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**CITY OF VINELAND**  
**DEPARTMENTAL REQUEST FOR PUBLIC BIDDING**

1. NATURE OF REQUEST: Revenue Recovery Ambulance Billing Service

2. ENGINEER'S ESTIMATE: \$ 6%  
*(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)*

3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$120,000

4. BUDGETED ITEM: YES  NO   
*(If no, is it an ordinance authorized material, service or supply?)*

YES  NO  ORDINANCE NO.: \_\_\_\_\_

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. \_\_\_\_\_ Account No. 001-0-29-35-3503-1-502 3038

5. Check here if:

- Federal Funds
- State Funds
- UEZ Funds
- Davis Bacon Requirements

*If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)*

6. Date to be Advertised: 9-12-2017

7. Date to be Received: 10-11-2017

8. Date to be Awarded: 11-14-2017

9. Special Conditions or Instructions: \_\_\_\_\_  
\_\_\_\_\_

10. The following must be attached:

- Summary of Project:
- Specifications:
- Plans (if applicable)
- Bidders Mailing List (with emails of the vendor)

Chief Alfred Lincks, 4259  
 (NAME, TITLE AND EXTENSION NUMBER)  
Alfred Lincks 8/9/17  
 (SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR))

11. Specifications Prepared by:

12. Approved by:

Send copies to:

Purchasing Department ✓  
 Business Administration

## **Summary of Project for Public Bidding**

Department of Health  
Emergency Medical Service Division

This project is the acquisition of a vendor for ambulance billing services. The funding source is the city budget, within the Department of Health, Emergency Medical Service Division. Pursuant to City ordinance, the EMS Division bills for services as permitted by law. This function is outsourced for efficiency and fiscal prudence. The contract will call for payment to the vendor based on revenue recovered as a percentage of that revenue. The specifications require experience and fiscal controls to protect the City's interest. EMS billing recovers more than 2 million dollars annually. The City's work side of this recovery is primarily a function of the EMS administration.

# **Vineland Emergency Medical Service Ambulance Billing Service**

## **Summary and Expectations**

The City of Vineland Emergency Medical Service Division answers about 12,000 calls for service per year and transports about 8,000 patients. The field staff creates a paper record with information available at the time of the call for billing purposes. That record is transmitted weekly to a billing company at the billing company's expense. We hope to one day switch to electronic medical records. Because of our current paper situation and are intent to one day move to electronic records we need a billing service with experience, that can do both. Honesty in all dealings with the City, patients and insurance companies is a must. Compliance with all laws present and those that may impact us anew during the contract period is mandatory. We look for a billing company with independently audited financial practices that our auditors can tie to when they require. We value honesty ahead of revenue. We have a history and expectations based on our experience for realized revenue given this practice. We require a performance bond to give us protection from a company that promises but does not deliver.