

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT**

AGENCY: D.C. Fire and Emergency Medical Services Department
CONTRACT NO: CW37995
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, 1701 and 2005.6 (b).

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. Services provided by the contractor shall include:

- 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 and 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 will be **October 1, 2015 to March 31, 2016**

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the contract is \$980,000.00

The estimated price has been developed based on the monthly average of the historical invoicing and Price Schedule associated with prices listed in the contract.

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, 2014. 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 on or before **October 1, 2015**.

5. CERTIFICATION BY AGENCY DIRECTOR:

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 Section 404(c) of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) 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

Tyranny Hunter
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 Section 303, 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

George Schutter
Acting Chief Procurement Officer