

## **Request for Proposals (RFP)**

Priority and Routine Ambulance Transport Services

Lewis County Ambulance Service Consortium

Date Issued: December 6, 2024

Submission Deadline: January 15, 2025

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### **Section 1: Introduction**

The Lewis County Ambulance Service Consortium, representing Lewis County Fire Protection Districts 6, 11, 13, the City of Chehalis Fire Department, and the Riverside Fire Authority, is seeking proposals from qualified ambulance service providers to deliver Priority and Routine Response and Patient Transport Services. The contract will cover services for transporting sick or injured patients from incident scenes within the jurisdictions defined by the consortium.

### **Section 2: Purpose and Scope of Services**

The selected contractor will be responsible for:

1. Priority and Routine Response Transport: Providing both urgent (Priority) and non-urgent (Routine) response transport services to patients at the scene of incidents within consortium member jurisdictions.
2. Patient Transport Services: Ensuring safe and timely transport of patients requiring medical assistance, including both emergency and non-emergency scenarios.
3. Dispatch and Reporting: Coordinating with designated Dispatch Centers for timely response to service requests and providing comprehensive documentation and reports as required.
4. Inclusion of Non-Signatory Agencies: Flexibility to accommodate additional agencies that may seek inclusion in the consortium's service network, subject to authorization by the consortium's Lead Agency and the Consortium's discretion.

### **Section 3: Contract Term and Renewal**

The initial contract term is for three (3) years, starting June 1, 2025. The Consortium reserves the right to extend the contract for up to two additional three-year terms based on satisfactory performance and mutual agreement.

### **Section 4: Minimum Qualifications**

Prospective service providers must:

- Hold the necessary licenses and certifications to operate ambulance services within the State of Washington.
- Demonstrate a record of providing both Priority and Routine patient transport services.
- Show compliance with all applicable federal, state, and local laws and regulations.

## **Section 5: Proposal Requirements**

Proposals should include the following sections:

1. **Executive Summary:** Summarize the organization's qualifications and approach to delivering the requested transport services.
2. **Service and Staffing Plan:** Outline the staffing levels, deployment schedules, and contingency plans for meeting Priority and Routine response requirements. Response performance requirements shall be 1) the time interval between dispatch and beginning response for all responses shall be 180 seconds or less 90% of the time (to be confirmed by automatic vehicle locating system) and 2) the ability to respond and provide the proper level of care to at least 95% of all requests for service within Consortium service area(s). Contractors shall confirm understanding that 911 responses take priority over any interfacility services and attest that the last available resource will not be used for interfacility service. Proposals shall include staffing and deployment models that both include and exclude Lewis County Fire District 6.
3. **Fleet and Equipment:** Provide details on the ambulance fleet, equipment maintenance protocols, and compliance with industry standards. Primary use ground ambulances shall be removed from service prior to 200,000 miles and reserve ground ambulances shall be removed from service prior to 225,000 miles. All ground ambulances shall be Type 3 in design and model. Powered patient loading systems are preferred in all primary ground ambulances. All response resources shall have an automatic vehicle locating system installed.
4. **Compliance with Dispatch Requirements:** Describe coordination with the designated Dispatch Centers and outline any technology or communication systems that will ensure efficient response and reporting. All response resources shall have access to real-time CAD data. Providers shall be required to contract with Lewis County E911 and the Riverside Fire Authority for access to Consortium area communications systems.
5. **Fee Schedule:** Present a proposed rate structure, including base rates and mileage fees, with an explanation of any adjustments anticipated during the contract term.
6. **Insurance and Liability:** Outline existing insurance coverage, ensuring compliance with minimum requirements for liability, workers' compensation, and other relevant insurance types. See Appendix A for minimum coverage requirements.

7. Continuing Medical Education: Confirm an ability to provide up to eight (8) hours of continuing medical education annually for each Consortium jurisdiction.
8. Materials Exchange: Present a proposed format for Consortium jurisdictions to receive medical supply exchange on a minimum of a one-for-one basis.
9. Scaling Plan: Describe the approach for accommodating an increase or reduction in Consortium agencies, including contract modifications and service adjustments.
10. Contract Administration Fee: Provide confirmation that an annual Contract Administration fee shall be paid to the lead Consortium agency in the amount of \$10,000.00, or the pro-rated portion thereof, at the conclusion of each year that the contract is in force, with the fee strictly being linked to lessening administrative costs to the Consortium and in accordance with 42 C.F.R. § 1001.952(d).
11. Waiver of Non-compete Protections: Provide consent and confirmation that the awarded contract shall waive any protections available to the contractor to prevent government competition for the contracted work.

#### **Section 6: Evaluation Criteria**

Proposals will be evaluated based on:

- Qualifications and Experience (30%)
- Operational Capacity and Readiness (30%); *Including ability to begin JUN 1, 2025*
- Scaling Plan (10%)
- Proposed Fee Structure (20%)
- Quality Assurance and Reporting (10%)

#### **Section 7: Submission Instructions**

Submit proposals electronically to [kanderson@riversidefire.net](mailto:kanderson@riversidefire.net) by 5 PM January 15, 2025.

Proposals should be titled “Ambulance Transport Services Proposal – Lewis County Ambulance Service Consortium.” Late or incomplete proposals will not be considered.

#### **Section 8: Questions and Addenda**

All inquiries regarding this RFP should be directed to Kevin Anderson at [kanderson@riversidefire.net](mailto:kanderson@riversidefire.net) or 360-736-3975. Questions must be submitted no later than 5 PM December 13, with responses provided as addenda on website [www.riversidefire.net](http://www.riversidefire.net) by 5 PM December 17.

The Consortium reserves the right to reject any and all proposals, to waive irregularities in any proposal, and to select a contractor that best serves the needs of the Consortium.

## **APPENDIX A - INSURANCE REQUIREMENTS**

### **Insurance**

The Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work by the Contractor, its agents, representatives, or employees.

#### **A. Minimum Scope of Insurance**

The Contractor shall obtain insurance as follows:

1. Automobile Liability insurance covering all owned non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Lead Agency shall be named as an additional insured under this policy.
3. Excess Liability insurance covering both of the foregoing, with limits not less than \$4,000,000.00 in excess of the limits of the foregoing policies.
4. Workers' Compensation coverage as required by law.
5. Professional Liability insurance appropriate to the Contractor's profession.

#### **B. Minimum Amounts of Insurance Limits**

The Contractor shall maintain at least the following insurance limits:

1. Automobile Liability insurance, with a minimum combined single limit for bodily injury and property damage of \$2,000,000.00 per occurrence.
2. Commercial Liability insurance, with minimum limits of \$2,000,000.00 per occurrence, \$3,000,000.00 general aggregate.
3. Excess Liability as stated above.
4. Professional Liability insurance, with minimum limits of \$1,000,000.00 per claim and \$1,000,000.00 policy aggregate limit.

#### **C. Other Insurance Provisions**

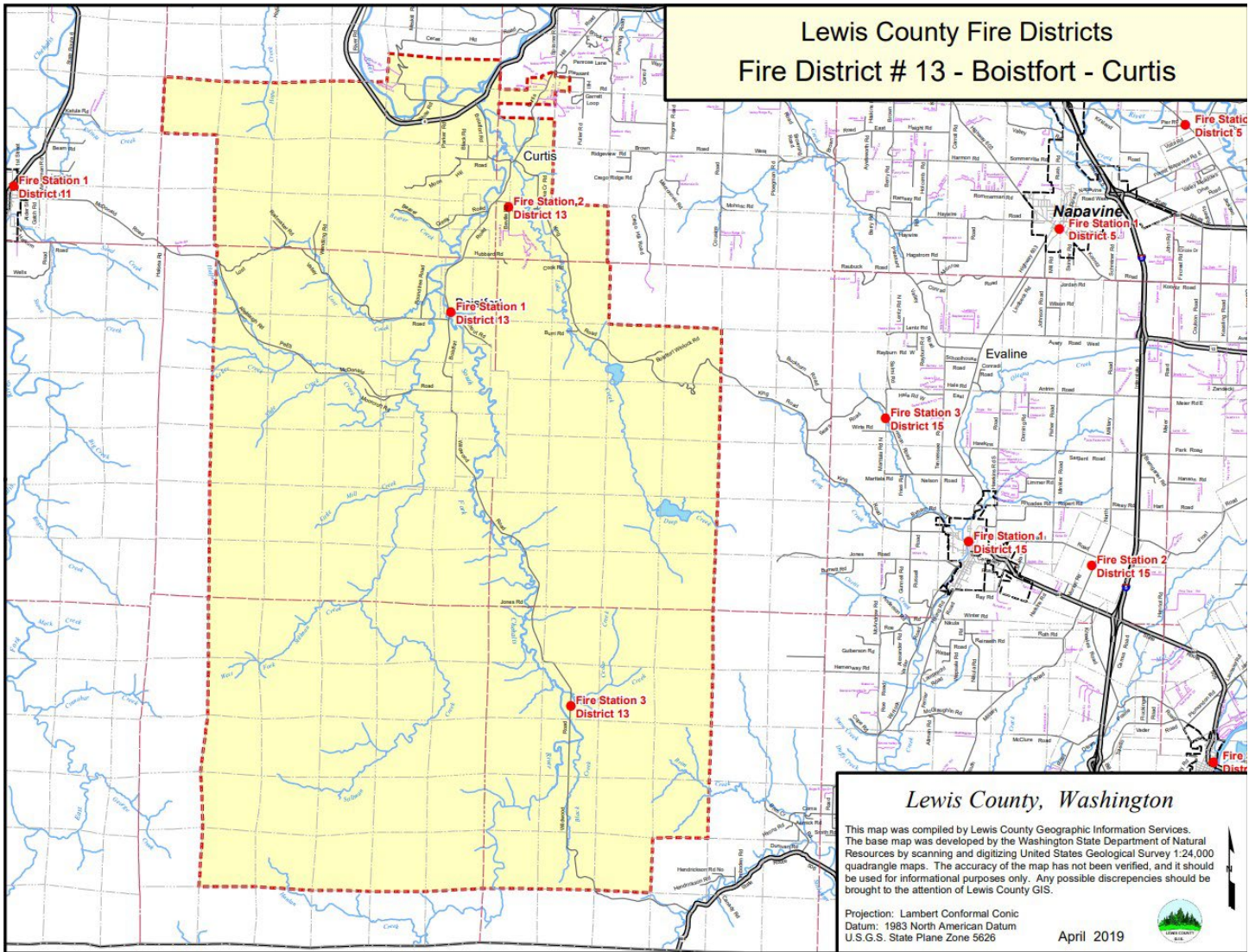
The insurance policies shall contain, or be endorsed to contain, the following:

1. The Contractor's insurance coverage shall be primary, and any insurance or self-insurance.
2. The Contractor's coverage shall not be subject to cancellation by either party, except after the parties endeavor to provide thirty (30) days prior to provide written notice by Contractor.

# APPENDIX B - SERVICE AREA

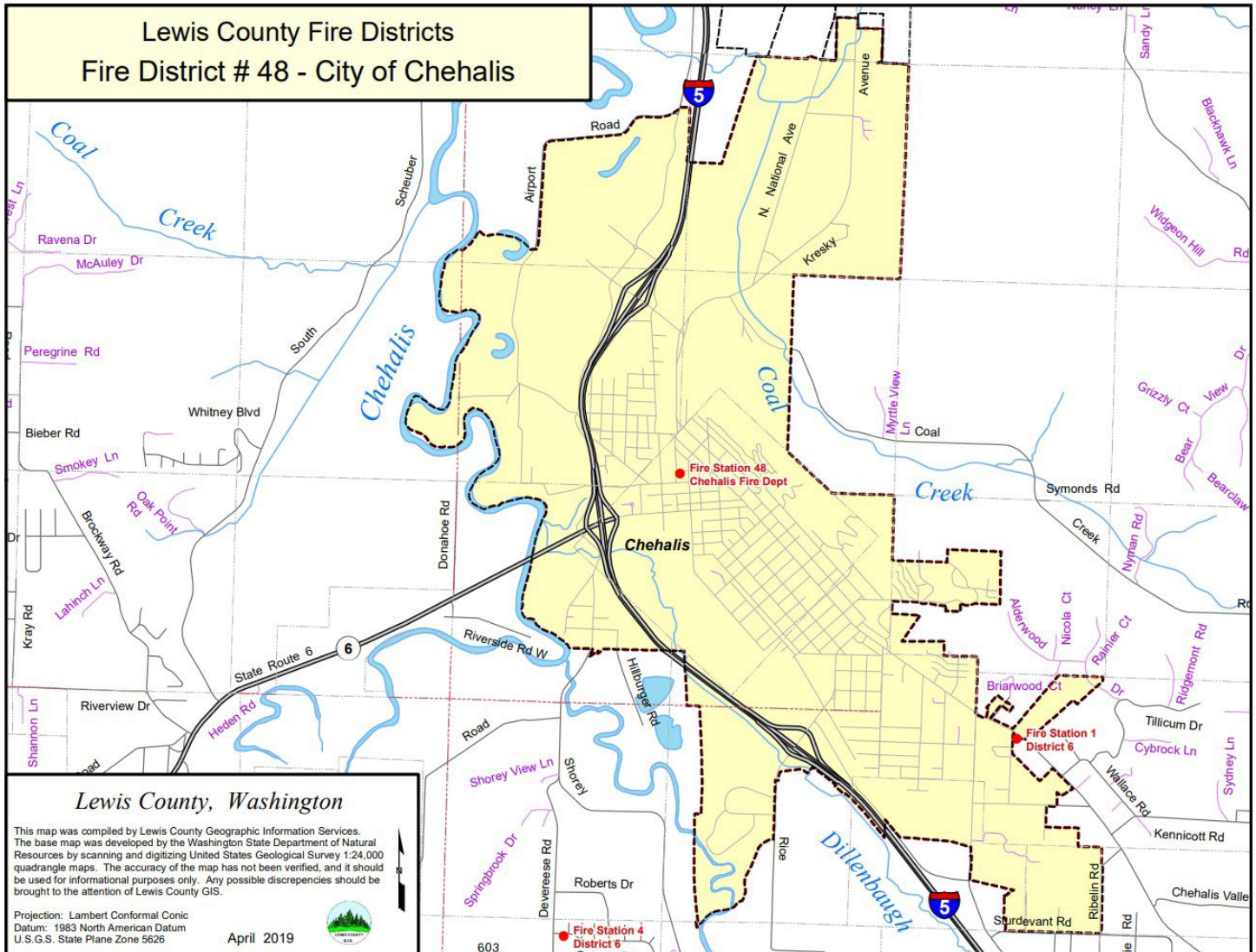
## CONSORTIUM SERVICE AREA MAPS

### Lewis County Fire District 13 – Boistfort-Curtis



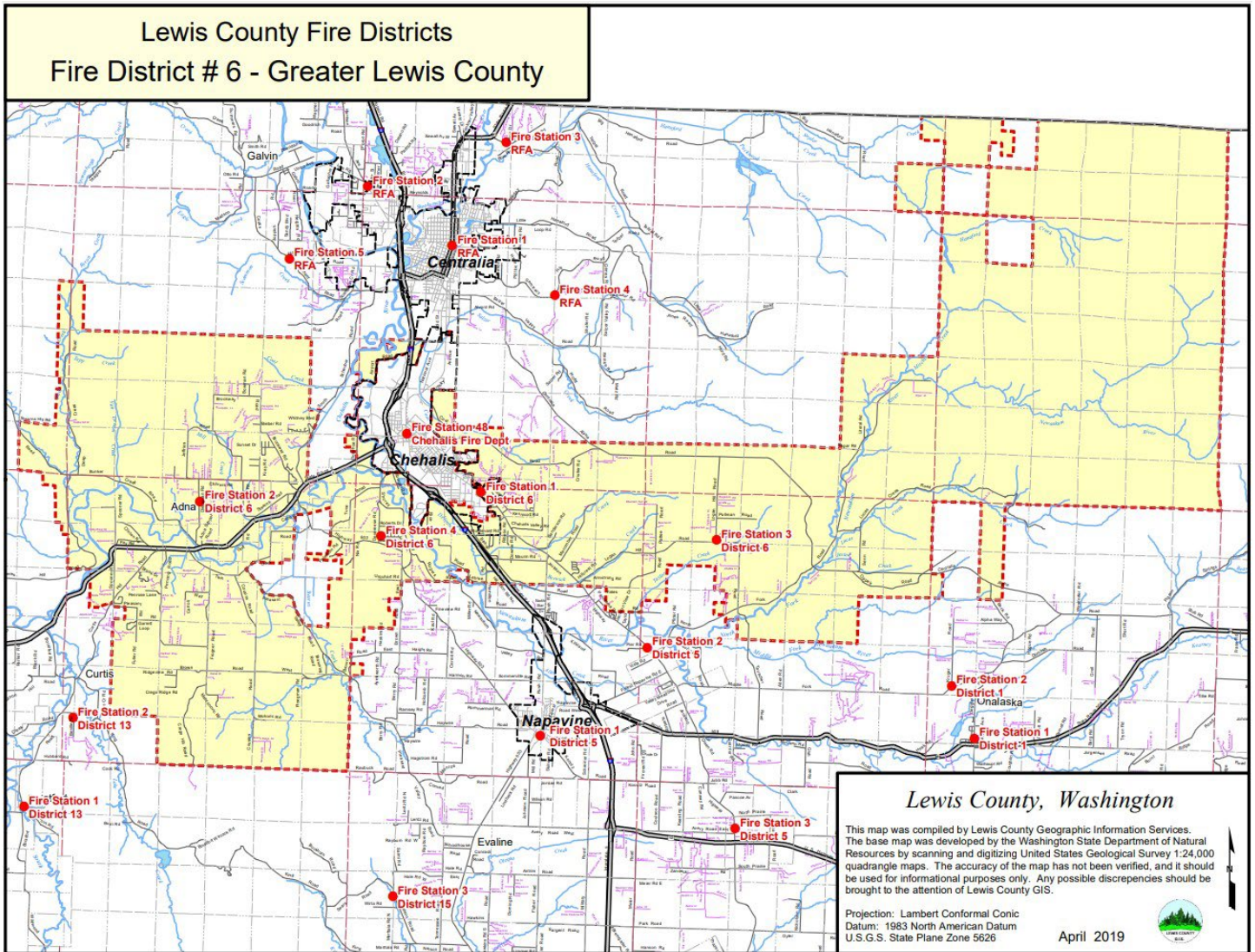
[https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist\\_13.pdf](https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist_13.pdf)

# City of Chehalis



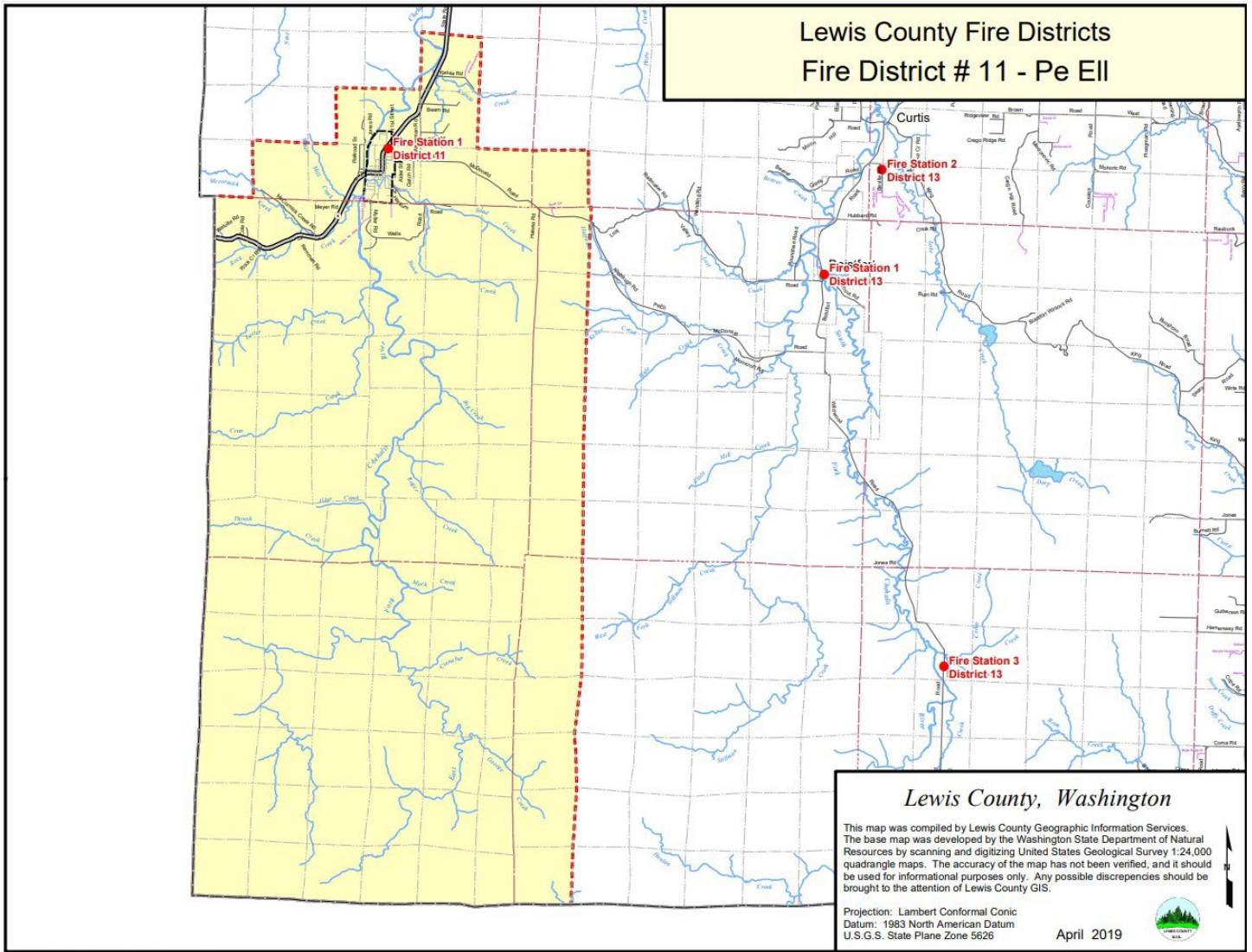
[https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist\\_48.pdf](https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist_48.pdf)

# Lewis County Fire District 6 – Rural Chehalis - Adna



[https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist\\_06.pdf](https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist_06.pdf)

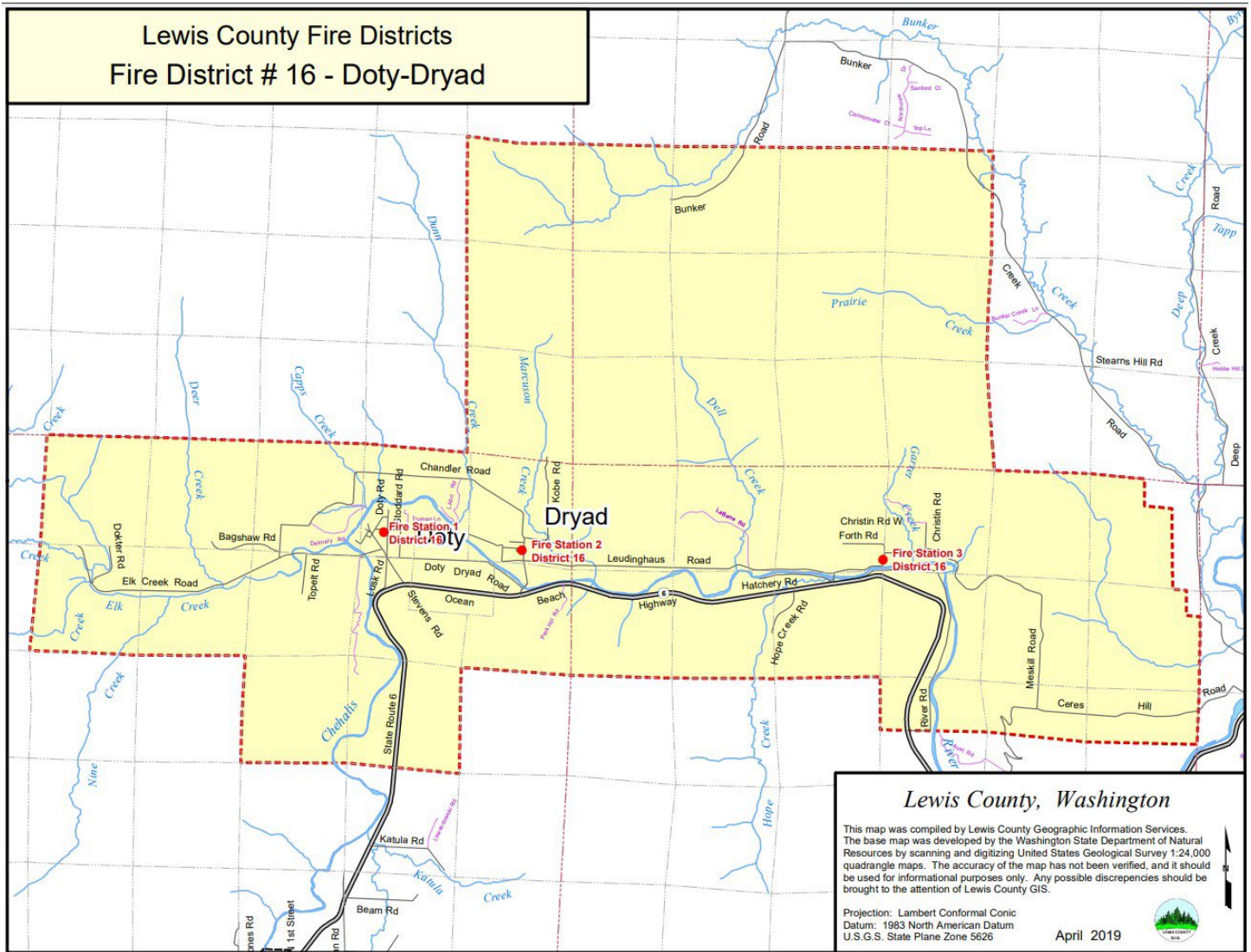
# Lewis County Fire District 11 – Pe Ell



[https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist\\_11.pdf](https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist_11.pdf)

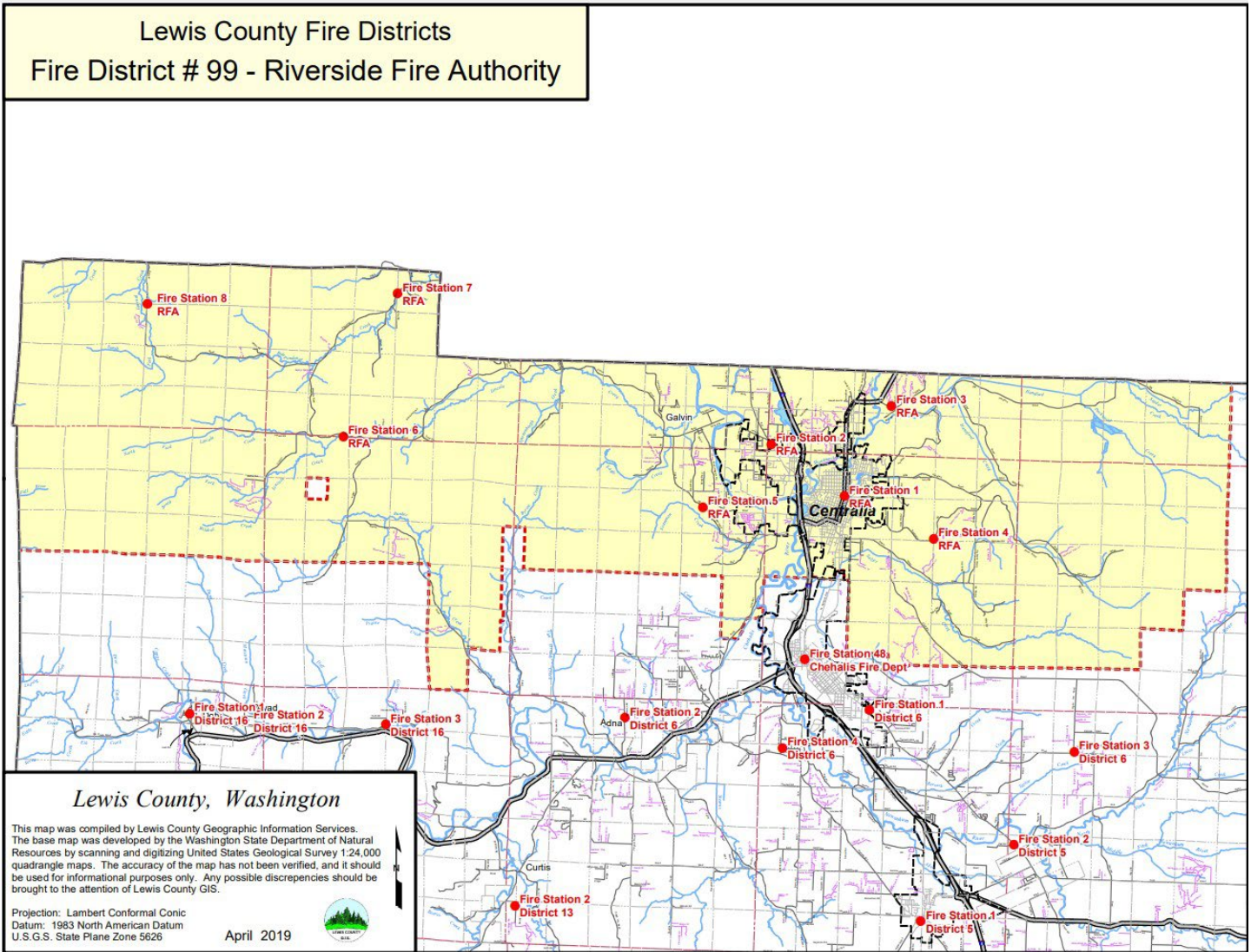


**Lewis County Fire District 16 – Doty-Dryad (EMS provided by FD11)**



[https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist\\_16.pdf](https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist_16.pdf)

**Riverside Fire Authority (City of Centralia and surrounding area)**



[https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist\\_RFA.pdf](https://maps.lewiscountywa.gov/maps/EmergServices/FireDistMaps/firedist_RFA.pdf)

## APPENDIX C – INCIDENT VOLUME

### CONSORTIUM INCIDENT & TRANSPORT VOLUME

	EMS Incidents	Patient Transports	Overlapping Incidents
<b>FD6 – Rural Chehalis / Adna</b>			
2022	701	512	64
2023	779	545	79
2024	570	401	<i>Unavailable</i>
<b>FD11/16 – Pe Ell, Doty/Dryad</b>			
2022	291	<i>Unavailable</i>	<i>Unavailable</i>
2023	305	<i>Unavailable</i>	<i>Unavailable</i>
2024	211	150	<i>Unavailable</i>
<b>FD13 - Boistfort</b>			
2022	86	62	<i>Unavailable</i>
2023	85	66	<i>Unavailable</i>
2024	102	60	<i>Unavailable</i>
<b>City of Chehalis</b>			
2022	1478	993	361
2023	1470	994	369
2024	1339	765	<i>Unavailable</i>
<b>RFA – Centralia and surrounding</b>			
2022	3843	2786	1751
2023	3841	2813	1921
2024	3517	2688	1762

\*2024 data includes from January 1 – November 15.