

REQUEST FOR PROPOSALS (RFP) FOR
EMERGENCY MEDICAL SERVICES AGENCY EVALUATION
CHARLESTOWN AMBULANCE-RESCUE SERVICE, CHARLESTOWN, RI

Proposals Due by: January 21, 2022

The Charlestown Ambulance Rescue Service, Charlestown, RI is accepting proposals from qualified consulting firms to provide an agency evaluation to provide short-term and long-term recommendations for the following:

1. To assess the current and future capability of Charlestown Ambulance-Rescue Service to respond to emergency incidents within the Town of Charlestown, including commercial, industrial, and residential properties (both present and proposed);
2. Develop and Review Strategic Alternatives with all Stakeholders -both internal and external, including potential for shared services;
3. Assess manpower needs, volunteer, or career, as a critical component of this study;
4. Recommendations for the recruitment and retention of our volunteer resources;
5. Review and recommendation on policies, procedures, and bylaws that govern and support the organization;
6. Review and recommendations on third party billing services;
7. Does the current rescue facility require improvements and/or is facility construction necessary for modern day operations and for safe operations;
8. Equipment and apparatus, a review and recommendations should be included in this report, including the consideration of community need; (Included in this review should be recommendations for capital/bonding funds, including consideration of increasing annual capital encumbered bucket appropriations including but not limited to replacement of apparatus);

SCOPE OF PROJECT

- A. Information Gathering - The development of a credible agency assesment for the Charlestown Ambulance-Rescue Service is dependent upon comprehensive efforts utilized to gather sufficient input from all stakeholders. The result of the information gathering sessions must be categorized in a logical and systematic fashion and incorporated into the Plan as appropriate.
- B. Anticipated Specific Tasks and Services –
 1. Information Gathering- Including but not limited to interviews with all appropriate stakeholders;
 2. An analysis of the historical and statistical trends impacting the Charlestown Ambulance-Rescue Service;

3. The development of charts, graphs and tables to depict historical trends and future projections.

REQUIRED CONTENT OF PROPOSAL

A. General Requirements

1. Charlestown Ambulance-Rescue Service has limited funding allocated for the completion of this project. Consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outline in this RFP.
2. All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the consultant.

B. Cover Letter/Executive Summary

1. List the official name, address, phone number, fax number, email address of the consultant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

C. Consultant's Qualifications

1. A description of the experience and qualifications of the proposed staff member(s) who will be performing the services. This information shall be in sufficient detail to allow analysis of the proposed individual's qualifications.
2. A list of organizations for which the consultant has developed a strategic plan in the last five (5) years, including a description of the particular work done for each organization and a contact for that organization.
3. Provide details of any instances in which an organization terminated the consultant's services.
4. Provide details of any instances in which the proposed individual consultants or firm have had to legally defend themselves relative to services provided.

D. Proposed Methodology and Related Information

1. Please provide a brief description of the services and methods by which work will be performed. This description shall include the following:
 - a. Consultant's understanding of the services to be provided;
 - b. Description of how the consultant proposes to do the plan. Include descriptions and documentation of proposed methodology. Describe and outline the tasks that the consultant believes are necessary to complete the plan;
 - c. Outline a project timeline from award of contract to final report. Be sure to include time in the project schedule for review and feedback by the Fire Department stakeholders, as well as presentation of the plan;
 - d. Explanation of what work, if any, Charlestown Ambulance-Rescue Service personnel will be required to perform;

E. Proposed Cost of the Project

1. Provide an all-inclusive detailed project budget;
2. Any incidental expenses, such as copying, mailing, travel type charges must be clearly state in the proposal;
3. Prices quoted shall be firm and not subject to increases during the term of any contract that the Consultant and Charlestown Ambulance-Rescue Service enter into as a result of this proposal. The proposal shall contain a statement that the proposal is firm for at least one-hundred twenty (120) days immediately following the date of submission of the sealed proposal.

GENERAL CONDITIONS

- A. Charlestown Ambulance-Rescue reserves the right to reject any or all proposals, to waive any defects in the proposals received, and to select the consultant considered the most advantageous to the Charlestown Ambulance-Rescue Service;
- B. Proposals received after the deadline and/or received unsigned shall be considered void and will NOT be considered;
- C. All proposals, responses, inquires, correspondence or other documents relating to this RFP will become the property of Charlestown Ambulance-Rescue Service when received. The corporation reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.

TERMS AND CONDITIONS

- A. The selected consultant will be required to sign a contract with the Charlestown Ambulance-Rescue Service, the form and substance of which must be acceptable to the Charlestown Ambulance-Rescue Service Board of Directors;
- B. Consultant shall include an indemnity provision by the consultant to the Charlestown Ambulance-Rescue Service covering damages, losses, expenses, attorney's fees, etc. against the Charlestown Ambulance-Rescue Service for claims involving patent, copyright infringement or related claims, negligent performance, or any tortuous conduct by the contractor, its employees, agents, representatives, or anyone else associated with the contractor;
- C. Final work product will be due from the consultant ninety (90) days following execution of a contract between the Board and the consultant.

REQUESTED RESPONSES

Proposal Due Date: January 21, 2022 – 3pm

Place: Charlestown Ambulance-Rescue Service
4891 Old Post Rd – P.O. Box 346
Charlestown, RI 02813
Attention: Chief Andrew Kettle

Accepted Form: Hard Copy delivered via mail, delivery service or in person. Five (5) copies are mandatory. Proposals shall be typed. Proposals must be submitted in a sealed envelope addressed to the Charlestown Ambulance-Rescue Service, and with the name and address of the consultant on the outside of the envelope.

PRE-PROPOSAL ASSISTANCE

Questions regarding this RFP should be directed to Chief Andrew Kettle at (401) 364-3742 or via email at akettle@charlestownrescue.org. The questions and answers may be shared with all bidders. It is an explicit provision of this RFP that any oral communication is not binding on the Charlestown Ambulance-Rescue Service.