

Housatonic Valley Regional Paramedic Program
Serving the Towns of
Bridgewater, Kent, New Milford, Roxbury, Sherman, Warren and Washington
Request for Proposal
December 31, 2014

The Housatonic Valley Regional Paramedic Program or any member town or EMS entity thereof reserves the right to accept or reject any bid at its sole discretion.

Successful Provider Shall:

1. Supply one (1) Paramedic 24 hours a day, 7 days a week, 365 days a year;
2. Carry proper insurance for liability, workmen's compensation, vehicular and medical malpractice, as required, to operate a paramedic service under Connecticut State law;
3. Students, including but not limited to EMR, EMT, AEMT, EMT-P and medical students, may accompany the paramedic to gain experience. These "student riders" shall not count as part of a responding or transporting ambulance crew;
4. Not subcontract the paramedic service;
5. Be a State of Connecticut, Department of Public Health, Office of Emergency Medical Services, licensed and/or certified to operate paramedic-level service in the seven (7) member town region making up the Housatonic Valley Regional Paramedic Program. These seven (7) towns consist of:
 1. Bridgewater
 2. Kent
 3. New Milford
 4. Roxbury
 5. Sherman
 6. Warren
 7. Washington
6. Maintain one (1), continually available paramedic-level equipped emergency response vehicle which shall:
 - a. Be four-wheel drive;
 - b. Possess the following radio frequencies:
 - i. LCD: VHF- High Band Frequencies
 - ii. Med Radio: UHF CMED System w/PL192.8
 - iii. New Milford EMS: 159.3525 Mobile Receive/ 155.8575 - Transmit DPL 226
 - iv. New Milford Fire: 154.3475 Mobile Receive/ 150.805 - Transmit DPL 445
 - v. Kent: {LCD System}
 - vi. Warren: {LCD System}
 - vii. Roxbury: 153.980 Mobile Receive/ 158.760 - Transmit DPL 365
 - viii. Sherman: {LCD System}
 - ix. Washington: 158.775 Mobile Receive/ 153.920 - Transmit DPL 343

- c. Be properly marked to allow CT OEMS certification as a R-5 response vehicle;
 - d. Be marked "Housatonic Valley Regional Paramedic Unit;"
 - e. Meet and maintain all Connecticut OEMS and DMV requirements for emergency vehicles;
 - f. Provide full protective (turnout) clothing for on-duty personnel
 - g. Provide a copy of their human resources manual.
7. The successful bidder must enter into a bundled billing agreement with any regional town that bills for service and requests such agreement. The bundled billing agreement must be in effect as of the first day of the contract.
8. Paramedic Personnel shall:
- a. Maintain State of Connecticut Paramedic License;
 - b. Possess no less than one-year experience as licensed paramedic;
 - c. Maintain medical control requirements set forth by CT-OEMS and Program Medical Director;
 - d. Work in conjunction with various EMS responders from multiple jurisdictions;
 - e. Respond to all calls within 60 seconds of activation (when available);
 - f. While on duty as primary paramedic will always respond in uniform;
 - g. Have their name predominantly displayed on a name badge on their uniform;
 - h. Have the current approved "Connecticut Licensed Paramedic" patch displayed on their uniform sleeve or jacket;
9. Response
Paramedic Unit shall:
- a. Be dispatched by Litchfield County Dispatch. Consideration should be given to allow for back-up dispatching capability from the New Milford Police Communications Center or Northwest Public Safety Communications. The provider shall supply radio-receiving equipment to the on-duty paramedic to receive radio page from dispatch center;
 - b. Notify the dispatch center within 60 seconds of receiving a call that the unit is responding – activation times will be kept by the dispatch center;
 - c. Maintain radio communications with dispatch center at all times; this may be accomplished by one or more of the radio frequencies listed in 6(b) above;
 - d. Be dispatched by the dispatch center also selected by the Paramedic Oversight Committee;
 - e. May be requested by an emergency responder in any of the member towns to supplement the local response to an emergency;
 - f. Will advise the dispatch center of its availability at all times;
 - g. Follow medical direction, both standing and on-line, as set forth by the Program Medical Director;
 - h. While on scene of emergencies, follow Incident Command practices set forth locally and under Connecticut General State Statutes;
 - i. Follow safety practices set forth under the Connecticut Department of Labor – OSHA;

- j. Respond according to current Housatonic Valley Regional Paramedic dispatch protocols as developed and approved by the Paramedic Oversight Committee and Medical Control. See Addendums C and D.

10. Contract: The contract between the successful bidder and the recipient shall contain the following terms and conditions:

- a. The Contract shall be drawn up for two (2) years, beginning July 1, 2015 at 0001 hours, with options to extend as set forth below. Each Contract must be voted on by each member town, however, in the event any of the member municipalities does not approve its respective share of payments for each fiscal year's budget based on a historical usage formula, the remaining towns may opt to reapportion the dollars to reflect the reduced participation, if not the Contract will terminate on the relevant June 31 without liability to any party ;
- b. Annually, an equitable payment schedule whereby the CEO's from the member towns implement the following payment formula to fund the program. The number of total calls for paramedic services provided (where the Medic evaluated the patient and determined it not to be an ALS call or where the Medic rode with the patient to the hospital) to the region during the year immediately proceeding the first year of the contract shall be calculated. The percentage of the total calls answered provided as above-for or on behalf of each respective member town shall be determined to find each town's usage. The total cost of the program shall be then multiplied by each percentage so found. The result shall be each member town's payment obligation;
- c. The Paramedic Oversight Committee members shall act as the official representation from their respective towns;
- d. Each of the member towns shall pay their share directly to the paramedic provider for the paramedic service set forth in this proposal per year, no later than August 1st of each year of the two (2) year contract;
- e. The successful provider shall include a final cost for this program per year commencing July 1, 2015 at 0001 hours:
 - 1. Year 1 – July 1, 2015 – June 30, 2016
 - 2. Year 2 – July 1, 2016 – June 30, 2017
- f. The Contract may be extended for a period of one (1) year from July 1, 2017 – June 30, 2018, and an additional one (1) year extension from July 1, 2018 – June 30, 2019. This extension shall be based upon satisfactory performance of the successful provider in the previous two-year period. The decision for the one-year extension shall be presented on or before January 30th, of current contract year. The cost for these extended years shall also be presented at proposal time;
- g. The Contract shall contain a provision that it may be cancelled by either the paramedic provider or the Paramedic Oversight Committee, acting as agents for their respective towns, or any participating town may opt-out on its own, on July 1 of each contract year by written agreement with ninety (90) days notice. The remaining towns may opt to reapportion the dollars to reflect the reduced participation, if not the Contract will terminate on the relevant June 31 without liability to any party;

- h. Should the paramedic provider fail to fulfill its obligations or violates the stipulations of this program as set forth in this Proposal, the Paramedic Oversight Committee shall reserve the right to terminate the Contract by written notice to the provider with not less than ninety (90) days.

Addendum A – Paramedic Oversight Committee

The Paramedic Oversight Committee (POC) is the body that oversees the operation of the Housatonic Valley Regional Paramedic Program. It is the coordinating body among the member towns' EMS agencies, local government, Medical Control Representative, and the paramedic provider.

All policies, procedures and operations of the Paramedic Oversight Committee are subject to change.

1. Each Town is entitled to one (1) voting member and one (1) alternate member to comprise the POC. The members will be chosen by each Town's BLS service PLS holder. Each member/alternate may only represent one Town.
2. The Medical Control Representative, the Paramedic provider, Litchfield County Dispatch (or current dispatch provider), New Milford Police Department's communications department, Program Medical Director, and Northwest CMED Administrator may have voice before the Committee but no vote.
3. The Paramedic Oversight Committee shall annually elect a Chairman, Vice-Chairman and a Secretary to serve the Committee. The Chairman and Vice-Chairman shall be voting members of the Committee, while the Secretary need not be a voting member. Elections shall be held in January of each year.
4. Each member of the POC shall be responsible for providing communications to their respective Towns and services with regard to the paramedic program.
5. By a vote of all voting members present, with at least five (5) votes in favor, the POC can request an individual paramedic be removed from the program for just cause. These cases shall be heard and voted on in Executive Session. Executive Session shall be comprised of only the voting members and alternates, Medical Director, representative from the paramedic provider and the paramedic in question.
6. Any complaint dealing with medical performance will be directed to the Medical Director for resolution.
7. Paramedics in the program may file grievances against individual personnel within the system with the POC. The Committee will hear these grievances and make recommendations to the responder's respective service. These cases shall be heard in Executive Session. Executive Session shall be comprised of only the voting members and alternates, Medical Director, representative from the paramedic provider, the service Chief and the responder in question.
8. The POC will prepare and give to the six (6) First Selectmen and Mayor an RFP for their review and distribution. When the bidding provider services' RFP's are returned by the seven (7) CEO's, the POC will review them and make a recommendation. Final selection will be the decision of the seven (7) CEO's.
9. All business will be conducted in accordance with Robert's Rules of Order, revised, unless specified differently in this Addendum.

Addendum B – Base Location of Paramedic Unit

The Paramedic Unit shall be housed in a central location within the entire region served, in accordance with Connecticut OEMS Regulations.

Addendum C – Medical Control Protocols

The operating medical control protocols can be found at the New Milford Hospital Emergency Department. Contact the Program Medical Director or Program EMS Coordinator to obtain copies of the protocols, Quality Assurance Policy and Continuing Education requirements.

Addendum D – Dispatch Protocols

The paramedic unit is dispatched according to protocols developed by the Paramedic Oversight Committee in concert with Medical Control and will adhere to those approved priorities within the emergency medical dispatch system. These priorities are subject to change at the discretion of the Paramedic Oversight Committee and Medical Control.

The paramedic unit may also be requested by EMS agencies operating with the member town region.

Addendum E – Per Diem Coverage

The paramedic provider shall provide a schedule of costs for adding paramedic coverage either on a temporary or permanent basis. This cost schedule shall be broken down into displaying the cost for providing an ADDITIONAL paramedic unit by the ½ day (12 hours), by the day (24 hours), or by the week (168 hours).

The cost shall include one Paramedic with required Advanced Life Support equipment, along with one State OEMS Licensed Vehicle in order to respond in.

Addendum F – Consideration for Back-Up Coverage

The successful Paramedic Provider may suggest a formula for providing back-up paramedic coverage to the region.