



CITY OF LONG BEACH

C-16

DEPARTMENT OF FINANCIAL MANAGEMENT

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6845 • Fax (562) 570-5836

January 5, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to execute a contract with Wittman Enterprises, LLC, in the amount of \$200,000 annually for providing billing and collection services for the Basic Life Support Transportation Program for a period of one year with the option to renew for two additional one-year periods at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested authorizing the City Manager to award a contract to provide billing services for the City's Basic Life Support (BLS) Transportation Program. The Fire Department provides ambulance transportation to area hospitals by two methods. Patients with potentially life-threatening illnesses or injuries are transported in Paramedic Rescue Units. BLS units transport patients with less severe illnesses or injuries. Each year, BLS Units transport over 9,000 patients. Since the BLS Program's inception in 2005, the Fire Department has engaged the services of a professional billing company to provide billing services for patients transported by the BLS Transportation Program. The Department of Financial Management's Commercial Services Bureau will continue to handle billing and collection of all ambulance transports (or Advance Life Support – ALS) by Paramedic Rescue Units.

A Request for Proposals (RFP) was issued on August 24, 2009, and 197 potential bidders specializing in billing and financial services were notified. Of the 197 potential bidders, 14 vendors downloaded the bid. Of those 14 vendors, one is a Woman-owned Business Enterprise (WBE); one is a Minority-owned Business Enterprise (MBE); one is a certified Small Business Enterprise (SBE); and, none are located in Long Beach. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An announcement was also included in the Purchasing Division's weekly update on Open Bid opportunities, which is sent to 30 local, minority and women's business groups.

Four proposals were received on September 17, 2009. A panel comprising three representatives from the Fire Department reviewed the proposals and selected Wittman Enterprises, LLC, of Sacramento, California. Wittman specializes in emergency medical services transport billing services and provides these services for municipal agencies throughout the nation, including cities in Los Angeles County and Southern California. Wittman is the current BLS billing services provider for the City of Long Beach.

Local Business Outreach

The Purchasing Division performed local outreach and researched the 14 Long Beach-based businesses that were registered to receive the RFP notification. Outreach and research included assistance with the registration process for Purchasing's bidders notification system if necessary, an overview of the pending bid opportunity, an introduction to the City's Small Business Enterprise (SBE) Program, bid document distribution, and any other bid process inquiries. In an effort to promote local business opportunities, the Purchasing Division is committed to providing outreach and assistance to Long Beach businesses. Our goal is to provide all Long Beach businesses an opportunity when the applicable bid is posted. After the outreach period, it was determined that of the 14 Long Beach-based businesses registered, none provided this specialized service.

This matter was reviewed by Deputy City Attorney Amy R. Burton on December 14, 2009 and Budget and Performance Bureau Manager David Wodynski on December 16, 2009.

TIMING CONSIDERATIONS

City Council action to award a contract is requested on January 5, 2010 to maintain continuity of service.

FISCAL IMPACT

The contract cost is \$200,000 annually and sufficient funds are budgeted in the General Fund (GP) in the Fire Department (FD) to support this cost.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


LORANN FARRELL
DIRECTOR OF FINANCIAL MANAGEMENT/CFO

APPROVED:


ALAN PATALANO
ACTING FIRE CHIEF


PATRICK H. WEST
CITY MANAGER