

**Lee County Board Of County Commissioners  
Agenda Item Summary**

**Blue Sheet No. 20110739**

**1. ACTION REQUESTED/PURPOSE:**

A. Award RFP-11-08 COLLECTION AGENCY SERVICES FOR AMBULANCE TRANSPORT ACCOUNTS, to the proposer whose proposal was evaluated by the Evaluation Committee as being in the best interest of Lee County, Applied Business Services, Inc. – Security Collection Agency for an overall percentage applied to revenue collected of 17% and with an initial contract period of two (2) years. The contract may be renegotiated and renewed each year for up to an additional four (4) years upon mutually satisfactory conditions.  
B. Authorize Chair to execute Agreement on behalf of the Board upon receipt.

**2. FUNDING SOURCE:**

Fund–General Revenue Fund; Program–Public Safety; Project–N/A

**3. WHAT ACTION ACCOMPLISHES:**

Provides collection agency services from a qualified firm for unpaid patient transport and or treatment without transport billing accounts.

**4. MANAGEMENT RECOMMENDATION:** Approve.

**5. Departmental Category:** <DeptCategory>

**6. Meeting Date:** 9/27/2011

**7. Agenda:**

Consent

**8. Requirement/Purpose:** (specify)

- Statute
- Ordinance
- Admin Code AC-4-4
- Other

**9. Request Initiated**

**Commissioner:**  
**Department:** PUBLIC SAFETY  
**Division:** Emergency Medical Services  
**By:** John Wilson

**10. Background:**

The Procurement Management office received a request from Public Safety to solicit proposals for Collection Agency Services for Ambulance Transport Accounts.

Sealed proposals were received by Procurement on August 4, 2011. A total of fourteen (14) proposals were received by the established deadline. Of the fourteen (14) proposals, four (4) were deemed non-responsive. The remaining ten (10) firms were considered at the Evaluation Committee meeting held on August 18, 2011. The committee members consisted of the following staff members: Holly Schwartz, Assistant County Manager, as Chair; John Wilson, Director of Public Safety; and Phyllis Collins, Public Safety.

Based on the information submitted by the ten (10) firms, it was the consensus of the Evaluation Committee to recommend award to the proposer whose proposal was evaluated by the Evaluation Committee as being in the best interest of the County, Applied Business Services, Inc. – Security Collection Agency, with an initial contract period of two (2) years. The contract may be renegotiated and renewed each year for up to an additional four (4) years upon mutually satisfactory conditions.

Funding will be provided by: KF5260100100.342600.9002

Attachments: 1. Evaluation Sheets

**11. Required Review:**

<i>John Wilson</i>	<i>Tricia Jackson</i>	<i>David Harris</i>	<i>Andrea Fraser</i>	<i>Robert Franceschini</i>	<i>Kim Dickerson</i>
PUBLIC SAFETY	Budget Analyst	Budget Services	County Attorney	Purchasing	EMERGENCY MEDICAL SERVICES
<i>Holly Schwartz</i>					
County Manager					

**12. Commission Action:**

2. Applied Business Services, Inc. – Security Collection Agency Proposal