



# Orange County Government

Orange County  
Administration Center  
201 S Rosalind Ave.  
Orlando, FL 32802-1393

## Legislation Text

---

**File #:** 24-1007, **Version:** 1

---

### Interoffice Memorandum

**DATE:** July 1, 2024

**TO:** Mayor Jerry L. Demings and County Commissioners

**FROM:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

**CONTACT:** Alex Morales, Manager II, Fire Rescue Fiscal and Operational Support Division

**PHONE:** 407-836-9015

**SUBJECT:** Selection of Contractor, Request for Proposals, Y24-1018-AV, Medical Transportation and Other Fire Rescue Billing Services

**ACTION REQUESTED:**

Selection of Digitech EMS Billing LLC to provide Medical Transportation and Other Fire Rescue Billing Services, Request for Proposals, Y24-1018-AV. Further request Board authorization for the Procurement Division to negotiate and execute a contract within a budget of \$7,863,750 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms. ([Fire Rescue Department Fiscal and Operational Support Division] Procurement Division)

**PROCUREMENT:**

Services will be provided for medical transportation and other Fire Rescue billing. The services include compliance with all Federal and State laws, Medicare/Medicaid, and private insurance eligibility verification, payment processing, claims management, medical coding, invoicing, collections, account resolution, financial reporting, customer service and related functions. This contract will be primarily used by the Fire Rescue Department. Other County divisions will have access to the contract if necessary.

**FUNDING:**

Funding is available in account number 1009-034-0603-3197.

**APPROVALS:**

The Fire Rescue Department and Business Development Division concur with this recommendation.

**REMARKS:**

One proposal was received in response to this Request for Proposals (RFP). Digitech EMS Billing LLC is the current provider for these services and has performed satisfactorily.

The proposal was evaluated by the Procurement Committee on June 19, 2024. Commissioner Emily Bonilla was assigned to the Procurement Committee.

The Procurement Committee evaluated the proposal received in accordance with the criteria set forth in the RFP. Pricing is considered to be reasonable, as it is consistent with our current contracted pricing.

To ensure an open and competitive solicitation process, the RFP was posted on the County e-procurement portal. A query from staff to potential proposers that declined to compete on this solicitation resulted in the following:

Optum Insight: Was not able to meet the minimum requirements.

Alluvionic: Does not have a past performance history with this type of service.

The Procurement Committee's consensus scores are attached.



**INTEROFFICE MEMORANDUM**

June 18, 2024

TO: Ana Villalona, Contracting Agent  
Procurement Division

FROM: Sheena Ferguson, Manager  
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation Revised

PROJECT: Y24-1018-AV, Medical Transportation and Other Fire Rescue Billing Services

APPROVED: Sheena Ferguson 6/19/2024

The Minority/Women Business Enterprise (M/WBE) sub-consultants’ participation goal for this RFP is 24% and the M/WBE Employment Workforce goal is 18% M/WBE and 6% Women Business Enterprise (WBE). Listed below are the respondents to the subject RFP with their M/WBE participation score along with the bonus points for Dislocated Workers and Registered Service-Disabled Veterans:

- 1. Digitech EMS Billing  
LLC  
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*None			

\*The Schedule of Sub-Contracting – M/WBE Participation form state, “the firm will perform all the work with their own forces” Therefore, the evaluator cannot assess M/WBE subconsultant points.

Total M/WBE Participation Proposed: 0%  
**M/WBE Sub consultant participation Weighted Score: 0**

Total M/WBE Workforce: 25%  
 Total WBE Workforce: 44%

**Minority Workforce and Women Workforce Weighted Score: 25**

**Total M/WBE Participation Weighted Score: 25**

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

\*The Schedule of Sub-Contracting – SDV Participation form state, “Not Applicable.” Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0  
**SDV Bonus Points: 0**

\*Dislocated Worker(s) Proposed: 0  
**Dislocated Worker(s) Bonus Points: 0**

\*The Dislocated Worker form state, “0.” Therefore, the evaluator cannot assess Dislocated Worker bonus points.

**Total Bonus Points: 0**  
*(Includes SDV & Dislocated workers)*

Procurement Committee Meeting - June, 19, 2024  
 Y24-1018-AV, Medical Transportation and Other Fire Rescue Billing Services

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV Prime(B)	SDV Sub (B)	Fee Proposal	Total Weighted Points
Weighted Value	10	25	25	10	10	5	5	10	20	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)										
Digitech EMS Billing LLC	40.00	125.00	125.00	0.00	25.00	0.00	0.00	0.00	100.00	415.00