



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 21
AGENDA DATE: Thu 03/25/2004
PAGE: 1 of 2**

SUBJECT: Authorize negotiation and execution of a 12-month service agreement with EMERGENCY MEDICAL CERTIFICATION, INC. (dba EmCert.com), Beaumont, TX for continuing education credits for emergency response personnel in the Austin Fire Department and City of Austin/Travis County Emergency Medical Services in an amount not to exceed \$63,900, with three 12-month extension options in an amount not to exceed \$63,900 per extension option, for a total agreement amount not to exceed \$255,600.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$24,750 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Austin Fire Department. Funding in the amount of \$7,200 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the City of Austin/Travis County Emergency Medical Services. Funding for the remaining six months of the original contract period and extension option is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Fire; Emergency Medical Services;	AUTHORIZATION: <u>Vickie Schubert</u>

FOR MORE INFORMATION CONTACT: Vikie DeLuyck, LMSW, Buyer II/972-4014

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best proposal of four proposals received

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service agreement will provide Continuing Medical Education (CME) hours via the Internet for the emergency response medical personnel of the Austin Fire Department (AFD) and City of Austin/Travis County Emergency Medical Services (ATCEMS).

Emergency Medical Technicians (EMTs) and Paramedics are certified/licensed by the Texas Department of Health (TDH). TDH requires mandatory CME hours for both EMTs and Paramedics. For EMTs, the CME requirement is 20 hours per year. For Paramedics, the CME requirement is 40 hours per year. In addition, TDH establishes standards for CME content, evaluation criteria, scoring, and recordkeeping.

An agreement with Emcert.com will provide a system to ensure timely completion of CME hours for approximately 1,000 Firefighters and 326 EMS uniformed staff at 80+ worksites during multiple shifts. By using the internet, EMTs or Paramedics can access the required CME courses at work or at home, 24 hours a day, seven-days a week. Internet-based CME training is more cost-effective than traditional training models in that the departments are not incurring expenses related to employee overtime and travel costs.



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A Request for Proposal (RFP) was issued on December 22, 2003. Four proposals were received. The proposals were reviewed and scored by a panel consisting of an AFD Battalion Chief of Medical Operations, an AFD Lieutenant of Medical Operations, the Financial Manager for EMS, the EMS Education Coordinator and an AFD Senior Management Analyst. The best proposal was identified based on the number, topic and quality of courses offered, and the vendor's prior experience and qualifications.

**RFP NO. VD04300026A
PROPOSAL ANALYSIS**

- a. Adequate competition.
- b. Fourteen notices were sent including no MBEs and two WBEs. Eleven RFPs were issued including no MBE/WBEs. Four proposals were received.
- c. This is the first time AFD and EMS have solicited these services.

APPROVAL JUSTIFICATION

- a. This proposal meets the requirements of the RFP.
- b. The Austin Fire Department and the Austin/Travis County Emergency Medical Services Department concur with the recommended award.
- c. The RFP was advertised in the Austin American-Statesman and on the Internet.