

Request for Qualifications

Medical Director



A Tradition of Stewardship
A Commitment to Service

**Napa County Public Health
Emergency Medical Services Agency
2344 Old Sonoma Road, Bldg. G
Napa, CA 94559**

Closing Date: April 7, 2011 5:00pm

SERVICES

The Napa County Health and Human Services Agency is requesting qualified applicants to establish a contract for a Medical Director for Emergency Medical Services (EMS) with work to commence on May 1, 2011 and be completed June 30, 2012 with the option for an automatic annual renewal of such contract on a fiscal year basis.

The EMS Agency Medical Director is a part time contracted position averaging an estimated 8 hours per week. The Medical Director will assist with the development of the EMS system as Napa County transitions to an independent EMS Agency and have an integral role in establishing the agency's new direction. Medical Director Services will be performed in accordance with the terms, conditions and specifications contained herein.

Responses must be submitted no later than the date and time stated in the RFQ. No late proposals will be accepted.

QUALIFICATIONS:

The successful applicant will be Board Certified in Emergency Medicine and licensed as a physician in California; familiar with pre-hospital protocols and system issues; experienced in emergency department practice and trauma services; accustomed to working with multi-disciplinary committees.

SCOPE OF WORK:

The successful applicant will be expected to perform services as a Medical Director according to the following scope of work:

- Medical control and assure medical accountability within the EMS system, including assisting in the establishment of EMS policies and procedures throughout Napa County
- Assistance in the establishment of EMS policies and procedures, treatment and transport protocols for all pre-hospital providers
- Direction in setting criteria for a CQI program within the system
- Guidance for enhancement of the EMS System, which includes a Trauma System
- A review and resolution of patient care complaints
- Assistance in the planning, implementation, and evaluation of the EMS system
- Agendas for County Medical Advisory Committee (MAC)
- Input to and attendance at the state Emergency Medical Directors Association (EMDAC).
- Authorization and assistance in implementing BLS, Limited-ALS, & ALS programs

- Assistance in the approval and monitoring of training programs at the EMT-I, EMT-II, Paramedic and MICN levels
- Assistance in the development of triage and transfer protocols to facilitate prompt delivery of patients to appropriate designated facilities.
- Guidance and direction for participation in trial studies and other EMS research projects
- Assistance with certification and accreditation
- Leadership in developing regional EMS partnerships

COMPENSATION

Napa County EMS is offering a competitive payment schedule.

SCHEDULE FOR THE RFQ PROCESS

March 3, 2011	Request for Qualifications released
April 7, 2011	Letter of Interest, Curriculum Vitae or Resume, and conflict of interest list due by 5:00p.m.
April 11-13, 2011	County review period; interviews with respondents
April 15, 2011	Respondent selected for recommendation for contract notifications sent out
April 26, 2011	Contract presented to Board of Supervisors for approval
May 1, 2011	Contract start date

SUBMISSION PROCESS AND GENERAL CONDITIONS

The deadline for submission of qualifications in response to this RFQ is 5:00 P.M. on April 7, 2011. Late submittals will not be accepted or considered. To be considered, respondents should submit a letter of interest, current Curriculum Vitae or resume, and a list with explanations detailing any current or prior contracts, relationships, or positions held that are or could potentially be seen as conflicts of interest for the EMS Medical Director position in a sealed envelope identified by RFQ for Emergency Medical Services Medical Director and title to:

Ty Cook, EMS Coordinator
 Napa County EMS Agency
 2344 Old Sonoma Road, Building G
 Napa, CA 94559

E-mailed submissions will also be accepted. Please reference the RFQ number and title (PDF preferred): ty.cook@countyofnapa.org

1. By submitting a letter of interest, current Curriculum Vitae or resume, and a list with explanations detailing any current or prior contracts, relationships, or positions held that are or could potentially be seen as conflicts of interest for the EMS Medical Director position, the respondent represents and warrants that:
 - a. The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham submittal, or any other respondent to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage.
 - b. The respondent has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of a contract, to any employee, official, or existing contracting consultant of the County of Napa.
2. All costs of preparation of submissions including travel for any interviews scheduled shall be borne by the respondents.
3. All submissions become the property of the County of Napa. The County reserves the right to reject any and all submittals; to withdrawal the request at any time; to request clarification of information submitted; to request additional information from applicants; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the applicant unless they are not submitted in a timely manner.
4. Proposals will become a public record and available for release to the public upon selection of a successful respondent and an agreement is reached.
5. The County reserves the right to award an agreement without further competition based on the responses received to this RFQ.
6. The County reserves the right to request additional information not included in this RFQ from any or all respondents after April 7, 2011.
7. The County reserves the right to contact references not provided in the submittals.
8. County reserves the right to incorporate its standard language into any contract resulting from this Request for Qualifications. The County's standard agreement language is attached as information only.

INFORMATION RESOURCES

Question about this Request for Qualifications shall be referred to:

Ty Cook, EMS Coordinator
Napa County EMS Agency
2344 Old Sonoma Road, Building G
Napa, CA 94559
ty.cook@countyofnapa.org

For additional information regarding the services to be provided, please review the Scope of Work.

Except for the above named, potential respondents should not contact Napa County officials or staff regarding any aspect of this RFQ.

No prior, current, or post award verbal conversations or agreements with any officer, agent, or employee of the County or any other person or entity shall affect or modify any terms or obligations of this RFQ or any agreement resulting from this process.

LOCAL VENDOR PREFERENCE POLICY

Napa County has a local vendor preference that covers the acquisition of requested services. Local vendors will be awarded contracts for services where qualifications are determined by the reviewing panel to be otherwise equal, unless such preference is not allowable by law. For this matter, a local vendor is a vendor who has a billing address located within Napa County.

PROFESSIONAL SERVICES AGREEMENT

The successful applicant will be expected to enter into a Professional Services Agreement (PSA) with the County to provide EMS medical direction. The County's standard PSA is attached in draft for **review** by prospective bidders. Applicants are **not** required to submit a signed copy of the County's PSA with their proposal, but are merely directed to review the PSA to ensure that all bidders understand the County's PSA requirements.

INSURANCE REQUIREMENTS

Applicants are directed to review the County's insurance requirements as detailed in the attached draft Professional Services Agreement (Paragraph 2.7). Failure to meet the County's insurance requirements (as determined by County Counsel and County Risk Management) may be sufficient reason for disqualification from the selection process.

EVALUATION CRITERIA

The EMS Medical Director contract will be awarded based on the letter of interest,

Curricula Vitae or resume, conflict of interest letter and interview. Qualifications, experience and references will be evaluated to determine the applicant who is determined to be the most qualified based upon the criteria in this RFQ.. The criteria to be used in the evaluation are as follows:

1. The applicant's technical capability, expertise or skill to provide the required services, including the applicant's past experience providing similar services.
2. Qualifications of the applicant as verified by the overall experience.
3. Evaluation of the applicant's performance capabilities, reputation, reliability and service history as determined by reference checks and/or the County's prior experience with the bidder.
4. The applicant's knowledge of local circumstances (if such knowledge would be a benefit in providing services).
5. The applicant's willingness and ability to meet the County's PSA requirements including, but not limited to, the County's insurance requirements.

Once the respondent who is most qualified as established by the criteria in this request is chosen, negotiations will commence with that respondent. If negotiations with the most qualified respondent are unsuccessful, negotiations will be terminated and negotiations will commence with the second most qualified respondent. If negotiations are unsuccessful with the second most qualified respondent, negotiations will be terminated; and negotiations will commence in corresponding order in which respondents were evaluated to be qualified.

Any and all negotiations may be terminated at any time by the County.

PROVISION OF INFORMATION TO BIDDERS

Any documents provided by applicants are considered confidential until a contract is signed. After that, the information is public record and will be provided to anyone who requests it. However, if the documents contain any proprietary information, the portion of the documents containing the proprietary information will be withheld. After a contract is signed, HHSA staff also may share with an unsuccessful applicant the reasons that the applicant's proposal was not selected.

APPEALS

The County's appeals process is as follows:

1. Filing of Protest. Any directly affected party who is aggrieved in connection with the solicitation or award of a contract may protest the action taken if the RFQ procedure

as published in this RFQ has been violated. Such protests must be filed in writing with:

County of Napa
Purchasing Agent
1195 Third Street, Room 310
Napa, CA 94559

Protests must be filed in writing within five (5) working days from the time of the occurrence generating the protest. Protests received after this time will not be considered. Any protest shall include the following information:

- The date and action taken resulting in a protest, and
- Identification of the material issue, including a detailed explanation of the basis for the protest and the remedy sought. Specification-related protests must be fully supported by technical data test results, or other pertinent information, that the substitute offered is equal to or better than the specification requirement.

2. Resolution Process

- a. Informal Resolution. Upon receipt of a protest, the Purchasing Agent will convene, at the earliest possible convenience, discussions between the protesting party and appropriate County staff to seek informal resolution and/or to clarify the issues.
- b. Response to Protest/Appeal. If the protest is not resolved by mutual agreement, the Purchasing Agent shall provide a written response to the protesting party within fifteen (15) working days following the informal meeting. County Counsel shall be consulted before the written response is issued.

The response shall state the Purchasing Agent's decision, the facts supporting the decision, and shall inform the protesting party of its right to appeal the decision to the Board of Supervisors.

3. Appeal to the Board of Supervisors.

In the event that the informal resolution procedure is unsuccessful, the protesting party may request an appeal hearing before the Board of Supervisors by filing a written request with the Clerk of the Board no later than five (5) working days after notification of the Purchasing Agent's decision. Any appeal hearing shall be scheduled within thirty (30) working days from the date request is received by the Clerk of the Board. The Clerk of the Board shall notify the appellant by personal service of the scheduled hearing date not less than ten (10) working days from the date of hearing.

The appellant shall have the right to testify at the hearing, to be represented by counsel, to present witnesses on his/her behalf, and to present oral and written documents and evidence on the issue.

After the conclusion of the hearing, the Board of Supervisors shall make findings of fact and a decision concerning the issue(s).

4. Stay of Procurement Action during a Protest.

In the event of a timely protest under this section, the County shall not proceed further with the solicitation or the award of the contract or purchase order until the protest is resolved, unless the Purchasing Agent, in consultation with the head of the relevant County department and County Counsel, makes a written determination that the award of the contract without further delay is necessary to protect a substantial interest of the County.