

REQUEST FOR PROPOSALS

- 15. Approve Amendment #3 to RFP-4118-01/BJC - Billing and Collection Services for Seminole County EMS/Fire/Rescue Division, with Advanced Data Processing, Inc. of Miami (add two years to the contract term).**

RFP-4118-01/BJC provides billing and collection services for Emergency Medical Services Transport, on a case by case basis as required.

Amendment #2 will revise the contract terms to add two (2) additional renewal periods not to exceed one (1) year each. This Amendment does not affect compensation to the Service Provider and all contract terms and conditions remain unchanged. Compensation is set at 8% of collected accounts as an incentive and a flat \$13/account for Medicaid accounts.

RFP-4118-01/BJC was awarded for a one year base period with two 1-year renewals for a total period of three years. Staff recommends adding two additional 1-year renewals for a total of five years. The need for collection services is ongoing, the rates are fair and reasonable and the existing contractor is performing well. Historically, the County has had difficulty finding contractors to perform these services adequately. Now that we have a contractor in place who is performing, staff recommends adding two additional renewals to the contract; allowing the County the option to continue the existing service.

Public Safety Department/EMS/Fire/Rescue Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the request and authorize the County Manager to execute the Amendment.



MEMORANDUM

TO: Leeanna Raw, Assistant Chief

FROM: LuWayne Bradley

SUBJ: Extending Advance Data Processing, Inc Contract

DATE: 8/18/04

Advanced Data Processing has been under contract with Seminole County Fire Rescue since November 2001, during this time Advanced Data Processing has kept with the scope of performance according to the contract and it is expected they will continue processing and billing Seminole County Fire Rescue's Medical Transports as they have in the past.

When Advanced Data Processing took this account they also agreed to take over MCPG (Medical Claim Processing Group) accounts going back to 1/1/00. The following information reflects Prior Billings and Current Advanced Data Processing Accounts.

Advanced Data Processing performance reflects an average collection rate of "72%"

Gross Billed for Dates of Service 1/1/2000-6/30/2004: \$10,331,456.09

* Less Removed, Dates of Service 1/1/2000-12/31/2002:
\$3,261,113.72

* This amount includes the following:
\$646,430.93 payments removed
\$27,259.37 Adjustment removed
Accounts turned over to MAF for hard collections

Less Payments: \$4,955,551.54
Less Adjustments: \$361,942.95
Less Non-Billable Transports: \$49,577.99

Balance of A/R \$1,703,269.89

David Santiago
06/04/2004 03:27 PM


To: Leeanna Raw/Seminole@Seminole, LuWayne
Bradley/Seminole@Seminole
cc:
Subject: RFP-4118-01/BJC - EMS/Fire Rescue Division Billing and Collections

There are NO renewable options left on this contract.

The subject contract with Advance Data Processing is due to expire on November 20, 2004.
The following options are available:

- _____ ~~year renewable option - submit request to renew and any~~
_____ ~~comments regarding past performance, pricing, etc. Please indicate~~
_____ ~~estimated dollar amount of usage for renewal period. (\$ _____)~~
_____ ~~and account number _____~~
- ✓

- justification Request an amendment to the contract to add an additional 2 renewal
periods not to exceed one (1) year each from the BCC (strong
will be required for the agenda item).
- _____ Re-bid - submit reasons for rebid, budget amount, account number,
selection committee, updated scope, and any other changes.
- _____ Close-out (User Department elects to let contract expire and no further
activity).



Authorized Signature

6/1/04

Date

Please check one (1) of the above, sign in the space provided and return to Purchasing as soon as possible via fax. If re-bidding, please attach all necessary information. If you have any questions, please do not hesitate to call me at 665-7119.

Comments: _____

**THIRD AMENDMENT TO BILLING AND COLLECTION SERVICES AGREEMENT
(RFP-4118-01/BJC)
SEMINOLE COUNTY EMS/FIRE/RESCUE DIVISION**

THIS SECOND AMENDMENT is made and entered into this _____ day of _____, 20____ and is to that certain Agreement made and entered into on the 19th day of November, 2001, as amended on October 9, 2002 and on May 28, 2003 between **ADVANCED DATA PROCESSING, INC.**, whose address is 520 N.W. 165th Street Road, Suite 201, Miami, Florida 33169, hereinafter referred to as "CONTRACTOR," and **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY".

W I T N E S S E T H:

WHEREAS, the CONTRACTOR and COUNTY entered into the above-referenced Agreement on November 19, 2001, as amended on October 9, 2002 and on May 28, 2003 for collection services for EMS/Fire/Rescue Division; and

WHEREAS, the parties desire to amend the Agreement so as to enable both parties to continue to enjoy the mutual benefits it provides; and

WHEREAS, Section 19 of the Agreement provides that any amendments shall be valid only when expressed in writing and duly signed by the parties,

NOW, THEREFORE, in consideration of the mutual understandings and agreements contained herein, the parties agree to amend the Agreement as follows:

1. Section 8. "Term" is hereby amended to read as follows:

SECTION 8. TERM. This Agreement shall take effect on the date of its execution by COUNTY and shall run for a period of one (1) year and at the sole option of the COUNTY, this Agreement may be renewed for four (4) successive periods not to exceed one (1) year each.

2. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect for the term of the Agreement, as originally set forth in said Agreement.

3. The County Manager is hereby authorized to execute this Amendment on behalf of the Board of County Commissioners.

IN WITNESS WHEREOF, the parties hereto have executed this instrument for the purpose herein expressed.

ATTEST: ADVANCED DATA PROCESSING, INC.

_____, Secretary By: _____
Douglas Shamon, President/CEO

(CORPORATE SEAL) Date: _____

WITNESSES: SEMINOLE COUNTY, FLORIDA

_____, By: _____
J. KEVIN GRACE, County Manager

_____, Date: _____

For the use and reliance
of Seminole County only.

Within authority of Resolution
No. 93-R-71 adopted February 23,
1993.

Approved as to form and
legal sufficiency.

County Attorney

AC/lpk/gn
7/30/04
3am-rfp-4118

Attachment:
Exhibit "A" - Scope of Services