

City of Bethel Action Memorandum

Action memorandum No.	AM 18-40		
Date action introduced:	May 22, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:	May 22, 2018	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	<i>KM</i>		

Action Title: Authorizing the City Manager to negotiate and execute a contract with the top scoring proposer for billing of ambulance and protective custody services and for collections of delinquent City accounts.

Attachment(s): Proposed Contract for Services

Department/Individual:	Initials:	Remarks:
Jim Chevigny, Finance Director		
Pete Williams, City Manager		
Jim Wyckoff, Purchasing Agent		
Patty Burley, City Attorney	<i>PB</i>	Procurement process complied with BMC & AK law

Amount of fiscal impact:	Account information:
No fiscal impact at this time.	
Funds in City Budget.	
Funds not in City Budget.	

Summary Statement:

Billing:

The City's ambulance department recently lost the ambulance biller it had been utilizing for many, many years when the company decided to shut its doors. This created an opportunity for the City to go out for procurement to obtain a new company. In the process, the City decided it would be cost-effective to also add the protective custody bills to the RFP given the extensive volume of those calls and the amount of time they take to process.

On February 2, 2018, a Request for Proposal was released. The RFP was open until March 8, 2018. During the time it was open, only 1 addenda was issued. No protests were received either during the time the RFP was open or after notice of intent to award was issued.

A total of five (5) responses were received and scored by a team of 3 employees. Scoring was overseen by the Purchasing Agent. While the scoring team was provided an opportunity to review the proposed prices, the price sheets deliberately had no identifying information so that the scorers would not know whose price proposal they were reviewing.

Shortly after the RFP for billing was released, a 2nd RFP was released for collections services. As demonstrated in each annual budget, the City sits on several uncollected accounts. These

accounts appear to be growing in size annually and have grown to the point that a full-time dedicated person could easily be hired to work on nothing but collections. The more economical process, however, is to outsource the process and avoid additional PERS and other administrative costs.

On March 1, 2018, an RFP was released for collections services. During the time it was open, 1 addenda was issued. No protests were received either during the time the RFP was open or after the notice of intent to award was issued.

On the due date only 1 response was received. No other responses ever followed. The sole response was reviewed and found to be responsive and responsible. Coincidentally, the respondent for the collections was the top scorer for the billing services.

For efficiency, the two separately proposed contracts were merged into the one contract before the City Council.

Because there was only 1 response for the collections, it was not scored. Instead it was merely reviewed to ensure it qualified as responsive. As for the billing proposals, the scores were as follows:

Company A: Disqualified. Failed to respond to ½ of the proposal.

Company B: 286

Company C: 289.5

Company D: 295.5 (Proposed for Contract)

Company E: 288.5

The proposed contract is attached.