



HISTORIC  
FRANKLIN  
TENNESSEE


ITEM #16  
WRKS 04/12/2011

## MEMORANDUM

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April 6, 2011

**TO:** Board of Mayor and Aldermen

**FROM:** City Administrator Eric S. Stuckey   
Assistant City Administrator Russell Truell  
Fire Chief Rocky Garzarek  
Purchasing Manager Brian Wilcox

**SUBJECT:** Consideration of contract award for emergency medical service consulting services for the Fire Department (Purchasing Office Procurement Solicitation No. 2011-028; FY 2011 funding to be transferred from 110-82560-45900 to 110-82560-42200; FY 2012 funding to be budgeted in 110-82560-42200)

### Purpose

The purpose of this procurement is to retain the services of an outside consultant to conduct an in-depth study and analysis of emergency medical services including advanced life support and ambulance transport delivery systems.

### Background

The City published on February 24, 2011 a Notice to Proposers in the *Williamson Herald* for emergency medical service consulting services. In addition, solicitation documents were sent on or about the same date directly to 21 potential proposers known or thought to be interested in this solicitation. Six (6) proposals were publicly opened at the submittal opening held on March 24. Staff has not yet completed its review and evaluation of the six (6) proposals using the selection criteria identified in the request for proposals. Staff anticipates completing this review and evaluation prior to the April 12 5:00 work session of the Board of Mayor and Aldermen, and expects to forward a recommendation to the board by that time.