



Lou Ann Teixeira  
 Executive Officer

**MEMBERS**

Donald A. Blubaugh <i>Public Member</i>	Mary N. Piepho <i>County Member</i>
Federal Glover <i>County Member</i>	Rob Schroder <i>City Member</i>
Michael R. McGill <i>Special District Member</i>	Igor Skaredoff <i>Special District Member</i>
Don Tatzin <i>City Member</i>	

**ALTERNATE MEMBERS**

Candace Andersen  
*County Member*  
 Sharon Burke  
*Public Member*  
 Tom Butt  
*City Member*  
 George H. Schmidt  
*Special District Member*

September 10, 2014 (Agenda)

September 10, 2014  
 Agenda Item 9

Contra Costa Local Agency Formation Commission (LAFCO)  
 651 Pine Street, Sixth Floor  
 Martinez, CA 94553

**Contra Costa Emergency Medical Services (EMS)  
 Ambulance Request for Proposals Development Workshop**

Dear Members of the Commission:

With the recent completion of the County’s EMS System Modernization Study, the County has embarked on preparing a Request for Proposal (RFP) for emergency ambulance services. Fitch and Associates will serve as RFP contract consultants. Information regarding the County’s procedure process can be found online (<http://cchealth.org/ems/system-review.php#simpleContained8>).

The RFP will be prepared in partnership with EMS system stakeholders, potential bidders and health system providers to encourage an inclusive preparation process with stakeholder engagement and community input. A daylong consultant-facilitated stakeholder workshop will be held on September 17, 2014. Subsequently, the Board of Supervisors (BOS) will review the stakeholder recommendations. The tentative RFP timeline provides that BOS will review the draft RFP in December 2014; the RFP will be released in February 2015; proposals are due in April 2015; the final contract will be awarded in September 2015; and the new contract will begin in January 2016.

On August 15, Contra Costa LAFCO received an invitation to participate in the EMS ambulance RFP development workshop (attached). The workshop is limited to approximately 50 participants. Each invited group is encouraged to select a representative to participate. Workshop participants must be available for the entire day and confirm attendance by September 11, 2014. Contra Costa LAFCO is asked to select one representative to attend the workshop.

**RECOMMENDATION:** Provide direction regarding participation in the EMS Ambulance RFP Development Workshop, and select a representative, as desired.

Sincerely,

LOU ANN TEXEIRA  
 EXECUTIVE OFFICER

c: Patricia Frost, EMS Director

Attachment – Invitation to Participate in the EMS Ambulance RFP Development Workshop



**County of Contra Costa  
EMERGENCY MEDICAL SERVICES  
Memorandum**

**DATE:** August 15, 2014

**To:** Contra Costa EMS Stakeholders

**FROM:** Pat Frost, EMS Director

**SUBJECT:** **Save the Date: September 17, 2014 Day Long EMS Ambulance Request for Proposal Development Workshop**

---

**Contra Costa Emergency Medical Services  
EMS Ambulance Request for Proposal (RFP) Development Workshop**

**Date:** September 17, 2014 **Time:** 8:30 am - 4:30 pm

**Location:** Contra Costa County Schools Insurance Group at 550 Ellinwood Way, Pleasant Hill, CA

**To Register:** Call Contra Costa EMS at (925) 646-4690 or email Leticia.Andreas@hsd.cccounty.us

**Full Day Emergency Ambulance RFP Development Workshop**

You are invited by the Contra Costa EMS Agency and the Contra Costa Board of Supervisors to participate in a consultant facilitated Emergency Ambulance RFP development workshop designed to capture local knowledge and expertise for the next emergency ambulance procurement. Workshop participants will assist the Fitch and Associates consultant(s) in specifying “what” will be accomplished, in the upcoming emergency ambulance procurement associated with Emergency Response Areas I, II and V and currently served by American Medical Response.

**Goal of RFP Preparation:** To attract multiple qualified bidders to submit proposals for emergency ambulance service to the County using a transparent, fair and objective competitive process.

**Workshop Invitees:** Workshop invitees/participants will include potential bidders, union representatives, hospital and Contra Costa health system representatives, medical community representatives, patient advocates and other local jurisdictional staff. **All participants must be prepared to attend the entire day.** Lunch will be provided for workshop participants.

**Emergency Ambulance RFP Workshop Concepts to be covered:**

1. Safety net provisions
2. Performance requirements
3. General legal provisions
4. Procurement evaluation process
5. Request for Proposal Timeline

**The workshop is limited to approximately 50 participants. Each invited group is encouraged to select representatives to participate. Workshop participants must be available for the entire day and confirm they will be attending with Contra Costa EMS by September 11, 2014.**

County Fire Executive Chiefs representing East , Central and West County (up to 3)	EMS and Fire Union representative (1 from each union, up to 3)	City Manager representation from East , Central and West County communities (up to 3)	Local Law Enforcement representing East, Central and West County (up to 3)
Non-Emergency Ambulance and Air Ambulance Provider representatives (up to 3)	Dispatch Centers (1 representative from Sheriffs Communications , Richmond, San Ramon and Contra Costa Fire) (up to 4)	Potential emergency ambulance bidders (1 representative from each) (Anticipate up to 6)	Aging and Advisory Committee representative (up to 2)
EMS Medical Director and Staff (up to 3)	Hospital Council representative (1)	ACCMA representative (1)	EMCC representatives (up to 3)
Community Hospital Health care representatives (1 from each health system partner) (up to 5)	Behavioral Health Care and Mental Health advocacy (up to 2)	LAFCO representatives (1)	Representative from HICAP (1)
American Heart/ Stroke Association Representative (1)		California Emergency Physician Representative (1)	

**Public Meeting and Comment:**

This workshop will be noticed as a public meeting with the agenda and all materials posted in compliance with the Brown Act. Members of the public will be able to observe the workshop and offer public comment at the end of the workshop (2 minutes each). The public is also invited to submit written public comment and recommendations for the upcoming ambulance procurement in the following ways: **Via Email:** Patricia Frost, EMS Director: Patricia.Frost@hsd.cccounty.us or directly to Fitch & Associates, LLC: cccems@fitchassoc.com. **Via Mail:** Contra Costa EMS Attn: Fitch Study Public Comment, 1340 Arnold Drive, Suite 126, Martinez, CA 94553 or **Via Fax:** 925-646-4379

**All workshop invitees should prepare for the workshop by reviewing the following materials and are encouraged to bring specific recommendations for discussion.**

- Contra Costa EMS Website at [www.cccems.org](http://www.cccems.org)
- EMS System Review and Ambulance RFP website at <http://cchealth.org/ems/system-review.php#simpleContained1>
- EMS Modernization Project Report at <http://cchealth.org/ems/pdf/2014-EMS-System-Modernization-Study.pdf>
- EMS Modernization Project Report Public Comment Document: <http://cchealth.org/ems/pdf/2014-EMS-System-Modernization-Study-Public-Comments.pdf>
- EMS System Annual Report at <http://cchealth.org/ems/annual-reports.php>
- Current AMR Contract: <http://cchealth.org/ems/contract-ambulance.php>
- Contra Costa EMS Quality Improvement Program: <http://cchealth.org/ems/quality.php>
- Contra Costa 2013 Quality and Utilization Report: <http://cchealth.org/ems/pdf/QI-2013-Annual-Report.pdf>
- Contra Costa EMS System Plan 2012: <http://cchealth.org/ems/pdf/sysplanupd12.pdf>

**Preliminary Emergency Ambulance Request for Proposal Workshop Agenda (subject to change)**

<b>0845-0900</b>	<b>Registration and sign in</b>
<b>0900-0915</b>	<b>Welcome and Introductions</b>
0915-0930	Overview of RFP Timeline and Process
0930-1030	General Legal Provisions associated with Emergency Ambulance RFP
<b>1030-1045</b>	<b>Break</b>
1045-1145	Emergency Ambulance RFP Safety Net Provision Development
<b>1145-1230</b>	<b>Working Lunch and Networking (workshop participants only)</b>
1230-1330	Emergency Ambulance RFP Performance Requirement Development
1330-1430	Procurement Review Panel and Evaluation Process <ul style="list-style-type: none"><li>• Selection Criteria for 4 neutral out-of-county RFP reviewers</li><li>• Selection Criteria for 1 Contra Costa EMS System RFP reviewers</li><li>• Recommendations related to scoring process</li></ul>
<b>1430-1500</b>	<b>Break</b>
1500-1600	RFP requirements for EMS System enhancement
<b>1600-1620</b>	<b>Public Comment (2 minutes each)</b>
1620-1630	Consultant Closing Remarks