

**REQUEST FOR PROPOSAL (RFP)
Montgomery County EMS Billing
Service and ePCR**

Montgomery County, TENNESSEE



**Contact:
Montgomery County Government
Elizabeth Black, Purchasing Director
931-648-5720
elblack@mcgtn.net**

Bid #2024-1101

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Montgomery County Government.

Montgomery County Government, herein known as Montgomery County, is hereby requesting a proposal for Billing Services and ePCR utilized by Montgomery County EMS.

Upon mutual agreement by all parties, Montgomery County shall grant the right to extend the terms, conditions, and prices of contract(s) awarded from this RFP to other institutions (such as state or public agencies) who express an interest in participating in any contract that results from this RFP. Each of the "piggyback" institutions will issue their own purchasing documents for purchase of the goods and/or services. Proposer agrees that Montgomery County shall bear no responsibility or liability for any agreements between proposer and the other institution(s) who desires to exercise the option.

I. Proposal Specifications

Reference to available specifications shall be sufficient to make the terms of the specifications binding on the proposer. The use of the name of a manufacturer, or any special brand or make in describing an item, does not restrict the proposer to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the proposal. Proposers are required to notify the Montgomery County purchasing director whenever specifications/procedures are not perceived to be fair and open. The articles on which the proposal is submitted must be equal or superior to that specified.

See following page(s) for complete specifications.

Introduction

Montgomery County Government is hereby requesting a proposal for **Billing Services and ePCR** (electronic patient care reporting) for Montgomery County EMS located at 601 Dunlop Road Clarksville, TN, 37040.

Bid acceptance will be based on funding for this proposal. Bid pricing must be good for three (3) years, with the option to renew for additional two (2) years. Bid terms will follow a calendar year January 1st to December 31st.

Timeline: **Release of RFP** – November 1, 2024

Deadline for Questions – Monday, November 11, 2024, at 2 p.m. All questions must be submitted in writing to Elizabeth Black, Purchasing Director at elblack@mcgtn.net.

Answers Provided – Wednesday, November 13, 2024

RFP Deadline – Monday, November 18, 2024 at 2 p.m.

Proposals submitted after the deadline will not be opened. Proposals must be sealed and may be mailed or hand delivered to the Montgomery County Purchasing Department, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. All proposals should include all necessary documents and have the name of the proposer and the words “RFP – EMS Billing Services and ePCR” on the outside of the envelope. Proposals may also be submitted by email and can be sent to mocobids@mcgtn.net. If submitting by email, allow plenty of time for delivery as proposals must be received by the deadline. Make sure to put “RFP – EMS Billing Services and ePCR” in the subject of the email.

Specific Information

Proposal requirement details:

SPECIFIC TERMS AND CONDITIONS

1.1 PURPOSE: TO ESTABLISH A CONTRACT FOR MANAGEMENT & OVERSIGHT OF EMERGENCY MEDICAL TRANSPORT BILLING AND COLLECTION SERVICES FOR THE COUNTY

The purpose of this solicitation is to establish a contract for the County, for the services as specified herein, with an entity that will provide prompt and professional service. Specifically, the purpose is to select a provider to furnish emergency medical transport billing and collection management and oversight services, billing platform technology, electronic patient care reporting (ePCR) field technology, and all necessary hardware according to the statement of work, entitled “SECTION 3 – Statement of Work”, for the County.

The County is herein requesting proposals from experienced individual(s), group(s), or company(ies), hereinafter referred to as the “Proposer,” to provide the Services and Products described herein for the County.

1.2 TERM OF CONTRACT: INITIAL TERM OF 3 YEARS WITH THE OPTION TO RENEW FOR ADDITIONAL 2 YEARS

The contract resulting from this solicitation shall remain in effect for a period of three (3) years at the rates offered by the Proposer in their proposal for the contract period. After the initial contract period, the County shall have the option to renew for an additional two (2) years and will discuss any pricing adjustments at that time.

2.1 MINIMUM REQUIREMENTS

Notwithstanding the County’s right to reject proposals for other considerations, the County will reject any proposal of a Proposer not completely responding to the minimum requirements listed below. The Proposer must provide access to patient survey results within their online client portal.

Each item listed below MUST be addressed by Proposer. Each item must be answered as either “Yes”, “No”, “Other – Explain”. The “Other – Explain” MUST be explained on Proposer’s letterhead.

Place a “check” mark in the appropriate column

Item	Yes	No	Other - Explain
1. Proposer must have a record of providing ground ambulance transport billing and collection services for at least 5 years.			
2. Proposer must provide references of the following: <u>(If “Yes”, please provide details on Proposer’s letterhead)</u>			
a. Ground ambulance transport billing services to at least three (3) clients, with each providing a minimum of 15,000 emergency transports annually.			
b. Ground ambulance customers who provide non-emergency (convalescent) ambulance transportation in conjunction with emergency ambulance responses.			
c. Ground ambulance customers who participate in TN Medicaid (TennCare) and are contracted with Managed Care Organizations.			
d. Ground ambulance customers who contract with healthcare facilities (i.e. hospitals, nursing homes, etc.) for ambulance transportation.			
3. Proposer must show proof of recent satisfactory Statement on Auditing Standards (SAS) No. 70 (minimum) audit.			
4. Proposer must be SSAE 18 certified annually.			
5. Proposer must provide MCEMS billing staff with access to Waystar insurance verification system.			
6. Proposer will assign staff members dedicated to MCEMS only for the following tasks: a. Biller/coder (max. two staff members) b. AR clerk (max. two staff members) c. Poster (max. two staff members)			
7. All staff of proposer who code ambulance claims must be Certified Ambulance Coders.			
8. Proposer certifies that MCEMS will, at minimum, have read- only access to all MCEMS claims processed by proposer for a term not less than three (3) years following contract term. Read-only access shall be in the same/similar format as the original contract period.			

9. Proposer must provide client portal that includes the following: Comprehensive Month End Reports, Daily Deposit Reconciliation Report and Payment Summary.			
10. Proposer must provide in-depth crew analysis that details each providers strength and deficiencies			
11. Proposer provides visual access to the items below within the same application to be used by MCEMS billing staff when “scrubbing” claims:			
a. PAYMENTS			
b. EXPLANATION OF BENEFITS			
c. PATIENT DEMOGRAPHICS (INCLUDING SOCIAL SECURITY NUMBER)			
d. STATEMENTS/INVOICES (including dates submitted)			
e. ATTACHMENTS			
12. Proposer provides the ability for MCEMS billing staff to attach miscellaneous transport documents directly from the billing application while “scrubbing” the claims.			
13. Proposer will provide additional “add-on” items to enhance the ePCR and billing process for ambulance crew, billing staff and/or administration. <u>(If “Yes”, please provide details on Proposer’s letterhead)</u>			
14. Proposer will work directly with the County’s contracted Collections agency to provide delinquent accounts (based on the County’s identified collections protocol) for processing.			
15. Proposer will provide, as part of the submitted Pricing Proposal, thirty (30) WiFi enabled computer laptops and all associated hardware/software that will enable ambulance staff to produce ePCR documentation.			
16. Proposer must provide ePCR ESO software and any associated cost for technical support.			
17. Proposer must provide NAAC certified electronic documentation material for all crews current and future.			
18. Proposer must show in depth knowledge and experience of TN specific payers and state requirements by billing greater than 150k transports annually from providers within the state of TN.			
19. The Proposer will analyze all accounts with overpayments and process refund requests. This information will be transmitted to the County to make the refund to the Proposer, who will refund the patient or third-party payor directly. Proposer will bill in separate invoices no more than once a month for debt collection services and once a month for refunds due (if any).			

2.2 METHOD OF PAYMENT: MONTHLY INVOICES FOR SERVICES RENDERED

The successful Proposer shall submit a detailed monthly invoice within thirty (30) calendar days after the services have been rendered. These invoices shall be submitted to Montgomery County EMS, ATTN: Accounts Payable, 601 Dunlop Lane, Clarksville, Tennessee 37040. All documentation shall reference the appropriate contract number, the type of service(s) provided, the dates or period that the service(s) were provided in the prior thirty (30) days.

2.3 CONTENTS OF PROPOSAL

The proposal must consist of two parts: The technical proposal and the price proposal.

The technical proposal shall follow the format listed herein:

1) Executive summary

Provide a summary describing the Proposer's ability to meet ALL minimum requirements and perform work requested in this solicitation, and any other information called for by this solicitation which the Proposer deems relevant, including restating any exceptions to this solicitation. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the Proposer, staff, subcontractors, subconsultants, and/or suppliers.

- a) Provide relevant background information on your firm, including a brief history, firm ownership, organizational structure, location of headquarters, number and location of offices, especially those performing EMS billing/collection processes.
- b) List any subsidiary/affiliate company in the same business, the nature of the relationship, and the location of their office.
- c) State the number of years that the Proposer has been in business, and the number of years in business operation under the Proposer's current business name. Any business owner who has previously operated a business under another name must include a description of the previous business. Failure to include such information may be deemed as intentional misrepresentation by the County and may render the Proposer's proposal non-responsive.
- d) Provide Proposer's ability to do business in the State of Tennessee and any background and experience specific to demographics of Montgomery County and its payors.
- e) Provide information on the Proposer's industry involvement and any representation with key industry associations or affiliations.

2) References

Provide a detailed description of comparable contracts (similar in scope of services to those requested herein) which the Proposer is currently performing. At a minimum, Proposer must have provided EMS billing services to at least three (3) clients, with each providing a minimum of 15,000 emergency transports annually.

The description should identify for each project:

- a) The name and size of client, address telephone number and the name of the contact person;
- b) A description of the required work;
- c) The contract period and duration; and
- d) Number of transports processed annually.

3) Technical Information

The following section and its subsections shall provide key information relevant to the firm's overall methodology, management and billing/collection approach including information pertinent to validating the Proposer's ability to successfully provide the solicited services.

- a) Provide a timeline for the successful training, installation, and implementation of the Proposer's process.
- b) Describe the proposed methodology and process of providing pre-billing resources for patient data verification, including but not limited to: patient address, patient insurance, and eligibility.
- c) Describe the Proposer's technology for electronic PCR and billing. Proposer must demonstrate the ability to adequately train County personnel on its effective use. Describe your training process.
- d) Describe the organization's quality initiative program and the type of measuring (or benchmarking) system used to ensure continuous improvement. Describe your coding and audit process and how you would train the County's personnel to perform pre-coding.

4) Price Proposal

Proposers are to provide an estimated total cost to the County for the services to be provided. The County will make no allowance to any successful Proposer for not having investigated the County's current operations on their own, prior to submitting their proposal. All fees (unless otherwise stated) shall be on a percentage basis of collections. Pricing shall be submitted on the form provided in "**Pricing Proposal – Appendix A**".

- a) Provide your fee for the proposed management and oversight of all claims processing services utilizing Montgomery County EMS billing personnel to "scrub" claims.
- b) Describe any "add-on" options to be included in the quoted pricing (i.e. insurance verification clearinghouse access by MCEMS staff, ePCR documentation compliance programs, etc.)

5) Required Information

Proposers shall provide documentation that demonstrates their ability to satisfy any of the required information contained herein. Proposers who do not satisfy the requirements or who fail to provide supporting documentation and/or affidavits as specified herein may be deemed non-responsive. If a prescribed format or required documentation for the response to information requirements is listed below, Proposers should use said format and supply said documentation to be considered responsive.

- a) Proposer must carry and provide proof of errors and omissions or fiduciary liability insurance. Please identify the carrier and amounts and provide a sample Certificate of Insurance.
- b) Proposers shall include audited financial statement for the last two (2) years.
- c) Provide documentation of successful completion of an SSAE 16 audit covering the most recent calendar year, completed by an independent certified public accountant (CPA) or firm.
- d) Provide overview of all management personnel who will be assigned to the contract, including any subcontractors or subconsultants.

SECTION 3 - STATEMENT OF WORK

3.0 BACKGROUND

For the fiscal year ending **2024**, Montgomery County EMS handled 15,703 transports representing approximately \$15,112,679 in gross charges. Collections for this period were about \$7,605,056 with payment mix from the major payor classes as follows:

Medicare	41%
Medicaid	18%
Insurance	36%
Self-Pay	5%

FY2024-25 is expected to bring about 18,600 transport with the average transport being 8.4 miles. Current fees are as shown below:

<u>Level of Service</u>	<u>Charges</u>
Mileage	\$16.04
ALS - Non Emerg	\$552.82
ALS- Emerg	\$875.28
BLS – Non Emerg	\$460.00
BLS - Emerg	\$737.08
ALS 2	\$1266.86
Specialty Care Trans	\$1497.00

1) Purpose

The purpose of this RFP is for Montgomery County to obtain the services of a qualified firm to provide training, management, and oversight of the task of processing incident information, invoicing and collecting the fees for transporting Emergency Medical Service (EMS) patients on behalf of Montgomery County EMS, in conformity with the requirements contained herein. The Proposer shall also provide pricing for the use of its ePCR technology.

2) Proposer's Required Number of Years in Business

To ensure that the Successful Proposer has a proven record of service and experience, the Successful Proposer's company is required to have been successful in the business of billing and collecting fees for Emergency Medical Transportation Services actively and continuously for a minimum of five (5) years.

3) Minimum Scope Requirement

The proposed solution must meet the following minimum acceptable requirements:

- a) The Proposer must provide hardware and software for the County's use an ePCR field data reporting system that will facilitate field collection of all pertinent incident information related to the proper documentation of CAD incident data, patient demographics, patient health and treatment, and any other data required for obtaining maximum compliant reimbursement and reporting to the State of Tennessee as required.

Laptop Hardware Specs for 30 (Thirty) Fully Rugged Laptops:

- i) 30 - Panasonic TOUGHBOOK FZ-G2 Rugged Tablet - 10.1" WUXGA - 16GB - 512 GB SSD - Windows 11 Pro - Core i5 12th Gen Deca-core(10 Core) i5-1245U 1.70 GHz - 1920 x 1200 - 2 Megapixel FrontCamera - 18.50 Hours Maximum Battery Run Time

- ii) 30 – Panasonic Keyboard – USB Type A, USB Type C interface – 81 Key – English (US) – Notebook, Laptop
 - iii) 30 - “No fault” protection warranty / Protection Plus Warranty for length of contract. Discussions will be necessary following the conclusion of the initial contract term should the need to acquire new hardware be prevalent for the additional option years.
- b) The Proposer must provide for the County a system to process ePCR information into patient accounts, “scrub” claims, and provide reporting. The County prefers a web-enabled solution requiring no hardware investment to access billing and collection functions. Proposer must provide information regarding its proposed system including computer operating system, hardware configuration, and software to be used. Proposer must identify what will be provided by the Proposer to satisfy the County’s requirements for processing incident information and for support of all billing and collection activities and demonstrate their ability to successfully install, support, access and maintain the required system in remote offices.
 - c) Provide accounting solutions that meet SSAE 16 audit requirements and generally acceptable accounting procedures.
 - d) Invoice the County monthly for services rendered based on a percentage of revenue collected.
 - e) Maintain any and all documents, records and patient information in a safe and secure HIPAA-compliant manner that will allow inspection and audit by the County or its agents upon proper notification and within the scope of the awarded contract.

4) Services to be provided

In order to facilitate the County’s personnel in meeting the objectives the successful Contractor shall provide:

- a) A complete EMS billing and accounts receivable management system that will support the processing of the County’s transports by the County’s personnel and Proposer. This shall be provided without requiring any additional hardware or software purchases by the County and shall include any associated software/system updates or required upgrades during the contract period.
- b) HIPAA-compliant security and data management with the capability of establishing personnel access rights and privileges.
- c) Web-based reporting capabilities supporting the management of billing and collection operations, as well as crew documentation management.
- d) Training on the use of the billing technology on processes to the County’s personnel.
- e) Management and oversight of the billing and collection processes, including feedback to the County’s EMS Administration regarding County personnel performance.
- f) Training on proper documentation with regard to improving collections and compliance.
- g) Provide at least monthly - assessment of revenue with recommendations for improvements.
- h) Provide technology capabilities for the seamless import of Stryker LP 12-lead EKG data into the ePCR software.

PRICING PROPOSAL (APPENDIX A)

The proposer shall submit the attached Price Proposal Pages(s) (Appendix A), filled out and signed. The proposer shall indicate the annual percentage of gross collections to be paid by the County, as identified below.

An estimated gross collection of \$7.7 million shall be used for the percentage portion of the fee. The total cost shall be calculated as follows:

Percent (%) of gross collection for ePCR hardware, software, Billing platform and related services including Claim denials and appeals management:

_____ % x \$7,700,000 = \$_____

Name (print): _____

Title: _____

Signature: _____

Date: _____

Bidder understands and accepts the non-appropriation of funds provision of the Montgomery County Government.

Proposal Package

The proposal package must include all the following, when applicable. Any sealed proposal may be rejected as a non-conforming proposal if any applicable item is missing.

- Two complete copies of the proposal (unless submitting via email)
- Evidence of a valid State of Tennessee business license and/or Montgomery County business license, if applicable. If vendor does not have current license, one must be provided within ten business days of award notification.
- RFP Sheet/ Contact Information/ Certification by Vendor (Attachment)
- References (Attachment)
- Iran Divestment Act Form (Attachment)
- Non-Boycott Israel (Attachment)
- Title VI Contract Assurance (attachment)

Proposals must be sealed and may be mailed, or hand delivered to the Montgomery County Purchasing Department, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. All proposals should include all necessary documents and have the name of the proposer and the words “RFP – EMS Billing Services and ePCR” on the outside of the envelope. Proposals may also be submitted by email and can be sent to mocobids@mcgtn.net. If submitting by email, allow plenty of time for delivery, as proposals must be received by the deadline. Make sure to put “RFP – EMS Billing Services and ePCR” in the subject of the email. Proposals submitted after the deadline will not be opened. Montgomery County is not responsible for delivery from any carriers. Vendors mailing proposal packages must allow sufficient time to ensure receipt of the package by the time specified. Proposal deadline is November 18, 2024, at 2 p.m. CST.

Proposals may be hand delivered or mailed to the following address.

Montgomery County Purchasing Department
350 Pageant Lane, Suite 101-E
Clarksville, TN 37040

Vendors must guarantee that all information included in the proposal will remain valid for a period of at least 90 days from the date of proposal opening to allow for evaluation of all proposals.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the RFP. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

II. Instructions for Proposal

A. Responses

1. Proposal must include point-by-point responses to the RFP.
2. No erasures or white-out permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error and must be initialed in ink by person signing the proposal.
3. The number of calendar days in which delivery is to be made after the receipt of the order shall be stated in the RFP and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the proposal, proposer agrees that the delivery is to be made within ten business days of order.
4. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the RFP. Proposal prices shall include delivery of all items F.O.B. destination.
5. New materials and supplies must be delivered unless otherwise specifically called for in the RFP.
6. Payment terms must be specified in the proposal, including any discount for early payment. Partial payments will not be approved unless justification for such payment can be shown. Terms will be NET 30 days. Payment will not be made until the conditions and specifications of the RFP are inspected and approved as conforming by persons appointed by Montgomery County.
7. Proposal must include a list of exceptions to the specifications, if any.
8. Proposal must include the legal name of the vendor and must be signed by a person legally authorized to bind the vendor to a contract.
9. Other than bonding requirements and business license, any and all proposal requirements must be met prior to submission. Bonding and business license requirements must be met before Montgomery County signs contract.
10. The proposer understands and accepts the non-appropriation of funds provision of Montgomery County.
11. If noted in the section "proposal specifications" or if later requested, the proposer will be required to provide a reference list of clients.
12. Montgomery County is tax exempt. Vendor shall not include taxes in proposal. Vendors making improvements or additions to or performing repair work on real property for Montgomery County are liable for any applicable sales or use tax on tangible personal property used in connection with the contract or furnished to vendors by the state for use under the contract.

B. Vendors

1. All vendors are required to have a current IRS Form W-9 on file with Montgomery County. It can be obtained from the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals hired as independent contractors) must have on file any one of the following documents:
 - Valid Tennessee driver's license or photo identification issued by department of safety
 - Valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee
 - U.S. birth certificate
 - Valid U.S. passport
 - U.S. certificate of birth abroad (DS-1350 or FS-545)
 - Report of birth abroad of a U.S. citizen (FS-240)
 - Certificate of citizenship (N560 OR N561)
 - Certificate of naturalization (N550, N570, or N578)
 - U.S. citizen identification card (I-197 or I-179)
 - Valid alien registration documentation or proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

3. If required, a Tennessee business license must be on file in the finance department. Evidence of the license must be provided within ten business days following notification of award. Otherwise, Montgomery County may rescind its acceptance of the proposal.

III. Clarification and Interpretation of RFP

The words “must” and “shall” in this RFP indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements Montgomery County considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to Montgomery County.

All questions must be submitted in writing to Elizabeth Black, Purchasing Director at elblack@mcgtn.net and received by Monday, November 11, 2024 at 2 p.m. CST. Unauthorized contact regarding this RFP with employees or officials of Montgomery County other than persons named above may result in disqualification from this procurement process.

IV. Withdrawal or Modification of Proposal

Proposals may be withdrawn at any time for any reason. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it fully conforms to the same general terms and requirements.

V. Procedures for Evaluating Proposals and Awarding Contract

In comparing the proposals to this RFP and making awards, Montgomery County may consider such factors as the quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price. Montgomery County reserves the right to ask questions of the proposer for clarification of proposal.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.

VI. Awarding of or Right to Seek a New Proposal

Montgomery County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Montgomery County.

In case of vendor default, Montgomery County may procure the articles or services from other sources and hold the defaulting vendor responsible for any resulting cost. If the awarded vendor violates any terms of their proposal, the contract, Montgomery County policy, or any law, they may be disqualified from proposing for a period of two years for minor violations or longer for major violations. Proposals from disqualified proposers will not be accepted during the period of disqualification.

VII. Invoicing

Invoices are to be submitted to:
Montgomery County EMS
601 Dunlop Lane
Clarksville, TN 37040

The vendor must provide an invoice(s) detailing the payment terms, the amount(s) due, and the due date. All invoices shall indicate any prepayment discounts.

VIII. Applicable Law

Montgomery County is an equal opportunity employer. Montgomery County does not discriminate towards any individual or business based on race, sex, color, age, religion, national origin, disability, or veteran status.

The successful vendor agrees he/she shall comply with all local, state, and federal laws, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event any claims should arise with regard to this contract for a violation of any such local, state, or federal laws, rules, or regulations, the provider will indemnify and hold Montgomery County harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws of the State of Tennessee.

Montgomery County does not enter contracts that provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Montgomery County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

IX. Data Privacy and Security

Personal information (PI) includes but is not limited to that information protected by HIPAA, the HITECH Act, or Gramm-Leach-Bliley or such information which would allow a third party to gain access to the personal, medical, or financial records of any party. Vendor represents and warrants that its collection, access, use, storage, disposal, and disclosure of PI complies with all applicable federal and state privacy and data protection laws. Vendor represents and warrants that vendor will maintain compliance with SSAE16 standard and shall undertake any audits and risk assessments vendor deems necessary to maintain compliance with SSAE16. Vendor shall provide Montgomery County with the name and contact information for an employee of vendor who shall serve as Montgomery County's primary security contact and shall be available to assist customer in a timely manner, as a contact in resolving obligations associated with any security incident in which it is reasonably suspected that there has been a breach of information security. Vendor shall mitigate or resolve any security incident at vendor's expense and in accordance with application privacy rights, laws, regulations, and standards. Vendor shall reimburse Montgomery County for actual costs incurred by Montgomery County in responding to and mitigating damages caused by any security incident, including all costs of notice and/or remediation incurred under applicable law as a result of the security incident.

X. Iran Divestment Act

By submission of this proposal, each proposer and each person signing on behalf of any proposer, and in the case of a joint proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to T.C.A. § 12-12-106.

ATTACHMENT – RFP Sheet/Contact Information/Certification by Vendor

Montgomery County Purchasing
350 Pageant Lane, Suite 101-E, Clarksville, TN 37040

Company Legal Name: _____

Company Official Address: _____

Company Website: _____

Company Phone: _____

Date: _____ Proposal Valid Thru Date: _____

Proposal Title: "RFP – EMS Billing Services and ePCR"

Deadline: November 18, 2024 at 2 p.m. CST

Proposal Amount:

Contact person for proposal:

Name: _____ Phone: _____

Email: _____

Certification by Vendor:

I, the undersigned, certify that on behalf of vendor, I am authorized to attest and obligate the above certification and to legally bind vendor to these terms, conditions, and obligations.

Authorized Company Representative Name and Title (printed)

Authorized Company Representative (signature)

Date

ATTACHMENT – References

1. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

2. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

3. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

4. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

**Proposers may copy this page and submit additional references.*



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L Black
Purchasing Director

Phone: (931) 648-5720
elblack@mcgtn.net

IRAN DIVESTMENT ACT Certification of Non-inclusion

NOTICE: Pursuant to Divestment Act, Tenn. Code Ann. 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in 12-12-105. Inclusion on this list makes a person ineligible to contract with the State of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106,%20Iran%20Divestment%20Act-July.pdf)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
<i>Printed Name and Title of Person Signing</i>	



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L. Black
Purchasing Director

Phone: (931) 648-5720
elblack@mcgtn.net

**Non-Boycott of Israel Act
TCA 12-4-1**

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, it is certified by each supplier and each person signing on behalf of any supplier. In the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. **Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.**

The undersigned hereby acknowledges receipt of these affidavits and certifies that submittal in response to this solicitation is in full compliance with the listed requirements. Failure to give proper acknowledge to issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

Organization Representative/Designee

Date

Organization Name

Address

Phone



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L. Black
Purchasing Agent

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Contract Number

TITLE VI CONTRACT ASSURANCE

It is the policy of Montgomery County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices; or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please Print:

Contractor's Name

Street Address

City

State

Zip Code

Contractor's Phone Number

I, _____, hereby agree to

abide by the Title VI Regulations.

Signature

Date

For Title VI compliance, we ask for voluntary disclosure of the following information:

Ownership Type (please check all that apply):

- ___ African American Owned Business
- ___ Women Minority Owned Business
- ___ Female Owned Business
- ___ Native American Owned Business
- ___ Hispanic Owned Business
- ___ Asian Owned Business
- ___ Disabled Owned Business
- ___ All Others