



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

Request For Proposal

I. Introduction

- A. Jefferson County is soliciting proposals for an EMS supply and asset management system from vendors who are interested and qualified to provide the required goods and services as indicated herein. It is the intent of Jefferson County to select a single vendor to fulfill all goods and services outlined in this request. RFPs will be evaluated using the criteria herein.
- B. Emergency Medical Services are currently operated by Jefferson County Emergency Services Agency, a component agency of Jefferson County government, a political subdivision of the State of West Virginia. It is anticipated that Jefferson County Emergency Services Agency will become a department of the Jefferson County Commission. Therefore, any proposal in response to this request must be offered to Jefferson County Emergency Services Agency and/or the Jefferson County Commission, collectively referred to throughout this document as Jefferson County, interchangeably.

II. Proposal Submission

- A. Proposals may be submitted via email or hardcopy.
 1. Proposals submitted via email must be sent to purchasing@jcesa.org and include EMS supply and asset management system in the subject line. The vendor's name and address must be included within the body of the email or as an attachment.
 2. Proposals submitted by hardcopy must be marked EMS supply and asset management system and include the vendor's name and address on the outside of the envelope and mailed or delivered to:
Jefferson County Emergency Services Agency
419 16th Ave
Ranson, WV 25443
- B. Submissions will be accepted until **3:00pm on November 21, 2022** (Eastern Time.) Submissions received after the due date and time will not be considered.
- C. Proposal submissions must include
 1. Completed and signed Vendor's Declaration
 2. IRS W-9
- D. Modifications received after the due date will not be considered. Jefferson County assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
- E. Jefferson County reserves the right to accept or reject any or all proposals for any reason or to request and obtain, from one or more vendors submitting proposals, supplementary information as may be necessary to analyze the proposal(s). Jefferson County reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Jefferson County.
- F. Jefferson County may elect to award a contract in multiple phases, as is deemed to be in the County's best interest. Should the County award project in phases, the County reserves the right to award the phases to the

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same firm. All proposals submitted in response to the RFP become property of Jefferson County and, as public records, will be subject to public view.

- G. All proposals shall constitute, for a period of 90 calendar days from date of award, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
- H. At no time shall the successful vendor reproduce or use the logo, seal, or insignia of Jefferson County or any of its departments, agencies, or political subdivisions. The vendor will not use the return address or any other identifying or proprietary information of Jefferson County or any of its departments, agencies, or political subdivisions, for advertising or any other purpose other than required to fulfill the terms of this agreement without prior authorization from Jefferson County.
- I. Jefferson County is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

III. Background:

- A. Jefferson County is transitioning from a model involving volunteer owned and operated ambulances with staffing supplemented by the County, to a model wherein the County is the sole owner and operator of all 911-dispatched ambulances within the County's geographical boundaries. There will be 10 ALS-equipped ambulances, including 6 front-running units and 4 reserves, responding to all 911 calls for EMS. Historical EMS call volume:

Year	Incidents
2021	6004
2020	5473
2019	5364
2018	5118

IV. Required Vendor Qualifications and Experience

- A. By submitting a proposal in response to this request, the vendor certifies that neither the Vendor nor its officers nor any predecessor companies are under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years, and that the vendor has been in business one or more years.
- B. To comply with Internal Revenue Service requirements, all vendors are required to have a current IRS Form W-9 on file with Jefferson County. A complete IRS form W-9 must be submitted with the proposal packet.
- C. Vendor will be required to provide a Certification of Insurance as proof of liability insurance at a minimum of \$1,000,000 per incident and Workers Compensation insurance as required by West Virginia.

V. Products and Services Included in this RFP

- A. This request is for proposals to provide a supply, inventory, narcotic, fleet, and asset management system. The system must include integrated components to efficiently manage supplies, conduct inventories, track assets, maintain records of vehicle maintenance and repair, and provide a communication mechanism that allows users to notify other specified users or user groups of mechanical concerns.

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- B. Specifically, the system must be capable of:
1. Recording inventory levels of EMS consumable supplies kept in stockrooms at up to 8 locations and on 10 ambulances and two rapid response vehicles, **without** requiring a manual count of items.
 2. Recording expiration dates and, where applicable, lot numbers of all items and medications, and tracking where and when members of said lots or expirations dates are stored or removed from circulation.
 3. Recording the type, name, and location of various assets (i.e., small equipment) along with maintenance schedules for each type.
 4. Recording the type, name, location and details of maintenance and repairs made to each vehicle
 5. Receiving requests for vehicle repair, including the vehicle ID, problem being reported, and other pertinent information and making those requests visible to specified users or groups.
 6. Satisfying controlled substance chain of custody requirements established by the DEA and WVOEMS.
 7. Producing reports for all the above functions, with the ability to customize reports at no additional cost.
 8. Recording inventory levels for non-EMS consumables, such as uniform items.
 9. Recording assets, such as computers and EMS equipment, for up to 100 different items.
- C. If the system proposed by the Vendor requires specific hardware in addition to software, the required hardware and cost of installation must be included in the proposal. Hardware must include a minimum of a one-year warranty covering defects in material or workmanship.
- D. If professional or technical service is required in addition to the software, the required or Vendor recommended services, and any associated costs, must be included in the proposal.
- E. Vendor will provide training for each required category of user (i.e., front-line, supervisor, administrative) sufficient that users will be equipped to confidently and competently operate the areas of the system appropriate to them and realize an increase in efficiency over a manual workflow. Training may be offered in-person, virtually, or via asynchronous online instruction. Vendors should include the method(s) of training proposed and the associated cost of the required training via the vendor's proposed method.
- F. Vendor will provide Jefferson County with one primary point of contact for account-related matters and any major support issues that may arise. This point of contact must have the knowledge and authority to resolve challenges across all areas of the Vendor's organization.
- G. Technical support must be available by either phone or chat during normal business hours, Monday through Friday, excluding holidays and without a per-use or per-call charge.
- H. Questions regarding the product specifications in within section V or VI of this RFP may be directed to Bob Burner, Director, Jefferson County Emergency Services Agency, via mail at 419 16th Ave, Ranson, WV 25438 or via phone at 304.728.3287, or email at purchasing@jcesa.org.

VI. Delivery

- A. Jefferson County expects the system to be fully implemented and in use within 120 days of proposal acceptance. If the Vendor requires more time to provide the necessary hardware and software, perform the necessary setup, testing, and training to ensure the system is fully functional and completely implemented, a reasonable timeline and full implementation date must be provided in the Vendor's proposal.

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VII. Payment Terms

- A. Amounts due for items ordered, delivered, and properly invoiced shall be payable when those items are inspected and accepted. Amounts due for services requested, performed, and properly invoiced shall be payable when those have been rendered.
 - 1. If setup fees, pre-payment for ongoing subscription components, or any other up-front payments or mid-point payments are required, Vendor must clearly define these expectations in the proposal.
 - 2. Vendors proposal must clearly identify one-time costs, regular subscription costs, and any ad-hoc costs.
- B. Jefferson County processes payment in the form of a paper check within 30 days of receipt of a correct invoice. All invoices should be sent to the following address, unless otherwise directed by Jefferson County:

Jefferson County Emergency Services Agency
419 16th Ave
Ranson, WV 25438
- C. Jefferson County is also able to pay invoices via a purchasing card (Visa or MasterCard.) All proposals in response to this RFP shall indicate whether a purchasing card is an acceptable form of payment for orders placed and indicate whether any fees are assessed by the Vendor for use of this payment method.
- D. All invoices must be itemized in full, showing item descriptions, quantity, price, payment terms, and reference Purchase Order (if applicable).
- E. Jefferson County is tax exempt. A Tax Exemption certificate will be provided upon award.
- F. The Vendor shall not include amounts due on the invoice for items not received when the order is not completed, or items are on backorder.
- G. Jefferson County reserves the right to deduct from payment any monies owed to Jefferson County by the vendor.

VIII. Non-Discrimination

- A. Jefferson County is an equal opportunity employer, purchaser, and service provider. Jefferson County does not discriminate towards any individual or business based on race, sex, color, age, religion, national origin, disability, or veteran status.
- B. The successful Vendor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- C. If any claims should arise regarding this contract for a violation of any such local, state, or federal law, statute, rule, or regulation, the Vendor will indemnify and hold Jefferson County harmless for any damages, including court costs or attorney fees, which might be incurred.
- D. In the event of the Vendor's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Jefferson County. The Vendor may be declared, by Jefferson County, ineligible for further contracts with Jefferson County until satisfactory proof of intent to comply shall be made by the Vendor. The Vendor agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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IX. Applicable Law

- A. Any contract will be interpreted under the laws and statutes of the state of West Virginia. Jefferson County does not enter contracts which provide for mediation or arbitration. Any action arising from any contract made from these specifications shall be brought in the Circuit Court in Jefferson County, West Virginia or in the United States District Court for the Northern District of West Virginia.

X. Contract Nullification

- A. Jefferson County may, at any time, nullify the agreement if, in the judgment of Jefferson County, the Vendor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the Vendor(s), but no further sums shall be owed to the Vendor(s). The agreement between Jefferson County and the Vendor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Jefferson County.

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VENDOR'S DECLARATION

The vendor submitting a proposal in response to Jefferson County's RFP for EMS supply and asset management system understands, agrees, and warrants that:

1. The vendor has carefully read and fully understands the full scope of the requirements.
2. The vendor has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
3. The vendor has liability insurance and a certificate of insurance will be provided before the commencement of any work.
4. This proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the acceptance deadline listed in the RFP but may not be withdrawn after such date and time.
5. Jefferson County reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. Jefferson County reserves the right to waive any technicalities and formalities in the proposal.
6. The vendor acknowledges that Jefferson County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.
7. Neither the vendor submitting this proposal, its officers, nor any predecessor companies are under any part of the Bankruptcy Act, nor have they filed under the Bankruptcy Act within the previous seven years.
8. The vendor submitting this proposal has been in business for at least one year.
9. The vendor has not been a party to any collusion among vendors in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or any discussion between vendors and any official of Jefferson County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a proposal.

VENDOR:

Signature

Company Name

Name & Title

Address

Date

City, State, Zip

This declaration must be signed by an authorized representative of the Vendor and included with the proposal submission, along with a completed IRS form W-9.