



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #16  
WRKS 04/12/2011

## MEMORANDUM

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April 8, 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 memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information to consider the award of a contract to TriData Division of System Planning Corporation for consulting services related to the City of Franklin's emergency medical services delivery system.

### **Background**

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. Effective and efficient care of the sick and injured are of paramount importance to the Franklin Fire Department. Uncertainty in the present economy, continued growth in both the overall population and the population of seniors in our community, and continued additions of assisted living and nursing facilities are all challenges that we face as a community. To promote the highest quality of life possible in Franklin, the City seeks to obtain an unbiased study that will provide a current assessment of whether the City should undertake to provide emergency medical transport services, and solid recommendations from which current and future decisions can be presented and implemented.

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. A tabulation of the proposals received for this solicitation is attached.

### **Financial Impact**

The proposal ranked highest by the proposal evaluation team, from TriData Division of System Planning Corporation, of Arlington, VA, is in the amount of \$40,261.00 for the requested consulting services. If this award is approved, fiscal year 2011 funding would be transferred from the General Fund General Expenses cost center to the Fire Department budget to cover the fiscal year 2011 cost of the project, and fiscal year 2012 funding would be budgeted in the Fire Department budget.



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## **Options**

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals.

## **Recommendation**

Staff recommends that the City accept the proposal ranked highest by the proposal evaluation team, from TriData Division of System Planning Corporation, of Arlington, VA, in the amount of \$40,261.00 for the requested consulting services. Purchasing Manager Brian Wilcox is of the opinion that the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received.

**City of Franklin, Tennessee**  
**Tabulation of Proposals**\*

<b>Purchasing Office Solicitation No.:</b>	2011-028 (emergency medical service consulting services)						
<b>Notice to Proposers published in the <i>Williamson Herald</i> on:</b>	2/24/11						
<b>Number of vendors that were notified of / that responded to this request for proposals:</b>	21 / 6						
<b>Date and time proposals due and publicly opened:</b>	3/24/11 2:00 PM						
<b>Present at opening of proposals:</b>	Mike Culberson of the City of Franklin Fire Department; and Tiffany Wilkins of the City of Franklin Purchasing Office						
<b>Target meeting of BOMA at which recommendation will be considered:</b>	4/26/11						
<b>Proposals received from:</b>	<b>Description of proposal:</b>	<b>Does the proposer take any exceptions to the City's procurement solicitation?</b>	<b>Total quoted proposed fees for services:</b>	<b>Proposal Evaluators' consensus scoring including for proposed fees for service (out of a possible 100 pts.):</b>	<b>Payment terms:</b>	<b>Estimated time of project completion after receipt of order:</b>	<b>Proposal price per unit is valid through:</b>
Fitch & Associates, LLC 2901 Williamsburg Terrace Suite G, Box 170 Platte City, MO 64079 Joseph Fitch, PhD, President 816-431-2600	emergency medical service consulting services	Proposer takes no exceptions	\$49,170.00	77.00	net 30 days	not indicated	9/24/2011
Kramer & Associates 9 Heritage Road Cincinnati, OH 45241 William Kramer, PhD., Owner 513-678-2279	emergency medical service consulting services	Proposer takes no exceptions	\$37,400.00	74.00	net 30 days	180 days	07/31/11
The Ludwig Group, LLC. 109 N. Main, Suite 504 Memphis, TN 38103 Gary Ludwig, Managing Director 636-789-5660	emergency medical service consulting services	Proposer takes no exceptions	\$46,900.00	73.75	net 30 days	12 weeks	06/15/11
Matrix Consulting Group 721 Colorado Ave, Ste. 101 Palo Alto, CA 94303 Richard Brady, President 650-858-0507	emergency medical service consulting services	Proposer takes no exceptions	\$69,000.00	69.75	net 30 days	20 weeks	9/30/2011
McGrath Consulting Group, Inc. P.O. Box 190 Wonder Lake, IL 60097 Dr. Tim McGrath, President 815-728-9111	emergency medical service consulting services	Proposer takes no exceptions	\$32,650.00	74.25	net 30 days	21 weeks	05/31/11
System Planning Corporation 3601 Wilson Blvd. Arlington, VA 22201 Philip Schaenman President, TriData Division 703-351-8300	emergency medical service consulting services	Proposer takes no exceptions	\$40,261.00	87.75	monthly progress payments	not more than 6 months	06/30/11

<sup>1</sup>MOES indicates "meet(s) or exceed(s) specifications"

\*Shaded proposal is the proposal found by the proposal evaluation team to best meets the needs of the City