



# CITY OF PLANO COUNCIL AGENDA ITEM

|   |                                 |                                  |  |                         |                   |
|---|---------------------------------|----------------------------------|--|-------------------------|-------------------|
| <b>CITY SECRETARY'S USE ONLY</b>  |                                 |                                  |  |                         |                   |
| <input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory  |                                 |                                  |  |                         |                   |
| Council Meeting Date:   |                                 | 5/26/2015                        |  |                         |                   |
| Department:   |                                 | Fire                             |  |                         |                   |
| Department Head   |                                 | Martin Wade Interim Chief        |  |                         |                   |
| Agenda Coordinator (include phone #): <b>Teresa Shelstad Ext 7539</b>   |                                 |                                  |  |                         |                   |
| <b>CAPTION</b>  |                                 |                                  |  |                         |                   |
| RFQ No. 2015-51-C for a five (5) year contract with five (5) one-year City optional renewals for Medical Advisory Services for the Fire Department to Columbia Medical Center of Plano Subsidiary, L.P. dba Medical Center of Plano in the total estimated amount of \$991,800 for the initial five (5) year term and an estimated annual amount of \$207,000 for each optional renewal year, and authorizing the City Manager to execute all necessary documents.  |                                 |                                  |  |                         |                   |
| <b>FINANCIAL SUMMARY</b>  |                                 |                                  |  |                         |                   |
| <input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP   |                                 |                                  |  |                         |                   |
| FISCAL YEAR:  | <b>2014-15-thru<br/>2024-25</b> | <b>Prior Year<br/>(CIP Only)</b> | <b>Current<br/>Year</b>                            | <b>Future<br/>Years</b> | <b>TOTALS</b>     |
| Budget  |                                 | 0                                | 84,000   | 1,960,680               | <b>2,044,680</b>  |
| Encumbered/Expended Amount  |                                 | 0                                | -56,000  | 0                       | <b>-56,000</b>    |
| This Item   |                                 | 0                                | -66,120  | -1,960,680              | <b>-2,026,800</b> |
| BALANCE   |                                 | 0                                | -38,120  | 0                       | <b>-38,120</b>    |
| <b>FUND(S):    GENERAL</b>  |                                 |                                  |  |                         |                   |
| <p><b>COMMENTS:</b> This item approves price quotes. Expenditures will be made in the Fire Department based on need within the approved budget appropriations for each year of the contract. The estimated amount to be spent for the remainder of FY 2014-15 is \$66,120. So far, \$56,000 has already been spent. The estimated future amount is \$1,960,680, which will be made within approved budget appropriations, broken out as follows: \$198,360 annually FY 2015-16 - FY 2018-19, \$201,240 in FY 2019-20, \$207,000 annually FY 2020-21 - FY 2023-24, and \$138,000 in FY 2024-25.</p> <p><b>STRATEGIC PLAN GOAL:</b> This contract for EMS Medical Control relates to the City's Goals of Financially Strong City with Service Excellence and Safe Large City.</p> |                                 |                                  |  |                         |                   |
| <b>SUMMARY OF ITEM</b>  |                                 |                                  |  |                         |                   |
| See attached recommendation memo  |                                 |                                  |  |                         |                   |
| List of Supporting Documents:   |                                 |                                  | Other Departments, Boards, Commissions or Agencies |                         |                   |
| Recommendation Memo, RFQ Recap  |                                 |                                  |  |                         |                   |



# Memorandum

**Date:** April 13, 2015  
**To:** Diane Palmer-Boeck, Chief Purchasing Officer  
**From:** Marty Wade, Fire Chief  
**Subject:** EMS Medical Advisory Services Contract Recommendation - #2015-51-C

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This memorandum is intended to outline the evaluation process and provide a recommendation for awarding the City of Plano contract for EMS Medical Advisory Services.

The contract renewal process for EMS Medical Advisory Services began in October 2014. To initiate the process, the Fire Department (Department) developed a set of criteria to be used as a basis for the RFQ response and evaluation.

Next, the Department established a committee to assist in the evaluation and selection process. The Committee was comprised of internal Department members, along with representatives from Purchasing. The Committee evaluated the RFQ responses in accordance with the established criteria, by evaluating the responses, and researching information regarding references submitted by each respondent. The Committee was established as a voting committee.

The RFQ, 2015-51-C EMS Medical Advisory Services, was released on November 2014. Consequently, the following two agencies responded to the RFQ: Texas Health Presbyterian Hospital of Plano and The Medical Center of Plano. Utilizing the established criteria, the Evaluation Team completed its review of the responses received from the above agencies. Of the two respondents who participated in the RFQ process, the Evaluation Team selected The Medical Center of Plano as the most qualified.

Subsequent to this selection, the Department has since entered into and successfully completed negotiations with The Medical Center of Plano to provide EMS Medical Advisory Services. The Department recommends that the contract for EMS Medical Advisory Services be awarded to The Medical Center of Plano, pending Plano City Council approval. The contract will be for a five (5) year initial term for an estimated five year cost of \$991,800. The City has an option of five (5) one-year renewals. Renewal terms if exercised, include an escalation and will be at an estimated annual amount of \$207,000 for a total estimated contract expenditure of \$2,026,800 if all renewal options are exercised.

Please do not hesitate to contact me if you have any questions.

A handwritten signature in cursive script that reads "Marty Wade".

**CITY OF PLANO**  
**RFQ NO. 2015-51-C**  
**RFQ for Medical Advisory Services**

**RFQ RECAP**

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**RFQ opening Date/Time:** January 5, 2015 @ 2:00 PM

**Number of Vendors Notified:** 2696

**Vendors Submitting "No Bids":** 0

**Qualification Statements Evaluated Non-Responsive to Specifications:** 0

**Number of Qualification Statements Submitted:** 2

Columbia Medical Center of Plano Subsidiary, L.P. dba Medical Center of Plano

Texas Health Presbyterian Hospital of Plano

**Recommended Vendor(s):**

Columbia Medical Center of Plano Subsidiary, L.P. dba Medical Center of Plano

*Teresa Shelstad*

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Teresa Shelstad

May 7, 2015

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Date