

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: July 27, 2021

To: Jim Marino, Village Manager

From: Bob Grabowski, Fire Chief

Topic: Request for Proposals – Ambulance Billing Services

PURPOSE:

The Fire Department outsources its ambulatory billing process and has not requested proposals for ambulance billing services since 2015. The Fire Department decided to issue a Request for Proposals (RFP) to verify that the Village is receiving the best outsourced rate available and to obtain qualified assistance with the Village's participation in the Ground Emergency Medical Transport (GEMT) program. The GEMT is a recently approved supplemental federal funding program that allows Illinois fire agencies performing emergency medical transports for Medicaid patients to submit for additional reimbursement for unrecovered costs associated with those transports.

PROCESS:

The Fire Department issued a Request for Proposals for Ambulance Billing Services on June 29, 2021. Proposal specifications were sent to six vendors. Proposals were due on July 8, 2021.

The Fire Department received proposals from three of the six vendors that were directly contacted. Staff reviewed each of the three proposals, specifically focusing on the 11 items from the attached document that could be directly compared between the vendors.

OUTCOME:

Paramedic Billing Services Inc. of Elmhurst, IL has the most favorable terms and is well qualified in the field of ambulance billing services. This three-year contract automatically renews (annually) after its initial 3-year term unless terminated by either party.

FINANCIAL IMPACT:

- **Funding Source:** General Fund
- **Budgeted Amount:** 2021-22 Budget

Cost:

LEGAL REVIEW: Completed

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RECOMMENDED BOARD ACTION:

Approve a three-year contract with Paramedic Billing Services to provide ambulance billing services to the Village of Homewood.