DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

Agency: D.C. Fire and Emergency Medical Services Department
Contract No: DCFB-2012-D-0007
Caption: Ambulance Billing and Data Collection Services
Contractor: Advanced Data Processing, Inc. (ADPI)

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. **MINIMUM NEED:**

The Fire and Emergency Medical Services Department is mandated by Title 29 DCMR §§525 to bill and collect fees from patients transported to hospitals by Department ambulances. The Department requires a contractor to provide such services. Services provided by the contractor shall include the following:

a. Billing of healthcare and other insurance providers for patient ambulance charges.

b. Billing of patients for ambulance charges.

c. Mailing of notices and other documents to support ambulance billing.

d. Representation of Department to insurance companies, Federal agencies, District agencies and other entities to support ambulance billing.

e. Provision and support of patient care reporting software to collect data.

f. Provision, repair and support of computer hardware to collect data.

g. Reporting services to account for activity, provide patient clinical quality control information and monitor vendor performance.

h. Collection of payments from insurance companies, patients and other third parties.

i. Financial accounting services to identify payments, assure compliance with federal insurance regulations and monitor vendor performance.

The period of performance for the extension will be through September 30, 2014.

3. ESTIMATED REASONABLE PRICE:

The estimated price is $980,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Fire and Emergency Medical Services Department entered into a contract with Advanced Data Processing, Inc. (ADPI) on October 1, 2012, to provide ambulance billing and patient data collection services. The contract will expire on September 30, 2013. The Department is mandated by Title 29 DCMR §§525 to bill and collect fees from patients transported to hospitals by Department ambulances. The Department is unable to independently provide such services without using a contractor.

The Department, in cooperation with OCP, is writing a revised technical specification for the provision on a new contract reflecting recent changes to regulatory, technological and administrative processes impacting billing & collection services. The anticipated award date for the new contract is September 30, 2014.

As a result of a review of computer hardware and software business requirements, the Department is expanding the scope of billing and collection services for the next solicitation to include an enterprise-wide electronic records management system for both fire incident and patient care reporting. The new system will replace three (3) applications currently in use, integrating all records management into one (1) application, while expanding the District Government revenue.

The current contractor, ADPI, receives payment for the described services as a percentage of ambulance charges collected after payment is deposited to a District Government account. The contractor is currently paid for such services at a rate of 7.75% of payments collected.

The extension request covers the time needed for the District to develop, solicit, and award more comprehensive contract for ambulance billing and data collection services. It is imperative that services continue while the solicitation is advertised because without the extension, the District would be unable to bill and collect ambulance fees, resulting in significant revenue loss.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____
Date Director

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____
Date Deborah J. White
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____
Date James D. Staton, Jr.
Chief Procurement Officer