

REQUEST FOR PROPOSALS

The Tipton County Board of Commissioners with the assistance of the Tipton County Emergency Medical Services Advisory Board is soliciting a Request for Proposals (RFP) for ambulance service in Tipton County, Indiana. Written proposals must be received in a sealed envelope addressed to, or left at: The Tipton County Emergency Medical Services Advisory Board c/o the Tipton County Auditor, 101 E. Jefferson St., Tipton, IN 46072, located on the second floor of the Courthouse at the above address, no later than 9:00 A.M. on September 18, 2023. A written copy of this RFP may be obtained from, and questions may be directed to Alan Hensley, President, EMSAB at ahensley156@gmail.com or to Mitch Tinder, Vice President, EMSAB at mitchelltinder@gmail.com The RFP is as follows:

1. The Tipton County Emergency Medical Services Advisory Board (hereafter "EMSAB") is requesting proposals from Indiana certified ambulance providers (hereafter referred to as "applicants") for dedicated advanced life support prehospital care and transportation for Tipton County, Indiana. The applicant(s) may provide more than one (1) option, and if so, please make sure each option is clearly marked separately to avoid confusion.
2. Tipton County, Indiana is located approximately 40 miles north of Indianapolis, Indiana, and is predominantly a rural community. Tipton County has one (1) hospital owned and operated by IU Health, with a 24 hour staffed emergency department located within the City of Tipton. The City of Tipton serves as the county seat with approximately 5,200 residents. Tipton County encompasses 260 square miles with a population of approximately 16,000 residents which includes the City of Tipton. The area that needs the most coverage is primarily a 230 square mile area located south of County Road 400 North and east of County Road 200 West, although proposals should include an option for coverage of the entire county. Current emergency medical service calls utilize one (1) privately owned contracted Advance Life Support ("ALS") transport ambulance located within the City of Tipton, one (1) full time fire department backup also located in the City of Tipton, three (3) township volunteer agencies with Basic Life Support ("BLS") ambulance service, and five (5) volunteer fire departments providing non transport BLS and EMFR services. The ALS unit will be centrally located in Tipton County and will be the primary ALS responding unit.
3. The applicant(s) must be an Indiana certified ALS provider as of January 1, 2024, and must maintain all licenses, registrations, and insurance coverage for ambulances, equipment, and their employees, and must be able to maintain and meet the requirements established by federal, state, and local governmental agencies for certified ambulance providers. The applicant(s) must provide one (1) dedicated ALS ambulance with an appropriately trained and certified staff, including but not limited to a certified paramedic and a driver. The primary ALS unit shall be located within the County of Tipton and be available for responding to a request within the county, dispatched from the Tipton County 911 Communications Center. The applicant(s) must be able to provide an ALS

backup unit within Tipton County, together with the appropriately trained driver and staff, in the event the primary ALS unit is out of service for any call lasting more than three (3) hours, or out of service due to staffing shortage or mechanical failures. This backup ALS unit would be a 365 day per year, 24 hours per day unit.

4. The applicant(s) shall be responsible for insuring all automobiles and medical equipment, and the same shall be maintained in top mechanical and physical condition. Any motor vehicle shall pass an annual INDOT inspection, which written proof of inspection shall be furnished on an annual basis to the EMSAB on the anniversary date of any contract entered into between the applicant and the County. If a vehicle continues to have mechanical issues causing it to be out of service, the applicant shall replace that vehicle or upgrade it as per the requirements set forth in this request for proposals.

5. Proposals submitted to Tipton County, Indiana should provide for coverage for a three (3) year period beginning on January 1, 2024.

6. Payments to the applicant shall be made through the approved claims process with the Tipton County Auditor.

7. The applicant shall carry general liability insurance with a minimum limit coverage amount of Five Million Dollars (\$5,000,000.00) with an insurance company licensed by the State of Indiana. The applicant ambulance service shall also provide automobile Liability insurance coverage of at least Five Million Dollars (\$5,000,000.00) with an insurance company licensed by the state of Indiana. Applicant shall attach a copy of proof of insurance in the amounts set forth above at the time of submitting a proposal and provide proof of such coverage at any time during the contract period if and when requested by the County.

8. A copy of proposed charges for services and or transportation, patient care protocols, and write-off policy shall all be included with any proposal submitted for consideration.

9. Written proposals must be received in a sealed envelope addressed to: the Tipton County Emergency Medical Services Advisory Board c/o the Tipton County Auditor, 101 E. Jefferson St., Tipton, IN 46072, located on the second floor of the Courthouse at the above address, no later than 9:00 A.M. on September 18, 2023.

10. All proposals will be opened by the Tipton County Board of Commissioners at a public meeting to be held on or after September 18, 2023 at 9:00 A.M. in the first floor meeting room of the Tipton County Courthouse, 101 E. Jefferson Street, Tipton, Indiana 46072, then tabled by the Commissioners, and given back to the EMSAB for review. The EMSAB will review proposals and make a recommendation to the Tipton County Board of Commissioners as to price and accommodation, however, the Commissioners shall have the absolute discretion as to which proposal is accepted, based not only on price, but also the proposal that is the most responsive and accommodating to the care and safety of Tipton County residents.

11. Proposals must contain current contact information for the applicant. Proposals shall include the provider's name, mailing address, phone number, email contact and the required documents set forth in paragraph number seven (7) and eight (8) above.

12. All proposals shall include a one hundred and eighty (180) day, penalty free, opt out provision without cause, for both the County and the applicant.

13. Questions may be directed to Alan Hensley, President, EMSAB at **ahensley156@gmail.com** or to Mitch Tinder, Vice President, EMSAB at **mitchelltinder@gmail.com**

14. The Tipton County Board of Commissioners reserves the right, with the assistance and recommendation of the EMSAB, to communicate and negotiate with each applicant after the proposals are opened by the Board of Commissioners and prior to a

final decision by the Commissioners as to the successful applicant and the exact terms of any proposed contract, provided those negotiations do not substantially alter an Applicant's proposal.

15. If agreeable by both the County and the Applicant, the three (3) year contract ending on 12/31/2026 may be extended without the Applicant re-submitting any new proposal.

16. Furthermore, the Board of Commissioners reserves the right to reject any and all proposals submitted for any reason, including but not limited to, the Commissioners determination that the County cannot afford the financial terms in any submitted proposal, or in the event the proposals do not accommodate the County's needs for ambulance service.

Alan Hensley
President, EMSAB