

# Request for Proposal (RFP) for Analysis of Pasquotank/Camden Emergency Medical Services

Background: Pasquotank/Camden Emergency Medical Services (PCEMS) is a governmental agency which provides Emergency Medical Technicians of all levels and ambulance services to the fifty-one thousand (approx.) residents of Pasquotank and Camden Counties in North Carolina. PCEMS can be dispatched for emergencies from the local 911 communication center. In 2013 the local company that handled non-emergency medical transports for the residents of Pasquotank and Camden Counties went out of business. Because of that loss, PCEMS was called upon by local officials to fill the void; PCEMS continues to do so to this day.

PCEMS currently operates from four separate physical facilities; an Administrative Office located behind Sentara Albemarle Medical Center, Main Station 50 located adjacent to the Administrative Office (staffed 24 hrs) , Sub-Station 4 located in southern Pasquotank County (staffed 24 hrs), Sub-Station 14 located in Northern Camden County (staffed 12 hrs), and Sub-Station 12 located in the Camden County Courthouse District(staffed 12 hrs). PCEMS is staffed by a mixture of full and part-time paid personnel and a small amount of volunteers.

Purpose: The purpose of this RFP is to provide objective analysis and recommendations based on the current state of operation of PCEMS, addressing, but not limited to, the factors listed below. Also, to provide a 10 year plan for PCEMS, based on, but not limited to, these same factors.

Format/Product: These analyses and recommendations should be delivered in the form of a written report with graphics and tables as necessary to communicate and support the basis and ideas in the report. An oral presentation with question and answer session to PCEMS and local officials will be required.

## Report Factors:

- Manpower/Staffing for current state and projected over the next 10 years for both emergency and non-emergency call volume
- Facilities/station recommendations for current state and projected over the next 10 years
- Equipment, including ambulances, for current state and projected over the next 10 years, with special consideration paid to aging facilities and equipment
- Fiscal requirements needed in order to comply with any recommendations, along with cost to benefit considerations
- Changes, improvements and enhancements to organizational structure
- Cost analysis between operation and capital
- Estimation of the gap of cost and collections and how that impacts future operations

Desired consultant qualifications:

- Consultant staff with an EMS background
- Experience with industry relevant standards and guidelines
- Experience with GIS mapping
- Experience in determining facility co-location synergies and opportunities
- Familiarity with public safety grant programs
- Experience with systems status management
- Knowledge in determining best locations for additional EMS stations

The following timeline is desirable:

- Proposals submitted to the County by Friday, March 23, 2018
- Awarding of project expected on or around July 1, 2018
- Presentation of Study findings to the EMS Advisory Board in September of 2018

Conclusion: PCEMS' desire is to utilize the product of this RFP as a planning tool to provide timely, sensible, economical and efficient services to all its stakeholders. The product of this RFP should enable PCEMS and local officials with a flexible roadmap, and a well thought out basis for taking the actions needed today and for 10 years out.

Proposals will be received until 3:00pm, Friday, March 23, 2018 in the County Manager's Office, Pasquotank County Courthouse, 206 East Main Street, Elizabeth City, NC 27909. The Pasquotank County Board of Commissioners reserves the right to reject any or all proposals. If you have any questions or need any further information, please contact EMS Director Jerry Newell at 252-335-1524.