to participate in county, regional and state committees, and professional associations.
- The County encourages the Offeror to participate in industry and community events or specials within Floyd County, such as conferences, health fairs, research, festivals, and ambulance stand-by for events.
- Contractor to be responsible for all maintenance and repairs of vehicles and onboard equipment.
- It is highly recommended that the contractor to coordinate and manage contract with third party Billing Agency to meet industry standards and provide transparency.
- The contractor will provide support and EMS training to local fire departments and other community activities to enhance the overall EMS system. There may also be incidents requiring Ambulance stand by, such as at scenes of certain hazardous fires and training (example: training at live fire exercise, required annual LEPC exercises, etc.)
- The contractor will provide EMS ePCR software for use by all Fire Department First Responder Agencies within the county to be on the same platform to enhance the overall EMS system to share real-time information. Any added cost for use of this software will be the responsibility of the Fire Department.
- The County encourages the contractor to actively participate in or provide mutual training programs with Floyd County Fire Departments, at a minimum, including training for fire department first responders, water/rescue activities, active shooter, hazardous materials and for other community support activities. This participation in mutual training helps to improve the overall EMS system.
- The Medical Director for the contractor shall mutually serve as the Medical Director for the first responders of the various Floyd County Fire Departments as recommended by the Fitch Report to help ensure best practices and EMS standards throughout the overall EMS system.

- Contractor shall maintain and provide, when requested by the FCEMS Advisory Board, acceptable documentation that preventive maintenance is being performed in accordance with manufacturer's recommendations on all vehicles and equipment.
- By August 1 of each year, the contractor shall provide the Commissioners with an accounting of income and expenditures, as requested, to assist the County in the preparation of its annual budget.
- The contractor shall represent the County at meetings with state agencies and other regulatory bodies regarding EMS.
- The contractor shall have no authority whatsoever to obligate the County in any manner.
- In the event of a dispute between the County and the contractor, an alternative dispute resolution process will be utilized to resolve the dispute prior to any litigation in court.
- The contractor shall obtain and keep in force adequate insurance at all times. Amounts and coverage may be negotiated from time to time. The following coverage is required:
 - Workers' compensation coverage as required by applicable workers' compensation law including employers' liability with limits not less than One Million Dollars.
 - Contractor shall at all times carry Automobile Liability Insurance in the amount of \$1,000,000 combined single limit per accident (\$3,000,000 aggregate) for Bodily Injury and Property Damage.
 - A Commercial General Liability insurance policy for at least \$1,000,000 combined single limit per occurrence and at least \$3,000,000 in the aggregate per project, for Bodily Injury, Property Damage, and Personal Injury. This insurance shall include contractual liability coverage for the indemnity provided under this contract. Portable emergency response equipment shall be covered on a qualified replacement cost.

Professional Liability/Errors and Omissions Insurance:

- Contractor shall at all times carry a Professional Liability/Errors and Omissions type insurance policy with limits of not less than \$1,000,000 each occurrence (or each claim if coverage is afforded on a claim made basis) and \$3,000,000 in the annual aggregate. If this policy is a "claims made" type policy, the policy type and company shall be approved by the County prior to commencement of the Work.
- Collision, fire, casualty and comprehensive insurance to the full extent of the insurable value of the vehicle and equipment. Any property, including vehicles, not properly or fully insured shall be the financial responsibility of the Contractor.
- Umbrella or similar insurance policy with coverage equal to or in excess of Ten Million Dollars (\$10,000,000.00).
- Floyd County to be named an additional insured and provided copies of policy declaration pages/policies by the insurance companies. These policy limits are negotiable for equal or better coverage.

2.1 Objectives

The primary objective of this Request for Proposal is to receive proposals for the administration and/or operation of Emergency Medical Services within Floyd County, Indiana.

The contractor selected will be required to:

- Operate a ground ambulance service in Floyd County, Indiana in accordance with regulations of the Indiana EMS Commission providing both basic and advanced life support.
- Deliver management reports as required by the Commissioners and the FCEMS Advisory Board.
- Provide management and administration of the Ambulance Service.
- Meet training needs and requirements.
- Be an active community partner.
- Manage billing and collections
- Manage a wide diversity of user, business, and organizational needs.

2.2 Project Duration

The initial term of this agreement shall be for approximately five (5) years terminating on December 30, 2027 ("Initial Term"). Thereafter, this agreement shall be automatically renewed for additional five (5) year terms unless either party notifies the other of its intent to terminate this agreement no less than one hundred eighty (180) days prior to the renewal date.

A party may terminate this agreement for a material breach of the agreement by the other party; after giving written notice of breach; and, except in case of a breach by the County for nonpayment of contractor's invoices, in which case termination may be immediate by contractor, only after allowing the other party thirty (30) days to cure or commence taking reasonable steps to cure the breach.

Upon notice of termination by the district or the contractor, the contractor shall assist the County in assuming operations. If additional cost is incurred by the contractor at the request of the County, the County shall pay the contractor such cost within 30 days of invoice receipt.

Upon termination of this agreement, and all renewals and extensions, contractor will return any and all County purchased property and or equipment to the County in equal or better condition than was received upon the effective date of this agreement, ordinary wear and tear excepted. Equipment and other personal property purchased by the contractor for use in the operation or maintenance of the equipment shall remain the property of the contractor upon termination of this agreement unless the property was directly paid for by the county or the county specifically reimbursed contractor for the cost incurred to purchase the property.

The suspension or revocation of the contractor's right to operate an ambulance service in Indiana as result of any form of disciplinary actions taken by the Indiana EMS Commission shall be a material breach and the district may immediately terminate the contract and begin operating an ambulance service in Floyd County, or contract with another service to provide ambulance service for Floyd County.

2.3 Collaboration

Where this project may be enhanced for the benefit of Floyd County residents and visitors, Floyd County encourages the formation of partnerships/collaboration with other entities. Describe your experience in forming such alliances and with working with other entities for successful mission accomplished.

2.4 Resource Requirements

Describe the specific skills and expertise that the Offeror's team will provide to meet the requirements, of this project, e.g.:

- Project management qualification.
- Proven communication skills.
- Administrative experience
- Personnel management
- Medical Director
- Billing and collection experience
- Successful background in operations of Emergency Medical Ambulance Service

2.5 Mandatory Requirements (Qualification Criteria)

- Response to RFP submitted prior to deadline for submission
- Response to RFP is complete in its submission and has the required number of copies.
- Currently operating an emergency ambulance service for a minimum of Three (3) years.
- Be in continuous compliance with provisions of Indiana Ems Commission.

2.6 Needed Requirements

The following desirable requirements should be considered in preparation of a response to this Request for Proposal, such as:

- Proven expertise in the provision of personnel to meet the requirements under this proposal.
- Track-record in partnership with contracting agencies, other companies, collaborating services and community agencies involved in similar projects.
- Available to provide the services required at the time required.
- Sufficient staff or the ability to quickly procure sufficient staff, given the requirement of hiring existing staff, with the relevant skills for this project.
- Financially sound with available resources sufficient to assure successful management.
- Ability to continue current level of quality of service with a view toward improvement. Provide ongoing evaluations of quality of service and take remedial steps necessary for improvement or correction.
- The ability to respond in a timely manner to all dispatches. Offerors shall identify their goals.
- Clinical performance must be consistent with the approved standards and protocols.
- Assure professional and courteous conduct and appearance of all staff members at all times.
- Maintain training/certification programs and assure all staff members maintain current licensure and/or certification as required.
- Provide training programs for the community to provide CPR and other health-related training opportunities for the general public. A minimum of one individual should be assigned a minimum of 8 hours per week to this requirement. Monthly reports should be provided to the FCEMS Advisory Board.
- The Offeror will assure accurate accounting and control of all financial resources with reports, as requested, to the Commissioners and FCEMS Advisory Board.

Proposal should address:

- Operational Design/Model
- Operations
- Personnel
- Quality/Performance
- Data and Reporting
- Finance and Administration
- Community Education and Prevention Programs

2.7 Timescales

Describe how the Contractor plans to have the project implemented in accordance with the specifications in this document—by not later than 4:00 PM March 31, 2023.

Offerors should indicate their ability to meet this delivery date. Where the offeror is unable to comply with this date, propose an alternative timescale.

2.8 Quality Measures

The Offerors must provide a quality ambulance operation, training and administrative support; including details of the measures (including third party involvement) which will ensure that quality services will be provided.

Offerors must confirm acceptance of this in their responses.

2.9 Requirement — Training

Training will be required to assure staff and other personnel are able to maintain their certification/licensing and other training requirements. How does Offeror propose to meet all training requirements on an ongoing basis to include general identification of training required, what the requirement is and how the requirement will be met?

- EMT-B Certification.
- Paramedic Licensing.
- Training required of all employers for their employees.
- Community training programs.

Contractor will provide (at a minimum) an annual weekend 24 hour continuing education course (within Floyd County) meeting the refresher course objectives of NREMT for recertification of affiliated Floyd County Fire Departments First Response personnel who hold an EMT-B or First Responder certification. This will be at no charge to the attending Fire Service personnel.

Contractor will provide a designated coordinator to assist EMT First Responders and EMT-B's in Floyd County Fire Departments with application for license and renewal.

It is recommended for best practice that the Contractor will provide monthly continuing education which may be attended by Floyd County First Responder personnel to meet certification and renewal requirements and to ensure any updates to protocols and standing

orders. If any added cost is associated with continuing education, the cost can be shared amongst attending agencies.

Others that may be proposed by the contractor.

2.10 Requirement — Maintenance and Support

Provide maintenance and support services that include the following:

Furnish all fuel, lubricants, repairs, maintenance and all supplies for all ambulances and other vehicles. (If available, Floyd County is willing to consider proposals where fuel or other resources might be obtained through or by the County utilizing discounts that may not otherwise be available to the contractor.)

Maintain an adequate inventory of supplies and equipment to assure all vehicles have full inventory of equipment and supplies as required by regulations established by appropriate government agencies including, but not limited to, the Indiana EMS Commission.

Assure all ambulances and equipment are maintained clean and sanitary for treatment and transport of sick and injured patients. All equipment must be well maintained operationally and comply with OSHA requirements and regulatory requirements of the Indiana EMS Commission.

By all agencies operating on a standard equipment and supply list, this helps to provide better patient care and reduce time in the field as well as meeting the 1 for 1 replacement. Contractor shall provide supplies and equipment to First Responders that are required for replacing those used on calls for service. This includes but is not limited to equipment used for obtaining vital signs, personal protective equipment, oxygen and associated equipment, bandages, splints, backboards, and other items that are routinely carried by FD personnel as First Responders at a BLS level. This is at no cost to the Fire Department”.

Contractor shall provide Automated External Defibrillator units meeting current standards as well as related supplies for primary response apparatus and vehicles used for First Response. Additionally, blood glucose monitors, nebulizer compressor machine, and pulse-oximetry equipment shall be provided and maintained in the same manner.

Maintain all federal, state, and local vehicle permits and licenses as may be required.

Maintain communication systems that provide ambulance to dispatch, ambulance to ambulance, and ambulance to hospital communications meeting at a minimum, the standards established by regulations promulgated by the IPSC and the Indiana EMS Commission. Radio bands are VHF and 800mhz and include: handheld, mobile truck mounted radios, mobile base stations. Fire and EMS operate on the same channels, mutual aid channel, and Floyd County mutual channels.

Note: Where Offerors (i.e. successful contractors) fail to meet the service level agreement on five (5) incidents within a period of one year, the Floyd County Commissioners reserve the right to terminate this contract with a written notice to the provider.

3 Schedule of Costs

3.1 Payment Schedule

Describe the proposed payment schedule.

3.3 Costs

In the cost section, the Offeror should state the following:

- Fixed cost for performing all work required to satisfy the requirement specifications.
- Allowances for expenses, travel, subsistence etc. must be quantified and included in the fixed price. These cannot be submitted later.
- Itemized breakdown of the cost of any options being proposed beyond the minimum specifications.
- Costs must be in United States currency.
- Costs shall be exclusive of all taxes. Quote taxes separately where appropriate and at the appropriate rate.
- Unquantified costs will not be accepted.

The Offeror is responsible for any errors on the calculation of the costs provided in response to this Request for Proposal.

3.4 Detailed Costs

Categories	Rate	Total \$
		[X]
		[X]
		[X]
		[X]
Total		[X]

3.5 Further Conditions

Additional items purchased by the contractor from suppliers during the contract will be considered as part of the contract.

Any errors or omissions from the proposal in terms of price, quantity offered, or other relevant information shall be the responsibility of the Offeror. The County will not accept requests to amend any item on the proposal once the closing date has elapsed.

To assist in the proposal evaluation process, the County may ask Offerors for clarifications of their proposals, e.g. specific questions in relation to the proposed solution.

No adjustments can be made during the life of the contract unless clarified in the cost proposal.

4. Required Format of Proposal

The response to this RFP must follow the guidelines below.

4.1 Format of Proposal

Offerors must outline how their proposed solution addresses each requirement in the Request for Proposal.

Non-compliant proposals may be disqualified.

4.2 Layout of Proposal

Proposals must be structured in accordance with the following headings.

- 1 Management Summary
- 2 Proposed Solution
- 3 Project Management
- 4 Costs
- 5 Offeror Information
- 6 Key Personnel

4.3 Management Summary

The management summary must contain the following:

- General Offeror information.
- High-level approach to the proposed solution including an outline plan.
- Summary of services to be supplied and products, if applicable.
- Fixed price cost.

4.4 Proposed Solution

Respond to each of the requirements as specified in Section 2, Specification of Requirement on a point-by-point basis and in the order in which they appear.

The response should individually address each sub-section in the appendices where appropriate. In some cases, the Offeror has only to confirm that the requirement will be met but in other cases a description of the solution proposed must be provided.

Offerors must also quote the specific reference number of each requirement.

4.5 Project Management

The Commissioners have designated Suzanna Worrall as the POC for this project.

The contractor must nominate a project manager for the purpose of implementing and managing the proposed solution. Provide full details, including CV in the response to this proposal. The contractor's project manager must be in place for the duration of the contract. Any changes in the contractor's project manager, the contractor must provide notice to the FCEMS Advisory Board.

Where applicable, the Offeror can outline its approach to project management including specific project management methodologies.

The format of the proposal must match the proposal's requirements in the same sequence—and cross-referenced—as the RFP numbering scheme.

4.6 Costs

In the costs section, note the following guidelines:

- Quote the fixed price costs in United States currency
- Provide an overall fixed price. This must be the Offeror's best and final offer.

The Offeror must confirm that the proposal, including all costs, holds good for a contract with initial expiration date of **Dec 30, 2027**. Both parties to the contract may meet and confer at the request of either party to review cost in the event of unanticipated expenses but changes must be agreed to by both parties.

The Commissioners and the Contractor shall/may meet and confer during February of the first year of the contract to review all financial positions and records of the parties. They shall consider adjustments to the contract financial agreement based on actual income and expenses and may make changes accordingly if both parties agree.

Should the Commissioners and the Contractor fail to agree on an annual fee adjustment, the fee will be adjusted by multiplying the existing Annual Fee by one plus the percentage increase in the Consumer Price Index for all Urban Consumers (CPI-U-South Urban) for the most recent twelve (12) months available as published by the U. S. Department of Labor Statistics.

4.7 Offeror's General Information

The following information, in this format, is required by each proposal submitted:

- Name, address, telephone, email and fax number of Offeror.
- Contact person dealing with the proposal.
- Description of role, or element of contract, to be fulfilled by any consortium/ third-party.
- Identification of party who will carry overall responsibility for the contract.
- Confirmation of acceptance by the Offeror and any third parties of the terms and conditions of proposal.
- Confirmation of acceptance by the Offeror and any third parties regarding overall responsibility for successful delivery.

4.7.1 Offeror's Profile

The following information, in this format, is required by each Offeror when submitting its proposal:

- Length of time in existence.
- Number of employees.
- Brief description of the company's principal areas of activity.
- Any additional information in support of this proposal.
- Provide a brief profile of the key personnel who will be delegated to this project.
- Identify the key personnel responsible for carrying out each service/task.
- Experience and qualifications of personnel responsible for each service/task.
- Provide a brief description of the role to be fulfilled by any consortium or third-party.

4.7.2 Third Party / Consortium Profile

The following information, presented in this format, is required for any third-party or consortium submitting for this proposal:

- Name, address, telephone, and email and fax number of third-party or consortium.
- Contact person dealing with the proposal.
- Description of role, or element of contract, to be fulfilled by this consortium/ third-party.
- Person within third party business dealing with matter.
- Length of time in existence.
- Number of employees.
- Brief description of the company's principal areas of activity.
- Any additional information in support of this proposal.
- Provide a brief profile of the key personnel who will be delegated to this project.
- Identify key personnel responsible for carrying out each service task
- Experience and qualifications of personnel responsible for each service/task

4.7.3 Customer Base

Offerors shall provide details of relevant customers from its existing customer base including the percentage of revenues obtained from the different service types.

4.7.4 Financial Details

Offerors shall provide a financial profile for the last three financial years including independently audited certified accounts. In the absence of said accounts, sufficient data should be supplied to enable the Issuer to determine the offeror's financial stability.

4.7.5 Technical Capability

Offerors shall provide sufficient evidence of competence and experience of providing similar services in accordance with the Specification of Requirements.

4.7.6 Quality Certification

Offerors with formal quality certification shall provide details of the said certification.

4.7.7 Industry Standards

Offerors who participate in industry forum and standards bodies shall provide relevant details.

4.7.8 Offeror Qualifications

Offerors may provide evidence of competence and experience in providing similar services to those specified in this Request for Proposal.

4.7.9 Relevant Services

Offerors shall provide details of all principal relevant services, provided in the last three years, including:

- Name of organization.
- Services provided.
- Value of contract.

4.7.10 Specific Skills and Experience

Offerors shall provide details of the following skills and experience in respect of the Request for Proposal:

- Experience of working in this industry sector.
- Experience in the successful delivery of similar services.

4.8 Details of Management and Key Personnel

Offerors shall provide profiles of the key personnel who will be involved in the project, including the following information:

- Identity of the key personnel who will be responsible for performing each services/task.
- Operational and education/training of the personnel who will be responsible for performing each service/task.
- Years of service with the company.
- Offerors should also outline the proposed arrangements to manage this contract with details of the proposed reporting and liaison arrangements.
- Offerors shall provide details, including curriculum vitae, of all personnel who will be engaged in the management of the services required by this Request for Proposal.

Specifically, Offerors shall provide this information in relation to personnel who will be responsible for:

- Administration
- Operational management
- Project Management
- Quality Assurance
- Financial Management
- Medical Direction

Training (Include the relevant qualification and training of individuals responsible, the length of time with Offeror's organization, position now held with the Offeror and length of time in this position, and experience (and role) in providing similar services over the past three years.)

4.9 Format and Number of Proposals

Provide seven (7) copies of the proposal in hardback and one (1) copy in Microsoft Word format on a Thumb-Drive. (The paper copies may be one copy bearing original signatures and six conformed copies at Offeror's discretion.)

All proposals must be typed and double-spaced, one-inch (1") margins, on standard 8 ½" x 11" paper and bound appropriately.

Large paper is permissible for charts, such as maps.

Late, faxed, or emailed proposals will be automatically disqualified.

Price the proposal in United States currency.

Note: at least one document must be identified as an original document and shall bear original signatures. This document will be considered the legally binding version of the proposal. The remaining six documents may be conformed copies.

4.10 Reference Projects

Provide details of reference projects at which the Offeror has provided similar services as per the proposed specifications.

The following information is required for each reference: (This section is limited to a maximum of five (5) pages not including appendices.)

- Name of Company
- Contact name
- Telephone number and/or e-mail address

These references may be contacted to verify the ability of the Offeror to implement the activities as described in this Request for Proposal.

5. Evaluation & Award Criteria

Evaluation criteria, award criteria, will be utilized to evaluate each proposal with other proposals and determine which may receive the award of the contract.

5.1 Qualification Process

Proposals which do not satisfy ALL qualification criteria in the Mandatory Requirements Section 2.5 will be excluded from this proposal including:

- Late submissions
- Incomplete submission
- Not currently operating an emergency ambulance service for a minimum of Three (3) years.
- Failure to certify continuous compliance with the provisions of the Indiana EMS Commission.

Offerors should note that only those Offerors which meet all the qualifying criteria will be eligible for inclusion in the award process.

The contract will be awarded from the qualifying Offerors on the basis of the most advantageous proposal using the following award criteria:

- Quality of the proposal and methodology.
- Demonstrated understanding of the requirements.
- Range of previous relevant experience.
- Quality of resources available for this project.
- Ability to meet the project timescale.
- Cost

5.2 Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Proven track record of key personnel in providing required services
- Financial viability
- Ability to provide high quality Ambulance service operations
- Understanding of requirements
- Appropriateness of the proposed solution
- Approach to standards issues, e.g. interoperability
- Project Management
- Quality of customer support, including response times, quality assurance procedures for all care and transport, and remediation procedures.
- Ability to meet project timeframes.
- Cost, including rates, payment schedule, and non-financial incentives e.g. using existing licenses.
- Process for selection and retention of current personnel.
- Billing/collection procedures
- Training Programs

- Community Support Programs

The Awarding Authority reserves the right to select any/none of the proposals received.

5.3 Confidentiality of evaluation

Information relating to the examination, clarification, evaluation, and comparison of proposals will not be disclosed to Offerors or other external individuals.

Confidential information shall not be disclosed at any time unless under Freedom of Information Acts, Indiana Open Records Law, if required, or order of a court of competent jurisdiction.

5.4 Determination of responsiveness

After the official opening of the proposal, the Evaluation Team will determine whether each proposal is substantially responsive to the Request for Proposal's requirements.

5.5 Correction of Errors

Those Offerors determined to be substantially responsive will be checked for any material errors in computation such as:

- Discrepancy between cost price in figure and words. In this case the amount in words will govern.
- The amount stated will be adjusted by the Evaluation Team in accordance with the above procedure for the correction of errors and, with the Offeror's agreement, shall be considered as binding.

Offerors who do not accept the correction or errors will have their proposal rejected.

5.6 Clarification of proposals

To assist in the examination process, the Commissioners and the FCEMS Advisory Board may request points of clarification as regards their proposals, e.g. details of the proposed solution.

5.7 Interference

Any effort by the Offeror to influence the Commissioners, FCEMS Advisory Board, and Project Evaluation Team during the examination, clarification, evaluation of proposals, and during the award of contract, shall result in disqualification.

If any Offeror attempts to give gifts, inducements, or rewards to secure the contract, the Commissioners, FCEMS Advisory Board or members of the Project Evaluation Team shall be entitled to reject the proposal or cancel the contract.

5.8 Award Criteria

The contract will be awarded from the qualifying proposals on the basis of the most advantageous proposal applying the following award criteria:

- Proposed contract service
- Compatibility with existing system and/or equipment
- Completeness of proposal documentation
- Cost
- Demonstrated understanding of the needs of the Floyd County
- Economic Standing
- Education and Training
- Environmental considerations if any
- Experience
- Expertise of the specific proposed individuals
- Financial capacity
- Qualifications
- Quality of proposal document submitted
- Relevant experience
- Stated ability to meet all the minimum requirements
- Supplier technical ability
- Timeframe for initiating operations under contract
- Total costs per contract term
- Understanding of Issuer's requirements

5.9 Most Advantageous Proposal

Floyd County Commissioners reserves the right to reject any proposal. The lowest proposal will not necessarily be accepted.

The contract will NOT be awarded solely on the basis of the most economically advantageous proposal.

The award of any contract under this request for proposals shall be in accordance with Indiana Code and any Offeror claiming preference thereunder shall include its claim qualifications as part of its proposal.

5.10 Offerors Qualifications

Offerors must submit statements as to their financial and economic position and technical knowledge or ability.

5.11 Split contracts

Floyd County Commissioners reserves the right to divide (i.e. split) the contract between more than one Offeror.

5.12 Conformity to Specification

Offerors shall provide detailed specification on all services being offered for the contract, which must be acceptable to the Commissioners.

All goods, articles, supplies and materials being utilized must comply with recognized standards during the contract period.

Acceptance of articles, goods or materials shall be subject to any test, which the County Commissioners may determine.

5.13 Tax certificates

Successful Offerors will be required to submit copies of insurance declaration pages, certificates documenting workers compensation coverage, appropriate tax withholding and employer tax identification account numbers from the appropriate authorities to document the existence of each within the confines of this contract.

5.14 Status of Parties

On acceptance of the service contract, the Successful Offeror shall be bound to supply the goods, supplies or services covered in accordance with a contract with the Floyd County Commissioners to be signed in conformity with this proposal.

Successful Offerors shall maintain sufficient supply and equipment stock levels to meet requirements of this proposal.

Where an Offeror cannot meet its contractual requirements during the project, it shall immediately notify the Floyd County Commissioners, and FCEMS Advisory Board.

5.15 Contract Performance

The Contractor shall be bound to deliver, at its own expense and risk, the services as required for this project.

5.16 Technical Obsolescence

If during the course of the contract new products or equipment become available which, in the view of the FCEMS Advisory Board will improve the project, the Contractor and the County Commissioners will negotiate the cost and benefits of utilization of such new product or equipment and determine which party will bear the cost or division of cost of such item(s).

5.17 Contract Termination

The Commissioners may terminate the contract in the event of the Offeror (i.e. Contractor) failing to comply with any of the contract's terms and conditions and shall be entitled to recover from the Contractor any loss resulting from such termination. The Commissioners shall have the right to terminate the contract at any time the authority to operate an ambulance service is suspended or revoked as a result of disciplinary action by the Indiana EMS Commission.

5.18 Request for Additional Information from Offerors

The Commissioners reserves the right to request additional information from the Offerors after the closing date. If necessary, a short-list of contractor(s) may be invited to attend for interview and make a presentation (of thirty (30) minutes maximum duration) based on the proposal and to answer any questions arising.

The nominated support personnel should be among those making the presentation.

5.19 Cost of preparation of proposal

Floyd County will not be held responsible for any expenses or losses incurred by the Offeror in the preparation of the proposal. The Offeror shall bear all costs associated with the preparation and submission of their proposals.

5.20 Acknowledgment of Receipt

Offerors must confirm in writing that they have received the proposal documents. A receipt for this purpose shall be completed when obtaining a copy of the proposal documents. This form will include the point of contact for the Offeror, and specifically the e-mail address which will be used for all formal communications between the Floyd County and the Offeror during the proposal process.

5.21 Pre-Proposal Conference

A pre-proposal conference will be scheduled for September 27th at 3pm at Pineview Government Center located at 2524 Corydon Pike New Albany, IN 47150 room 104.

Offerors are encouraged to prepare written questions in advance of this pre-proposal conference. All written questions will be answered at the pre-proposal conference. Questions answered at the pre-proposal conference will not be reduced to writing or have written responses made to them.

The Commissioners have designated Suzanna Worrall as the POC. A record will be kept of the names of potential Offerors that attend this conference.

5.22 Discussions with Offerors

Discussions may be conducted with Offerors whose proposals have the potential for being selected for award in order to:

- Explore the Floyd County requirements and the Offeror's proposal.
- Facilitate arriving at a contract that will be most advantageous to Floyd County, the Floyd County Commissioners, with needed advice from the Floyd County EMS Advisory Board as necessary, taking into consideration price and other evaluative factors.

Offerors whose proposals are unacceptable will be notified promptly.

5.23 Amendments to the Request for Proposal

Any amendment(s) to this Request for Proposal will be emailed to all Offerors. The prospective supplier MUST acknowledge receipt of all amendments issued.

5.24 Contractual Terms and Conditions

Where a contract is agreed, it becomes binding only upon the approval of the Floyd County Commissioners and services cannot be rendered until such time.

The contract amount will be payable in a manner determined by the Floyd County Commissioners and the successful Offeror/contractor.

5.25 Amended Proposals

The Offeror may submit an amended proposal before the due date. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such.

The POC will not merge, collate, or assemble any proposal materials. All amendments must be submitted prior to the closing date for acceptance of all proposals.

5.26 Offerors Rights to Withdraw Proposal

The Offeror can withdraw its proposals at any time prior to the deadline for receipt of the proposal. The Offeror must submit a Written Withdrawal Request signed by its authorized representative(s) addressed to the Floyd County POC.

5.27 Termination

The Floyd County Commissioners reserves the right to extend the due date or to cancel this Request for Proposal at any time, and to reject any or all proposals submitted, where such action may be in its best interest.

Any contract awarded as a result of this process may be terminated if sufficient authorizations do not exist.

5.28 Legal Review

The Commissioners requires that all Offerors agree to be bound by the requirements as outlined in this document. It is recommended that Offerors have these requirements reviewed with its legal counsel. The submitted proposal, if not withdraw in accordance with Section 5.26 above; will be considered an offer to enter into contract with the Floyd County Commissioners. Upon acceptance by the Commissioners, the proposal will be considered a binding contract upon the parties.

5.29 Contract Deviations

Any terms and conditions which may be the subject of negotiation will be discussed between the Floyd County Commissioners and the Offeror. This process will NOT be deemed an opportunity to amend the Offeror's proposal or adjust the fixed price cost.

5.30 Subcontractors

The role of subcontractors must be clarified in the proposal. Identify any major subcontractors by name. The prime contractor will be wholly responsible for all tax withholdings that may be required on behalf of any of the subcontracts.

5.31 Conflict of Interest

The Offeror must agree that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of services required.

5.32 Governing Law

The laws of the State of Indiana will govern this procurement. Jurisdiction for any dispute in this matter shall be in the courts of Floyd County, Indiana.

5.33 Compliance with the Applicable Law

The Offeror(s) agrees, upon successful contract award, that services will be performed within applicable federal and state laws and applicable regulations of the State of Indiana/Floyd County.

5.34 Presentation of proposal

The completed proposals shall be enclosed in a sealed envelope, with return address clearly marked on envelope, and shall be delivered not later than 4pm October 7th, 2022.

Late proposals will be noted and destroyed.

5.35 Additional Costs

The Commissioners may ask the Offeror to make a presentation of their proposals. All costs and expenses associated with such presentations shall be borne by the Offeror.

6. Appendix A — Terms and Conditions

All information provided to this Request for Proposal will be treated in strict confidence by Offerors.

Information supplied by Offerors will be treated as contractually binding. However, Floyd County Commissioners reserves the right to seek clarification of any such information.

The Floyd County Commissioners and FCEMS Advisory Board undertakes to use its best endeavors to hold confidential any information provided by Offerors in response to this document, subject to its legal obligations.

All payments under the contract will be conditional on the Offeror being in possession of all valid certificates and licenses required by law, ordinance, or regulation.

Floyd County will not be liable in respect of any costs incurred by Offeror in the preparation of proposals or any associated work effort.

Late, or incomplete, proposals will be rejected.

Proposal must be completed in accordance with the Format of Proposal as specified in this document.

Conflicts of interest involving a contractor (or contractors in the event of a group or consortium proposal) must be fully disclosed, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Offeror.

Invoicing arrangements will be agreed with the successful Offeror(s). Floyd County will make payment of invoices arising out of this proposal to be agreed between the parties.

6.1. Implementation

After the contract is awarded, the Commissioners and FCEMS Advisory Board will arrange a meeting with the successful Offeror before work commences to discuss contract requirements.

6.2. Financial Arrangements

Terms and conditions must be adhered to throughout the entire contract.

Payment for all services will be as per agreement between the parties.

Floyd County retains the right to withhold payment where a contractor fails to meet its contractual obligations.

6.3. Contract Award / Termination

Floyd County reserves the right to cancel/postpone the contract award.

Floyd County is not legally obliged to accept the lowest or any proposal.

Floyd County reserves the right to reject in whole or in part, any or all proposals received.

Floyd County also reserves the right to terminate the contract at any stage.

In the event that the project must be abandoned, provisions will be made by the Commissioners for the termination of the supplier(s) contract on payment of agreed costs accrued to the date of termination.

6.4. Ownership

Floyd County will remain the sole owner of all deliverables including, but not limited to reports, manuals, real estate facilities as identified in Appendix F and vehicles as identified in Appendix G.

6.5. Framework of Agreement:

The proposed period of contract should be included within the proposal.

6.6. Site Visits

Where a site visit by the Offeror is deemed necessary prior to submission of the Proposal, the POC shall arrange this with the appropriate personnel.

6.7. Alternative proposal

The Offeror may submit an alternative proposal which offers additional economic, financial or technical merits.

6.8. Price basis

The Offeror shall include a specific proposal for funding of contract and services to be provided taking into consideration revenues for services provided, joint financial obligations with the Floyd County Commissioners and distribution for sharing of profits from operations. A budget for the first year of operation shall be included within the proposal.

6.9. Proposal Validity Period

The proposal shall be valid for the duration of the contract, unless otherwise stated.

6.10. Subcontracting

Sub-contracting is acceptable but should be fully detailed in the proposal. This should include the identity and contact information of proposed subcontractors, their obligations, prior experiences and demonstrated ability to meet the subcontracted responsibilities and fiscal commitments by all parties. Changes to subcontractor agreements during the contract period are subject to approval by the Floyd County Commissioners.

6.11. Contract Review

The Floyd County Commissioners will review the contract on an ongoing basis and may revise its needs at any stage to take account of changing business requirements.

6.12. Indemnities and Sureties

Before the contract starts, the contractor shall take out an insurance policy indemnifying itself, and the Commissioners, the FCEMS Advisory Board, and Floyd County in respect of all claims.

6.13. Freedom of Information

The Floyd County Commissioners undertakes to use its best endeavors to hold confidential, any information provided by the Offeror in this proposal subject to its obligation under law.

7. Appendix B — Sample Format of Submission

7.1. Company details

Company Details	
Company name	
Address	
Zip code	
Telephone No	
Fax No	
Website	

7.2. Type of Company

Type of Company	
Sole proprietorship	
Partnership	
Private	
Public	
Limited liability	
Other (please specify)	
Date of Company Registration	
Company Registration Number	
Number of employees	

7.3. Subsidiary Company, Associated Company or Parent Company

Name and address of any Subsidiary Company, Associated Company or Parent Company

Type of Company	
Company name	
Address	
Zip code	
Telephone No	
Fax No	
Website	

7.4. Directors, Partners, and Associates

Name	Position	Time in Position

7.5. Key Personnel

Please give details of all personnel who will be dedicated to this project indicating qualifications and relevant experience.

Provide a detailed CV for each team member.

Name	Qualification	Experience

7.6. Employee Turnover

State your company's employee turnover for the past 3 years and show calculations.

7.7. Financial Statements

Please submit complete copies of Financial Statements (e.g. Trading and Profit and Loss Accounts, Balance Sheets. For limited Companies, provide Directors' and Auditors' Reports) for these periods.

Failure to provide the above information will result in disqualification.

7.8. Bank details

Name and address of bank(s) from who references may be requested.

Bank Details	
Name	
Address	
Zip code	
Account Number	

7.9. References

Provide the names and addresses of three organizations that are prepared to act as referees on your behalf. Ensure that all references are relevant to the Request for Proposal.

References	
Name	
Address	
Website	
Telephone Number	

7.10. Proposed Solution

Offeror must submit a statement indicating how the proposed solution will meet the requirements as listed in this Request and attached Appendices.

Offerors must outline the operations and customer support which will be provided.

8. Appendix C — Proposal Checklist

The proposal should include sufficient information to permit the evaluation of the offeror's competency. To assist this process, the following checklist should be completed and returned with your proposal:

Item	Checklist
Statement of understanding by the Offeror(s).	<input type="checkbox"/>
General approach and methodology proposed for project.	<input type="checkbox"/>
Personnel allocated to the project with the proposed time input for each individual.	<input type="checkbox"/>
CVs with specific reference to project-related expertise.	<input type="checkbox"/>
Outline of offeror's project-related expertise and experience.	<input type="checkbox"/>
References to similar projects carried out in the previous 3 years.	<input type="checkbox"/>
Fixed cost.	<input type="checkbox"/>
Outline of the basis proposed for payment.	<input type="checkbox"/>
Taxes, or cost shown separately.	<input type="checkbox"/>
Third-party name, address, telephone, email address and other relevant contact references. Description of role in project.	<input type="checkbox"/>
Financial statement for previous 3 financial years.	<input type="checkbox"/>
Statement to the effect that information not identified as sensitive may be released to the public domain.	<input type="checkbox"/>
Statement identifying relationship between offeror(s) and other suppliers.	<input type="checkbox"/>
Additional information relevant to the proposal	<input type="checkbox"/>

9. Appendix D — Contact Details

Please complete this form with your company details.

1.	Company name				
2.	Address				
3.	Postcode / Zip code				
4.	Telephone number				
5.	Fax number				
6.	Contact person				
7.	Position in Company				
8.	Email address				
9.	Website (if applicable)				
10.	Number of employees	Full time	_____	Part time	_____

10. Appendix E — Declaration for Applicants

All applicants are required to complete this declaration.

I, [name of offeror's representative], of [Offeror] have completed the enclosed documentation in respect this Request for Proposal application.

I declare that the following documents have been enclosed with our application:

1.	Seven copies bearing original signatures or one bearing original signatures and six conformed copies of Request for Proposal and one copy in Word format on CD Rom.	Yes
2.	Completed Bank Details Forms	Yes
3.	Completed CV Forms	Yes
4.	Completed Certificate as to Canvassing	Yes
5.	Completed Contact Details Form	Yes

	Signed	
	Name (Block Capitals):	
	Position in Company	
	Date	

All of these documents MUST be submitted. Failure to do so will result in the submission not being accepted.

11.Appendix F --- REAL ESTATE

Georgetown Twp. Fire Protection District Stations

Greenville Twp. Fire Protection District Stations

Lafayette Twp. Fire Protection District Stations

New Albany Twp. Fire Protection District Stations

OR

Any Fire Department Facility, Property or Space potentially rented by Contractor for a substation for EMS Operations.

13 APPENDIX G --- VEHICLES

Any vehicles or ambulances purchased or leased by Floyd County for use by the selected contractor to fulfill the contract for Administration of and/or Operations of Pre-hospital Care Emergency Medical Ambulance Services in Floyd County.