



CITY OF HOUSTON, TEXAS
NOTICE OF REQUEST FOR PROPOSAL (RFP)
SOLICITATION NO.: S46-T23724

STRATEGIC PURCHASING DIVISION
"PARTNERING TO BETTER SERVE HOUSTON"

NIGP CODE:

946-10

SOLICITATION DUE DATE/TIME:

SEPTEMBER 17, 2010 at 2:00 P.M., CST

SUBMITTAL LOCATION:

**City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002**

DESCRIPTION:

EMERGENCY MEDICAL SERVICES PATIENT MANAGEMENT SYSTEM - ePCR and BILLING AND COLLECTION SERVICES

PRE-PROPOSAL CONFERENCE:

<i>Date</i>	<i>Time</i>
08-17-2010	10:00 PM

<i>Location</i>
SPD, 900 Bagby, Conference Rm. 1 (Lower Level), Houston, TX 77002

In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

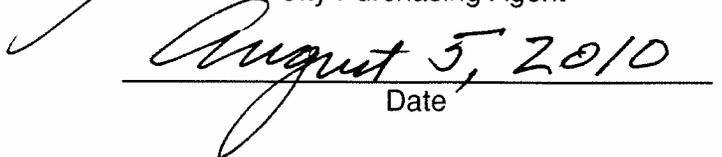
OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Solicitation Contact Person:
Eric Alexander

Name

Eric.alexander@houstontx.gov

E-Mail Address


 City Purchasing Agent

 Date

SPECIAL INSTRUCTIONS TO OFFEROR(S)
SOLICITATION NO. S46-T23724

1.0 SUBMITTAL PROCEDURE:

1.1 Seven (7) copies of the Proposal, including one (1) printed original signed in BLUE ink, and additional two (2) electronic CD copies are to be submitted in a sealed envelope bearing the assigned Solicitation Number, located on the first page of the RFP document to:

City Secretary's Office
City Hall Annex
900 Bagby
Houston, Texas 77002

1.2 The deadline for the submittal of the Proposal to the City Secretary's Office is no later than the date and time as indicated on the first page of the RFP document. Failure to submit the required number of copies as stated above may be subject for disqualification from the Proposal process.

1.3 Respondents may elect to either mail or personally deliver their Proposals to the City Secretary's Office.

1.4 The City of Houston shall bear no responsibility for submitting responses on behalf of any Offeror. Offeror(s) may submit their Proposal to the City Secretary's Office any time prior to the stated deadline.

2.0 PROPOSAL FORMAT:

2.1 The Proposal should be electronically generated, and the printed original signed in ink. They should not be submitted in elaborate or expensive binders. Legibility, clarity, and completeness are important and essential.

2.2 The Proposal must be signed by an individual(s) legally authorized to bind the Offeror(s), and must contain a statement that the Proposal and the prices contained therein shall remain firm for a period of one hundred-eighty (180) days.

3.0 PRE-PROPOSAL CONFERENCE:

3.1 A Pre-Proposal Conference will be held at the date, time, and location as indicated on the first page of the RFP document. Interested Offeror(s) should plan to attend. It will be assumed that potential Offeror(s) attending this meeting have reviewed the RFP in detail, and are prepared to bring up any substantive questions not already addressed by the City.

4.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES:

4.1 Requests for additional information and questions should be addressed to the Administration and Regulatory Affairs Department, Strategic Purchasing Division Buyer, Eric Alexander, telephone: (832) 393-8704, fax: (832) 393-8759, or e-mail (preferred method to): eric.alexander@houstontx.gov, no later than Friday, September 3, 2010 at 12 P.M. noon CST. The City of Houston shall provide written response to all questions received in writing before the submittal deadline. Questions received from all Offeror(s) shall be answered and sent to all Offeror(s) who are listed as having obtained the RFP. Offeror(s) shall be notified in writing of any changes in the specifications contained in this RFP.

5.0 LETTER(S) OF CLARIFICATION:

5.1 All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City of Houston. Only information supplied by the City of Houston in writing or in this RFP should be used in preparing Proposal responses.

5.2 The City does not assume responsibility for the receipt of any Letters of Clarification sent to Offeror(s).

SPECIAL INSTRUCTIONS TO OFFEROR(S)
SOLICITATION NO. S46-T23724

6.0 EXAMINATION OF DOCUMENTS AND REQUIREMENTS:

- 6.1 Each Offeror shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a Proposal to ensure that the Proposal meets the intent of this RFP.
- 6.2 Before submitting a Proposal, each Offeror shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve the Offeror from obligation to comply, in every detail, with all provisions and requirements of the RFP.

7.0 EXCEPTIONS TO TERMS AND CONDITIONS:

- 7.1 All exceptions included with the Proposal shall be submitted in a clearly identified separate section of the Proposal in which the Offeror clearly cites the specific paragraphs within the RFP where the Exceptions occur. Any Exceptions not included in such a section shall be without force and effect in any resulting contract unless such Exception is specifically referenced by the City Purchasing Agent, City Attorney, Director(s) or designee in a written statement. The Offeror's preprinted or standard terms will not be considered by the City as a part of any resulting contract.
- 7.2 All Exceptions that are contained in the Proposal may negatively affect the City's Proposal evaluation based on the evaluation criteria as stated in the RFP, or result in possible rejection of Proposal.

8.0 POST-PROPOSAL DISCUSSIONS WITH OFFEROR(S):

- 8.1 It is the City's intent to commence final negotiation with the Offeror(s) deemed most advantageous to the City. The City reserves the right to conduct Post-Proposal discussions with any Offeror(s).

9.0 PROTEST:

- 9.1 A protest shall comply with and be resolved, according to the City of Houston Municipal Code, Chapter 15, Article 1 and rules adopted thereunder. Protests shall be submitted in writing and filed with both, the City Purchasing Agent and the Solicitation contact person as identified on the first page of the RFP. A pre-award protest of the RFP shall be received by the City Purchasing Agent prior to the Contract award date. A post-award protest of an awarded Contract shall be filed within ten (10) days after the protester knows, or should have known, the basis or outcome of the Contract award.
- 9.2 A protest shall include the following:
 - 9.2.1 The name, address, e-mail, and telephone number of the protester;
 - 9.2.2 The signature of the protester or its representative who has the delegated authority to legally bind its company;
 - 9.2.3 Identification of the RFP description and the RFP or Contract number;
 - 9.2.4 A detailed written statement of the legal and factual grounds of the protest, including copies of relevant documents, etc.; and
 - 9.2.5 The desired form of relief or outcome, which the protester is seeking.

UNIFORM INSTRUCTIONS TO OFFEROR(S)
SOLICITATION NO. S46-T23724

- 1.0 This RFP does not commit the City of Houston to award a Contract, issue a Purchase Order, or to pay any costs incurred in the preparation of a Proposal in response to this request.
- 2.0 The Proposals will become part of the City's official files without any obligation on the City's part. All Responses shall be held confidential from all parties other than the City until after the Contract is awarded. Afterward, the Proposals shall be available to the public.
- 3.0 The City of Houston shall not be held accountable if material from responses is obtained without the written consent of the Offeror by parties other than the City, at any time during the Proposal evaluation process.
- 4.0 In the event an Offeror submits trade secret information to the City, the information must be clearly labeled as a **"Trade Secret."** The City will maintain the confidentiality of such trade secrets to the extent provided by law.
- 5.0 Offeror(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston (including any and all members of Proposal evaluation committees).
- 6.0 Offeror(s) shall not collude in any manner, or engage in any practices, with any other Offeror(s), which may restrict or eliminate competition, or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purposes of: a) responding to this RFP; or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein. Conversely, the City can combine or consolidate Proposals, or portions thereof, for the purposes mentioned above.
- 7.0 All Proposals submitted must be the original work product of the Offeror. The copying or paraphrasing of the work product of another Offeror is not permitted.
- 8.0 The RFP and the related responses of the selected Offeror will by reference (within either a Contract or Purchase Order) become part of any formal agreement between the selected Offeror and the City. The City and the selected Offeror may negotiate a Contract or contracts for submission to City Council for consideration and approval. In the event an Agreement cannot be reached with the selected Offeror, the City reserves the right to select an alternative Offeror. The City reserves the right to negotiate with alternative Offeror the exact Terms and Conditions of the Contract.
- 9.0 Offeror(s), their authorized representatives and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the Conditions, requirements, and Specifications of the RFP at the time a Proposal is submitted to the City.
- 10.0 The Agreement(s) shall become effective on or about **February 1, 2011** for a term of three (3) years. The City of Houston reserves the option of extending the Agreement(s) on an annual basis for two (2) additional one-year terms, or portions thereof.
- 11.0 If necessary for the completion of tasks required under the project, the City will provide reasonable working space to the Prime Contractor.
- 12.0 Clerical support and reproduction of documentation costs shall be the responsibility of the Prime Contractor. If required, such support and costs shall be defined in the negotiated Agreement.
- 13.0 Prime Contractor personnel essential to the continuity, and the successful and timely completion of the project should be available for the duration of the project unless substitutions are approved in writing by the City Project Director.
- 14.0 The Prime Contractor will be expected to adhere to all standard contractual requirements of the City which shall include, but are not limited to, provisions for: Time Extensions; Appropriation of Available Funds; Approvals; Term and Termination; Independent Contractor; Business Structure and Assignments; Subcontractors; Parties in Interest; Non-Waiver; Applicable Laws; Notices; Use of Work Products; Equal Employment Opportunity; Force Majeure; and Inspections and Audits.

UNIFORM INSTRUCTIONS TO OFFEROR(S)
SOLICITATION NO. S46-T23724

- 15.0 The City may terminate its performance under a Contract in the event of a default by the Prime Contractor and a failure to cure such default after receiving notice of default from the City. Default may result from the Prime Contractor's failure to perform under the Terms of the Contract or from the Prime Contractor becoming insolvent, having a substantial portion of its assets assessed for the benefit of creditors, or having a receiver or trustee appointed.
- 16.0 Prime Contractor must promptly report to the City Project Director any conditions, transactions, situation, or circumstances encountered by the Prime Contractor which would impede or impair the proper and timely performance of the Contract.
- 17.0 The City of Houston has sole discretion and reserves the right to cancel this RFP, or to reject any or all Proposals received prior to Contract award.
- 18.0 The City reserves the right to waive any minor informality concerning this RFP, or to reject any or all Proposals or any part thereof.
- 19.0 The City reserves the right to request clarity of any Proposal after they have been received.
- 20.0 The City reserves the right to select elements from different individual Proposals and to combine and consolidate them in any way that best serves the City's interest. The City reserves the right to reduce the scope of the project and evaluate only the remaining elements from all Proposals. The City reserves the right to reject specific elements contained in all Proposals and to complete the evaluation process based only on the remaining items.
- 21.0 The selected Offeror(s) must furnish a "Certificate of Registration" which authorizes them to conduct business in the State of Texas prior to the awarding of the contract. Such Registration is obtained from the Texas Secretary of State's Office, which will also provide the certification thereof.
- 22.0 After Contract execution, the successful Offeror shall be the Prime Contractor and responsible party for contracting and communicating the work to be performed to subcontractors, and for channeling other information between the City and subcontractors. Any subcontracting must be specified in the Proposal. Any subcontracting not specified in the Proposal will need prior written approval from the City Purchasing Agent.
- 23.0 Prime Contractor assumes total responsibility for the quality and quantity of all work performed, whether it is undertaken by the Prime Contractor or is subcontracted to another organization.
- 24.0 If subcontractor involvement is required in the use of license, patent, or proprietary process, the Prime Contractor is responsible for obtaining written authorization from the subcontractor to use the process, or provide another process comparable to that which is required and which is acceptable to the City, all at no additional cost or liability to the City.

GENERAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

1.0 INDEMNITY AND RELEASE:

1.1 RELEASE

PRIME CONTRACTOR/SUPPLIER AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

1.2 INDEMNIFICATION

PRIME CONTRACTOR/SUPPLIER AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

1.2.1 PRIME CONTRACTOR/SUPPLIERS AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS 10.1-10.3, "PRIME CONTRACTOR/SUPPLIER") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;

1.2.2 THE CITY'S AND PRIME CONTRACTOR/SUPPLIER'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER PRIME CONTRACTOR/SUPPLIER IS IMMUNE FROM LIABILITY OR NOT; AND

1.2.3 THE CITY'S AND PRIME CONTRACTOR/SUPPLIER'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER PRIME CONTRACTOR/SUPPLIER IS IMMUNE FROM LIABILITY OR NOT.

1.2.4 PRIME CONTRACTOR/SUPPLIER SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS AGREEMENT AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. PRIME CONTRACTOR/SUPPLIER'S INDEMNIFICATION IS LIMITED TO \$500,000 PER OCCURRENCE. PRIME CONTRACTOR/SUPPLIER SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.

1.2.5 CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE CITY@) FROM ALL CLAIMS OR CAUSES OF ACTION BROUGHT AGAINST THE CITY ALLEGING THAT THE CITY'S USE OF ANY EQUIPMENT, SOFTWARE, PROCESS, OR DOCUMENTS CONTRACTOR FURNISHES DURING THE TERM OF THIS AGREEMENT INFRINGES ON A PATENT, COPYRIGHT, OR TRADEMARK, OR MISAPPROPRIATES A TRADE SECRET. CONTRACTOR SHALL PAY ALL COSTS (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS, AND INTEREST) AND DAMAGES AWARDED. CONTRACTOR SHALL NOT SETTLE ANY CLAIM ON TERMS WHICH PREVENT THE CITY FROM USING THE EQUIPMENT, SOFTWARE, PROCESS, AND DOCUMENTS WITHOUT THE CITY'S PRIOR WRITTEN CONSENT. WITHIN 60 DAYS AFTER BEING NOTIFIED OF THE CLAIM, CONTRACTOR SHALL, AT ITS OWN EXPENSE, EITHER (1) OBTAIN FOR THE CITY THE RIGHT TO CONTINUE USING THE EQUIPMENT, SOFTWARE, PROCESS, AND DOCUMENTS OR, (2) IF BOTH PARTIES AGREE, REPLACE OR MODIFY THEM WITH COMPATIBLE AND FUNCTIONALLY EQUIVALENT PRODUCTS. IF NONE OF THESE ALTERNATIVES IS REASONABLY AVAILABLE, THE CITY MAY RETURN THE EQUIPMENT, SOFTWARE, OR DOCUMENTS, OR DISCONTINUE THE PROCESS, AND CONTRACTOR SHALL REFUND THE PURCHASE PRICE.

GENERAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

1.3 INDEMNIFICATION-SUBCONTRACTOR'S INDEMNITY

1.3.1 CONTRACTOR SHALL REQUIRE ALL OF ITS SUBCONTRACTORS (AND THEIR SUBCONTRACTORS) TO RELEASE AND INDEMNIFY THE CITY TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE CITY.

2.0 INDEMNIFICATION PROCEDURES:

2.1 Notice of Claims. If the City or Prime Contractor receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 30 days. The notice must include the following:

2.1.1 a description of the indemnification event in reasonable detail,

2.1.2 the basis on which indemnification may be due, and

2.1.3 the anticipated amount of the indemnified loss.

2.2 This notice does not stop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 30-day period, it does not waive any right to indemnification except to the extent that Prime Contractor/Supplier is prejudiced, suffers loss, or incurs expense because of the delay.

2.3 Defense of Claims

2.3.1 Assumption of Defense. Prime Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Prime Contractor/Supplier shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Prime Contractor must advise the City as to whether or not it will defend the claim. If Prime Contractor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.

2.3.2 Continued Participation. If Prime Contractor elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Prime Contractor may settle the claim without the consent or agreement of the City, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the City to comply with restrictions or limitations that adversely affect the City, (ii) would require the City to pay amounts that Prime Contractor does not fund in full, (iii) would not result in the City's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

3.0 INSURANCE REQUIREMENTS:

3.1 The Contractor shall obtain and maintain in effect during the term of this Agreement, insurance coverage as set forth below and shall furnish certificates of insurance showing the City as an additional insured, in duplicate form, prior to the beginning of the Contract. The City shall be named as an additional insured on all such policies except Professional Liability and Workers' Compensation, must contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under the Agreement. **The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States.**

3.2 Comprehensive General Liability including Contractual Liability and Automobile Liability insurance shall be in at least the following amounts:

GENERAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

- 3.2.1 Commercial General Liability Insurance including Contractual Liability:
 - 3.2.1.1 \$500,000 per occurrence
 - 3.2.1.2 \$1,000,000 aggregate, (defense costs excluded from face value of the policy)
- 3.2.2 Workers' Compensation:
 - 3.2.2.1 Amount shall be statutory amount
 - 3.2.2.2 **Employer's Liability cannot be used as a substitute for Workers' Compensation**
- 3.2.3 Automobile Liability (See Note Below):
 - \$1,000,000 Combined Single Limit per occurrence
 - Defense costs are excluded from the face amount of the policy. Aggregate Limits are per 12-month policy period unless otherwise indicated.
- 3.2.4 Employer's Liability:
 - 3.2.4.1 Bodily injury by accident \$100,000 (each accident)
 - 3.2.4.2 Bodily injury by disease \$100,000 (policy limit)
 - 3.2.4.3 Bodily injury by disease \$100,000 (each employee)
- 3.2.5 Professional Liability
 - 3.2.5.1 \$1,000,000 per occurrence \$1,000,000 aggregate
- 3.3 Automobile liability insurance for autos furnished or used in the course of performance of this Contract including Owned, Non-owned and Hired Auto coverage (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If no autos are owned by the Contractor, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Contractor, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT MUST BE COVERED IN THE LIMITS SPECIFIED.
- 3.4 If the City of Houston requires you to maintain in effect insurance coverage during the term of a contract resulting from the City's acceptance of your response to this request for proposal ("potential contract"), all of your insurance policies must require on their face, or by endorsement, that your insurance carrier waives any rights of subrogation against the City of Houston except for Professional Liability insurance. You must give 30 days' written notice to the City Purchasing Agent if any of your insurance policies are to be cancelled, materially changed, or not renewed. Within this 30-day period, you shall provide other suitable policies in lieu of those about to be canceled, materially changed, or not renewed so as to maintain in effect the required coverage. If you do not comply with this requirement, the Purchasing Agent, at his or her sole discretion, may: (1) immediately suspend you from any further performance under the potential contract and begin procedures to terminate for default, or (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to you under the potential contract.
- 3.5 If any part of the work is sublet, similar insurance shall be provided by or in behalf of the Subcontractor to cover their operations, and the Contractor shall furnish evidence of such insurance, satisfactory to the City. In the event a Subcontractor is unable to furnish insurance in the limits required under the Contract, the Contractor shall endorse the Subcontractor as an Additional Insured on their policies excluding Workers' Compensation and Employer's Liability.

GENERAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

- 3.5.1 (See Insurance Requirements Exhibit for a sample insurance certificate format)
- 3.5.2 Only unaltered original insurance certificates endorsed by the underwriter are acceptable. Photocopies are unacceptable.
- 3.6 Contractor shall maintain in effect certain insurance coverage, which is described as follows:
- 3.6.1 Form of Policies: The Director may approve the form of the insurance policies, but nothing the Director does or fails to do relieves Contractor from its duties to provide the required coverage under this Agreement. The Director's actions or in-actions do not waive the City's right under this Agreement.
- 3.6.2 Issuers of Policies: The issuer of any policy shall have a Certificate of Authority to transact insurance business in Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide, Property-Casualty United States.
- 3.6.3 Insured Parties: Each policy, except those for Workers Compensation, Employer's Liability, and Professional Liability, must name the City (and its officers, agents, and employees) as Additional Insured parties on the original policy and all renewals or replacements.
- 3.6.4 Deductibles: Contractor shall be responsible for and bear any claims or losses to the extent of any deductible amounts and waives any claim it may have for the same against the City, its officers, agents, or employees.
- 3.6.5 Cancellation: Each policy must state that it may not be canceled, materially modified, or non-renewed unless the contractor gives the Director 30 days' advance written notice. Contractor shall give written notice to the Director within five days of the date on which total claims by any party against Contractor reduce the aggregate amount of coverage below the amounts required by this Agreement. In the alternative, the policy may contain an endorsement establishing a policy aggregate for the particular project or location subject to this Agreement.
- 3.6.6 Subrogation: Each policy must contain an endorsement to the effect that the issuer waives any claim or right of subrogation to recover against the City, its officers, agents, or employees, except for Professional Liability insurance.
- 3.6.7 Endorsement of Primary Insurance: Each policy, except Worker's Compensation and Professional Liability (if any), must contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under this Agreement.
- 3.6.8 Liability for Premium: Contractor shall pay all insurance premiums, and the City shall not be obligated to pay any premiums.
- 3.6.9 Subcontractors: Contractor shall require all subcontractors to carry insurance naming the City as an additional insured and meeting all of the above requirements except amount. The amount must be commensurate with the amount of the subcontract, but in no case less than \$500,000 per occurrence. Contractor shall provide copies of insurance certificates to the Director.
- 3.6.10 Proof of Insurance: On the effective date and at any time during the Term of this Agreement, Contractor shall furnish the Director with Certificates of Insurance, along with an Affidavit from Contractor confirming that the Certificates accurately reflect the insurance coverage maintained. If requested in writing by the Director, Contractor shall furnish the City with certified copies of Contractor's actual insurance policies.
- 3.6.10.1 Contractor shall continuously and without interruption, maintain in force the required insurance coverage's specified in this Section. If Contractor does not comply with this requirement, the Director, at his or her sole discretion, may immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or
- 3.6.10.2 Purchase the required insurance with City funds and deducts the cost of the premiums from amounts due to Contractor under this Agreement.

GENERAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

3.6.10.3 The City shall never waive or be stopped to assert its right to terminate this Agreement because of its acts or omissions regarding its review of insurance documents.

3.6.11 Other Insurance: If requested by the Director, Contractor shall furnish adequate evidence of Social Security and Unemployment Compensation Insurance, to the extent applicable to Contractor's operations under this Agreement.

4.0 CONTRACTOR PERFORMANCE LANGUAGE:

4.1 Contractor should make citizen satisfaction a priority in providing services under this Contract. Contractor's employees should be trained to be customer-service oriented and to positively and politely interact with citizens when performing Contract services. Contractor's employees should be clean, courteous, efficient and neat in appearance at all times and committed to offering the highest degree of service to the public. If, in the Director's determination, the Contractor is not interacting in a positive and polite manner with citizens, the Contractor shall take all remedial steps to conform to the standards set by this Contract and is subject to termination for breach of Contract.

5.0 INSPECTIONS AND AUDITS:

5.1 City representatives may have the right to perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least three (3) years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

6.0 INTERPRETING SPECIFICATIONS:

6.1 *The Specifications and product references contained herein are intended to be descriptive rather than restrictive. The City is soliciting Proposals to provide a complete product and service package, which meets its overall requirements. Specific equipment and system references may be included in this RFP for guidance, but they are not intended to preclude Offeror(s) from recommending alternative solutions offering comparable or better performance or value to the City. Unless specifically stated otherwise with regard to a specific item of equipment, it should be assumed that the City requires all equipment proposed for this project to be supported by a manufacturer's warranty, which is equal to or better than the prevailing standard in the industry.*

6.2 Changes in the Specifications, Terms and Conditions of this RFP will be made in writing by the City prior to the Proposal due date. Results of informal meetings or discussions between a potential Offeror(s) and a City of Houston official or employee may not be used as a basis for deviations from the requirements contained in this RFP.

7.0 CONTRACTOR DEBT:

7.1 **IF CONTRACTOR, AT ANY TIME DURING THE TERM OF THIS AGREEMENT, INCURS A DEBT, AS THE WORD IS DEFINED IN SECTION 15-122 OF THE HOUSTON CITY CODE OF ORDINANCES, IT SHALL IMMEDIATELY NOTIFY THE CITY CONTROLLER IN WRITING. IF THE CITY CONTROLLER BECOMES AWARE THAT CONTRACTOR HAS INCURRED A DEBT, HE SHALL IMMEDIATELY NOTIFY CONTRACTOR IN WRITING. IF CONTRACTOR DOES NOT PAY THE DEBT WITHIN 30 DAYS OF EITHER SUCH NOTIFICATION, THE CITY CONTROLLER MAY DEDUCT FUNDS IN AN AMOUNT EQUAL TO THE DEBT FROM ANY PAYMENTS OWED TO CONTRACTOR UNDER THIS AGREEMENT, AND CONTRACTOR WAIVES ANY RECOURSE THEREFOR.**

SPECIAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

1.0 LOCAL MINORITY/WOMEN BUSINESSES ENTERPRISES PARTICIPATION:

- 1.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or Supply Agreements in at least **12%** of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Affirmative Action Division, and will comply with them.
- 1.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration in Houston, Texas if directed to do so by the Affirmative Action Division Director. M/WBE subcontracts must contain the Terms set out in **Exhibit II**. If Contractor is an individual person (as distinguished from a corporation, partnership, or other legal entity), and the amount of the subcontract is \$50,000 or less, the subcontract must also be signed by the attorneys of the respective parties.

2.0 CITY CONTRACTORS' PAY OR PLAY PROGRAM:

- 2.1 The requirements and terms of the City of Houston Pay or Play Program, as set out in Executive Order 1-7, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7 and shall comply with its Terms and Conditions as they are set out at the time of City Council approval of this Agreement. This provision requires certain Contractors to offer to certain employees a minimal level of health benefits or to contribute a designated amount to be used to offset the costs of providing health care to uninsured people in the Houston/Harris County area. Failure to complete **Exhibit X** "Pay or Play" Acknowledgement Form & Certification of Agreement to Comply with Pay or Play Program may be just cause for rejection of your Proposal.

3.0 CITY CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE:

- 3.1 City Council requires knowledge of the identities of the owners of entities seeking to Contract with the City in order to review their indebtedness to the City prior to entering into Contracts. Therefore, all respondents to this RFP must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City Contracts.
- 3.2 Completion of Exhibit VI – "Affidavit of Ownership or Control" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

4.0 CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE:

- 4.1 The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office. For purposes of this ordinance a Contract is defined as any Contract for goods or services having a value in excess of \$30,000 or more, regardless of the way by which it was solicited or awarded. **Exhibit V** of this RFP describes the Contract and documentation requirements relating to this Ordinance.

5.0 DRUG DETECTION AND DETERRENCE PROCEDURES FOR CONTRACTORS:

- 5.1 It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by Contractors while on City premises is prohibited. Accordingly, effective September 1, 1994, and pursuant to the Mayor's Executive Order 1-31, as a condition to the award of any Contract for labor or services, a successful Offeror(s) must certify to its compliance with this policy. **EXHIBIT VII** contains the standard language, which will be used in each Contract for labor or services, as well as the Executive Order 1-31 disclosure and compliance forms (Attachments A, B, and C). These forms must be completed and returned prior to award.

SPECIAL TERMS AND CONDITIONS
SOLICITATION NO.: S46-T23724

6.0 PROJECT ADMINISTRATION:

6.1 Questions regarding the scope of the project, technical specifications, proposed applications, etc., may be addressed to the Project Manager at the Pre-Proposal conference.

7.0 PROCUREMENT TIMELINE/SCHEDULE:

7.1 Listed below are the important estimated completion dates and times for this Request for Proposal (RFP).

<u>EVENT</u>	<u>DATE</u>
Date of RFP Issued	August 6, 2010
Pre-Proposal Conference	August 17, 2010
Questions from Proposers Due to City	September 3, 2010
Proposals Due from Offeror(s)	September 17, 2010
Notification of Intent to Award (<i>Estimated</i>)	December 13, 2010
Council Agenda Date (<i>Estimated</i>)	January 19, 2011
Contract Start Date (<i>Estimated</i>)	February 1, 2011

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S46-T23724

DEFINITIONS

As used in this RFP, the following terms shall have the meanings or shall be calculated in the manner set out below:

"Agreement" means this contract between the Parties, including all exhibits, change orders, and any written amendments authorized by City Council and Contractor.

"City" is defined in the preamble of this Agreement and includes its successors and assigns.

"City Purchasing Agent" is defined as the person or duly authorized successor, authorized in writing to act for the City. The term includes, except as otherwise provided in this Contract, the authorized representative of the City Purchasing Agent acting within the limits of delegated authority.

"City Contract Administrator" means the Director of the City's Administration and Regulatory Affairs Department or his/her designee and shall have the authority to act on behalf of the City within the boundaries of the contract.

"Contract Award Notice" means the official notification substantiated by the Notice to Proceed issued by the City Purchasing Agent to the Contractor.

"Contract Charges" means charges that accrue during a given month as defined in Article III.

"Contract Term" is defined in Article IV.

"Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.

"Countersignature Date" means the date this agreement is countersigned by the City Controller.

"Director" mean the Directors/Chiefs of each of the Departments or the City Purchasing Agent for the City, or the person he or she designates.

"Effective Date" is defined as date contract is countersigned by the City Controller.

"Effective Collection Rate" is calculated as the "Net Amount Collected" for a specific Transport Month or time period divided by the Net Amount Billed in the same Transport Month.

"EMS" means Emergency Medical Service.

"Fiscal Year" refers to the City of Houston financial year that is July 1st through June 30th.

"Governing Body" means the Mayor and City Council of the City of Houston.

"Gross Amount Billed" is the original amount of billings before any adjustments or collection fees are subtracted.

"Hazardous Materials" is defined in Article II (Environmental Laws).

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S46-T23724

"Net Amount Billed" is calculated for each Transport Month as the number of Fire Department transports times the appropriate rate per transport including all variable bill amounts minus amounts that are ineligible for recovery due to Medicare/Medicaid assignment and also less instances of transport services provided to patients who are in the custody of, or placed under arrest by a police officer.

"Net Amount Collected" is calculated as the total amount of collections associated with a specific Transport Month, net of adjustments for overpayments, refunds, returned checks and posting errors.

"Nixie" is a term so named by the United States Postal Service. Nixies include undeliverable mail due to bad addresses, non-existent addresses, or a transport patient recipient who has moved and left no forwarding address.

"Notice to Proceed" means a written communication from the City Purchasing Agent to Contractor instructing Contractor to begin performance.

"Operational Liaison" refers to the individual appointed by the Chief of the City of Houston Fire Department.

"Parties" mean all the entities set out in the Preamble who are bound by this Agreement.

"Self Pay" refers to the category of transports billed to individuals. This category does not include transports billed to Private Insurance, Medicare or Medicaid. However, it does include rebilling to individuals for Medicare and private insurance co-pay and private insurance patient deductible amounts.

"Transport Month" means the month in which a particular patient transport occurred. It is important that revenue collections be reported in such a way that collections can be measured against the appropriate transport month regardless of when the amounts are collected.

1.0 INTRODUCTION

- 1.1 Proposals are invited from all interested and qualified companies (Proposers) to provide an ePCR system and billing and collection services for EMS fees charged to individuals who were transported by EMS. Specifically, the City of Houston (the City) is soliciting proposals for the services of a contractor to bill and collect all current, past and delinquent EMS transport fees.
- 1.2 The successful Proposer will assume complete responsibility for the HFD ePCR system, including all necessary equipment, training, and technical support; and for receiving and translating transport records from the ePCR system into collectible accounts. This includes locating and billing EMS service recipients, individual and/or third party clients, filing and collecting Medicare/Medicaid, private insurance claims and receiving and processing payments (including prompt refunding of duplicate payments or overpayments. The contract will also require collecting delinquent accounts, resolving fee-related inquires and complaints from EMS users and reporting all such activity daily, monthly, quarterly and annually (fully reconciled) to the City with the necessary supporting documents.
- 1.3 The City's primary objective with regard to EMS fee collections is to maintain the highest standard of service and professionalism in dealing with the public while maximizing net revenue to the City.

2.0 BACKGROUND

- 2.1 The City of Houston instituted an advanced life support EMS service operated by the Houston Fire Department (HFD) in 1971. The Administration and Regulatory Affairs Department (previously the Finance and Administration Department) managed the billing and collection of fees from 1971 through June 1985. In 1985, a contract for the collection of current and delinquent EMS fees was issued to an outside contractor and a private contractor continues to provide this service. The City currently has 114 EMS units, 27 EMS with Advanced Life Support (ALS), 57 EMS with Basic Life Support (BLS), 18 Squads with Advanced Life Support (ALS), 2 MSU units one with Advanced Life Support (ALS) and one with Basic Life Support (BLS) and 10 EMS Supervisors with Advanced

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S46-T23724

Life Support (ALS). The city will add more units in the future, as needed, to meet increasing call and transport volume.

- 2.2 The BLS, ALS, ALS2 base rate for patient transports by EMS is \$415 plus mileage of \$7.50 per mile. The ALS and ALS2 rates must include the variable costs associated with the advanced care treatment provided. The average billed amount for a patient transport is currently \$455 including variable fees. As of July 15, 2010, these are the present current rates which may in the future be subject to change.
- 2.3 According to the EMS Division of the Houston Fire Department, there are approximately 12,500 calls per month which result in a patient transport. Patient transport information is captured electronically by the Fire Department and delivered to the contractor via electronic media.
- 2.3 The current collection contractor maintains about 166 laptop computer devices in about 114 EMS units for the purpose of capturing patient and billing data in electronic format. This system then transmits the captured information via wireless CDPD interface. The existing equipment must be supported by the next collection contract. The Contractor will procure or lease equipment separate from the EMS collection contract, but the billing contractor will still be responsible for supporting and maintaining any and all equipment purchased. The selected contractor must be able to become operationally compatible with the current hardware and software, and with the next generation of hardware and software the Contractor procures or leases, per the City's specifications.
- 2.4 The City's contract with the current vendor requires the new Contractor to purchase equipment (See Appendix A) supplied by the current vendor at the value specified (see Appendix B). The City does not intend to purchase the equipment directly, but rather the successful bidder will be required to purchase the equipment at the value specified on (see Appendix B).
- 2.5 The City is a participating provider with Medicare and Medicaid. The City's requirement of the proposer will be to maintain and keep current with the allowable rates of Medicare, Medicaid and all insurance providers. It will be the proposer's responsibility to maintain and keep active any and all certifications such as Medicare and Medicaid on behalf of the City of Houston. If the proposer fails to maintain all active certifications, the proposer shall pay a penalty fee to the City for the lapsed period of collections at the then current risk-free rate.

3.0 SCOPE OF SERVICES

3.1 There are several activities associated with providing the Patient Care Management – ePCR, Billing and Collection services required by the City. The scope of work set forth in this solicitation has broken out into the following requirements

3.2	General	Services that apply as General requirements in the scope of work
3.3	Operations	Services that applies primary to Operation function of this scope of work
3.4	Billing	Services that applies primary to the Billing function of the scope of work
3.5	Collections	Services that applies primary to the Collections function of the scope of work

3.2 GENERAL REQUIREMENTS

This contract will require the selected vendor to meet regularly with the City of Houston, capture and maintain accurate medical, billing and collection data and commit to a quick and defined issue resolution process.

- 3.2.1 The selected vendor will meet monthly with the City Contract Administrator, Operational Liaison and/or designated staff to present monthly reports and to discuss performance, recommendations, and other important information related to the collections effort.
- 3.2.2 The selected vendor will maintain records of all services performed and all financial transactions.
- 3.2.3 The selected vendor will provide appropriate storage and data back-up for all records pertaining to the City's billing and collections, hereunder, accessible to the City at all reasonable times.

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S46-T23724

- 3.2.4 The selected vendor will ensure that all required documentation and agreements with Payors, (e.g. Medicare, Medicaid, Champus, etc.) are filed and maintained and that City is kept apprised of important changes to industry regulations.
- 3.2.5 The selected vendor will be required to meet with the City annually to evaluate the vendor's performance measures of the previously agreed upon performance criteria. The City will identify areas for improvement as well as successes in achieving the established measures for the prior fiscal year and goals defined for the next fiscal year.

3.3 OPERATION REQUIREMENTS

- 3.3.1 The selected vendor will provide monthly reconciliation of number of transports processed with those received.
- 3.3.2 The selected vendor will respond to and resolve all EMS transports/patients inquiries and complaints regarding the billing and collection of EMS fees in a timely and satisfactory manner.
- 3.3.3 The selected contractor will receive electronic records of approximately 12,500 EMS transports per month on a daily basis from the Houston Fire Department from which EMS bills will be generated with separate billing codes for each fiscal year. This amount has historically fluctuated but tends to grow from year to year. As such, the contractor will be required to maintain service levels as volume increases. The Contractor will also directly bill the responsible hospital-to-hospital related transports

3.4 BILLING REQUIREMENTS

- 3.4.1 The selected vendor will provide reporting of billing, collection and contractor performance activity as specified by the City on a daily, weekly or monthly basis as mutually agreed to by the parties and as may be changed from time to time by the City.
- 3.4.2 The selected vendor will provide a continual review of Medicare, Medicaid and insurance company policies, procedures and changes to immediately incorporate new requirements or changes into the collection effort while making appropriate recommendations to the City to maximize recoveries for the City.
- 3.4.3 The selected vendor will establish fully auditable billing, collection and accounts receivable systems and services with standard industry practices.
- 3.4.4 The selected vendor will provide receive and process in a timely manner all insurance claim information submitted by patients and meet all deadline submission requirements of all insurance providers. All penalties for late submission will be paid by the proposer. Functions will include assisting patients with claim preparation, proper assignment of claim, correction, refilling of rejected claims and prompt refunding of duplicate payments and overpayments.
- 3.4.5 The selected vendor will respond to and follow-up with all Payors and respond to all messages or inquiries from a Payor.
- 3.4.6 The selected vendor will maintain a call center capability sufficient to dial out to obtain patient and billing information and to handle patient transport inquiries as they come in. The City's standard is to answer all calls within 15 seconds.
- 3.4.7 The selected vendor will mail out bills five business days after the patient's transport and send follow-up bills monthly in adherence of the City's policy.
- 3.4.8 The selected vendor will identify "Nixie" transports; locate proper billing name and address using state-of-the-art skip tracing, other technology, and other manual processes to obtain Medicare, Medicaid, or private insurance information as well as third party transactions as necessary and bill the transport appropriately.
- 3.4.9 The selected vendor will identify "Nixie" transports; locate proper billing name and address using state-of-the-art skip tracing, other technology, and other manual processes to obtain Medicare, Medicaid, or private insurance information as well as third party transactions as necessary and bill the transport appropriately.

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S46-T23724

3.4.10 The selected vendor will ensure the fields requested from the ePCR data base provides the best billing possible from the patient care data collection process.

3.4.11 The selected vendor will provide any City-designated collection agency, with the data necessary for collection services to be performed when an account is referred to such agency.

3.5 COLLECTION REQUIREMENTS

3.5.1 The selected vendor will direct all payments to a lockbox or bank account designated by the City to which the City alone will have signature authority.

3.5.2 The selected vendor will identify uncollectible accounts that have not responded to collection efforts. Document collection efforts for each account and submit to the City in an electronic format as requested.

4.0 MINIMUM DATA REQUIREMENTS

4.1 The selected vendor will provide and maintain a data base or data warehouse accessible of accessible information for all billing and collection information. This must be accessible by designated City of Houston employees via the web using an easy-to-use tool such as Business Objects. The purpose of identifying specific reports is to provide the contractor the minimum desired information and how specific categories of data are to be compiled. If the contractor can accomplish the results specified using other report formats, please include such information in the proposal.

5.0 CONVERSION OF DATA

5.1 The proposer shall submit its plan for the conversion of the City's current billing and collection data from the current provider to the new ePCR and billing records to the new system.

6.0 REPORTING REQUIREMENTS

All common data listed in reports should balance from one report to another. Detailed reports of individual accounts or transactions that support the above data should be available upon request for such purposes as audits of the contractor's accounting, business practices and operational compliance or any write-offs that were specifically approved by the Director of Administration & Regulatory Affairs Department. The vendor willingness and flexibility to develop reports not specified will be an essential consideration in evaluating the proposal. Below is a list of the types of information that are required to be presented in a report format:

- 6.1 Report of Transports Received and Billed - The purpose of this daily, weekly or monthly report is to compare transport data received by the contractor from HFD with transports billed by the contractor to provide reconciliation between the two. The report should identify date of transport, HFD incident number, number of transports billed, net amount billed, and amount of "no fee" transport authorized by the City. This report should be supported by patient transport level detail.
- 6.2 Report of Collections - The purpose of this daily, weekly or monthly report is to verify and reconcile the bank deposit activity with collection posting activity. The report should identify the total daily bank deposit amount, amount posted to accounts from both current deposits and previously unidentified payments, amounts posted as overpayments, unidentified payments, refund of unidentified payments and the outstanding balance of unidentified payments. This report should be supported by patient transport level detail.
- 6.3 Commission Invoice Report - The purpose of this monthly report is to detail and verify the accuracy of the payments made by the City to the contractor. The report should support the calculation of variable rate fee. The report should include the total amount billed by transport month, prior month cumulative collections by transport month, current month collections by transport month, cumulative fees payable by transport month, cumulative fees paid by transport month and net fees due by transport month.
- 6.4 Contractor Performance Analysis Report - The purpose of this monthly report is to summarize the results of the collection effort in order to measure contractor performance. The report should list all activity for each Transport Month with collections aged by billing month.

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S46-T23724

- 6.4.1 With regard to transports, the report should list total number of transports reported by the Fire Department; total number of transports billed by contractor; amount billed by contractor; adjustments to amount billed including transports reported as "no fee" by the Fire Department, uncollectable amounts by category (Medicare/Medicaid, Private Insurance, Self Pay, third party, etc.) and the resulting Net Amount Collected.
- 6.4.2 With regard to collections, the report should include the number of accounts collected by collection method (i.e., Medicare, Medicaid, private insurance, third party and self-payment), total amount collected by collection method, amount of overpayments, adjustments including refunds, returned checks and posting errors and the resulting Net Amount Collected.
- 6.4.3 The performance measures to be identified each year are: (1) ePCR transmitted in real time; (2) system up and running 99% of the time; (3) Unbillable below 5%; (4) cash posted within 24 hours; (5) telephone inquiries answered within 15 seconds; (6) data base and data query up between 7:00 am to 7:00 pm 99% of the time; (7) collections updated within 24 hours of cash receipt; (8) emails or telephone from contract administrator or other City employees responded to within 8 hours; (9) status meetings; (10) financial reports made available within 2 days of each month's end.
- 6.4.4 Finally, the report should include the Effective Collection Rate to date for each Transport Month.
- 6.5 Report of Outstanding Accounts Receivable - The purpose of this daily, weekly or monthly report is to detail outstanding accounts receivable balances on totals by all patient transport accounts and age of each invoice.
- 6.6 Medicare Medicaid Activity Report - The purpose of this monthly report is to monitor all Medicare/Medicaid activity to include the number of assigned claims submitted and the associated reduction in receivables due to the difference between the Medicare/Medicaid profile and the current EMS transport rate, the total amount of payments received, the number and percent of rejected claims, the number and percent of rejected claims subsequently recovered and the amount of unpaid balances collected from sources other than Medicare/Medicaid.
- 6.7 Report of Outstanding Unbillable (Nixie) Accounts - The purpose of this is to detail outstanding transports which are currently unbillable because of missing or incorrect information which precludes billings.
- 6.8 Other Statistical Reports - Other reports will be requested by the City from time to time. Proposer should take into consideration the development and production of a reasonable number of such additional reports in the proposal.
- 7.0 **TECHNICAL REQUIREMENTS** for the ePCR (Hardware & Software) should provide the following:
 - 7.1 Data Flow
 - 7.1.1 PCR data from field devices should be hosted by ePCR vendor. Data transmissions will be routed to ePCR servers and HFD/EMS servers simultaneously upon receipt. The billing file can be extracted and sent to Billing Vendor on a periodic basis agreed to by all parties.
 - 7.2 ePCR Vendor Requirements
 - 7.2.1 References from successful implementations
 - 7.2.2 Experience with legacy data integration
 - 7.2.3 Verifiable expertise with third-party integrations
 - 7.2.4 ePCR Vendor must respond to requests for Core Software changes within 48 business hours.
 - 7.2.5 ePCR Vendor must specify how many hours for Core Software changes are included in the contract.
 - 7.2.6 ePCR Vendor must specify the hourly rate charged if HFD software change usage exceeds hours included in contract

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S46-T23724

- 7.3 Hardware
 - 7.3.1 Selected Vendor will be responsible for the initial capital costs of Hardware Replacements & Software Upgrades and licenses.
 - 7.3.2 Selected Vendor will be responsible for the initial costs of procuring modems/or broadband cards and ongoing Cellular Service Costs
 - 7.3.3 Selected Vendor will be responsible for all Hardware Maintenance & Annual Software license costs. (All maintenance required up to and including replacement in order to maintain the required number of units over the life of the contract.)
 - 7.3.4 Selected vendor will be responsible for any and all costs associated with the installation and maintenance of laptop docking stations on the EMS Units.
 - 7.3.5 Selected vendor will be responsible for any and all costs associated with the installation and maintenance of desktop docking stations and printers at local area hospitals.
 - 7.3.6 Selected vendor will be responsible for any and all costs associated with installing and maintaining portable printers on HFD transport units.
 - 7.3.7 Billing vendor must assume balance on buyout of existing software and hardware. See Appendix A for detail listing of hardware.
 - 7.3.8 Billing vendor must provide funding for a complete field hardware refresh in Oct., 2012. This will include vehicle docks and related equipment.
 - 7.3.9 A new COH Buy Out Amortization schedule must be provided for the hardware refresh in Oct., 2012 to span the remaining life of the contract.
 - 7.3.10 Maintenance of Laptop hardware must be sufficiently robust to ensure the EMS fleet will have sufficient number of working units at all times.
 - 7.3.11 An itemized list of field hardware requirements are in located in Section 8.0.
- 7.4 Support
 - 7.4.1 Provide travel & accommodations for training of key HFD personnel at software vendor's facilities, or software vendor's trainer in Houston (approx. one week)
 - 7.4.2 Provide training for key HFD personnel by software vendor at vendor's facilities or bring software vendor's trainer to HFD. (Train the Trainer)
 - 7.4.3 Provide onsite Support & Maintenance for field crews, 40 hours per week, and on call for the remainder of 24/7
 - 7.4.4 Technical Support for HFD Trainers must be available during HFD's normal working hours. (Help Desk)
 - 7.4.5 Data backup and system security
 - 7.4.6 Online tutorial offered
 - 7.4.7 Live online (webinar) training/refresher available
 - 7.4.8 Full support for field implementation
 - 7.4.9 Standard business day telephone support
 - 7.4.10 24x7 Self service online support center (FAQs, Log incident, etc)

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S46-T23724

- 7.4.11 Staff (2) FTE no more than a mile from EMS Headquarters.

- 7.5 Software - Admin
 - 7.5.1 Proven, Commercial Off-the-Shelf (COTS) product
 - 7.5.2 Ability to query & print PCRs from Database within minutes of record being transmitted from field device
 - 7.5.3 Must provide Web based Data Collection / Administration
 - 7.5.4 Data entry screens must be configurable by User Administrators
 - 7.5.5 Ability to change labels by User Administrators
 - 7.5.6 Must be able to update pick list values by User Administrators
 - 7.5.7 Must be able to wirelessly update field devices by User Administrators, quickly, routinely, without persistent problems.
 - 7.5.8 Add fields to data entry screens by User Administrators
 - 7.5.9 Provide ability for original crew to place an addendum to the record.
 - 7.5.10 Ability to create reports for private and public use by User Administrators
 - 7.5.11 Texas DSHS state reporting must be provided with the product and must be updated when the DSHS revises their requirements.
 - 7.5.12 User Administrators must have ability to add system edit checks thereby driving users to comply with HFD requirements and protocols.
 - 7.5.13 Web portion of product must provide capability for area hospitals to log in, view, and print only the ePCRs of HFD transports to their facility
 - 7.5.14 The ePCR Software is required to be compliant with the most current NEMESIS Gold Standard.
 - 7.5.15 ePCR Software must have ability to show whether an ePCR was started manually or via Dispatch "Shell Record".
 - 7.5.16 The ePCR Software shall allow secure role-based user login and logout and facilitate management of users by agency.
 - 7.5.17 The ePCR Software shall provide password reset functionality. Allow agency to set requirements for password reset.
 - 7.5.18 ePCR Software must have ability to restrict entry and closing capabilities to originating user and User Administrators.
 - 7.5.19 The ePCR Software must provide for a sufficient number of administrative roles to accommodate all levels of system access and security.
 - 7.5.20 The ePCR Software must meet current technology and industry security standards (e.g., HIPAA).
 - 7.5.21 The ePCR Software must be NFIRS compliant
 - 7.5.22 Provide Billing software integration
 - 7.5.23 Collects NHTSA 2.2.1 dataset
 - 7.5.24 Service definable run form templates
 - 7.5.25 Customizable data elements, values, form layout and access
 - 7.5.26 Drill down technology for rapid lookups (destinations, locations, meds, procedures, etc.)
 - 7.5.27 Service definable medication dosages and routes.

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S46-T23724

- 7.5.28 Service definable and trackable questions.
- 7.5.29 User configurable Auto generation of multiple printed reports
- 7.5.30 Standard Medicare questionnaire for billing
- 7.5.31 HIPAA tracking
- 7.5.32 Centralized management of service information, service defined fields and data elements for all field applications (i.e. make a change in one location and all field units receive the change upon their next post/synchronization)
- 7.5.33 Ability to lock or unlock runs from editing is definable by time, security level, etc.
- 7.5.34 Easily configured validation score for required field data elements (validation score as opposed to not being able to close a PCR without filling in required fields)
- 7.5.35 QA/QI review and secure messaging with intra-application and external email capabilities
- 7.5.36 Editable legal verbiage for signatures
- 7.5.37 Numerous standard reports including QA/QI, statistical analysis, employee performance and key performance indicators
- 7.5.38 Reports available in multiple formats (Excel, PDF, Word, etc.)
- 7.5.39 Ad Hoc report writer that allows reporting on any data field collected
- 7.5.40 Vendor support for report creation
- 7.5.41 Visual display of multidimensional reports
- 7.5.42 Dynamic interactive drill down such as tree studies
- 7.5.43 Syndromic (Bio) Surveillance
- 7.5.44 Incorporated Census data
- 7.5.45 Dashboard monitoring
- 7.5.46 Rapid reporting via data cubing that allows for expedited searching capabilities
- 7.6 Software - Field
 - 7.6.1 Must provide EKG device data interface
 - 7.6.2 Must provide EKG device data importing
 - 7.6.3 Ability to display all EKG wave forms
 - 7.6.4 System must have the ability to run applications outside of the ePCR product. (i.e. Controlled Substances, Inventory Control, pdf Forms, etc.)
 - 7.6.5 Product must provide capability to display documentation for EMS Protocols (.pdf)
 - 7.6.6 Must have a Remote Disconnected Client Field Application. Definition: Smart Client, i.e. only needs internet connectivity to post data and receive downloads.
 - 7.6.7 ePCR Software must have the ability to print a PCR for the Hospital at the time of patient delivery.
 - 7.6.8 ePCR Software must be compatible with Windows XP, Windows XP Tablet, and Windows 7.
 - 7.6.9 ePCR Software must retain a Dispatch queue for all runs not completed by field crews.
 - 7.6.10 Data encryption is required from field transmission to host server

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S46-T23724

- 7.6.11 Software must provide specialty tools that provide for rapid entry of data by field personnel for Medications; Therapies; and Vitals; Broselow/Luten Scale; Graphic assessment for Medical, Injury & Burn; Glasgow/Coma; Cardiac Arrest.
- 7.6.12 "Electronic Paper" for quick note taking.
- 7.6.13 Ability to attach photos, scanned documents and other file formats
- 7.6.14 Provide CAD integration
- 7.6.15 Ability to navigate to any data field (entry or drop-down) within two clicks via data entry short cuts
- 7.6.16 All call times must be documented (CAD verification), i.e.: Arrive on scene, EnRoute to Hospital, Arrive at Hospital, Return to Service, etc.
- 7.6.17 Integration with mapping software
- 7.6.18 GPS tracking capable
- 7.6.19 Unrestricted order of data entry
- 7.6.20 Ability to import patient demographic information from government issued ID card swipe reader
- 7.6.21 Ability to synchronize reoccurring patient's (frequent fliers) data records and histories including PMH, meds, allergies, NOK and billing information making data available in all field units
- 7.6.22 Auto calculation of GCS including age parameters
- 7.6.23 Integrated Broselow/Luten Tape
- 7.6.24 Automatic conversion of weight and temperature from imperial to metric
- 7.6.25 Chronological display of all activities
- 7.6.26 Filtering of activity details (by meds, procedures, vitals, etc.)
- 7.6.27 Auto generation and editing of multiple, service definable narratives
- 7.6.28 Multiple electronic signature capture
- 7.6.29 Perpetual time code display (Clock)
- 7.6.30 Time and date fields can be quickly populated by simply tapping a "clock" button
- 7.6.31 Quick display of selected data points to eliminate need to open each and every data entry field.
- 7.6.32 Easy display of validity score based on service definable data element score
- 7.6.33 Rapid look up, display and navigation to any missing required data elements
- 7.6.34 Easy addition of multiple patients for a single incident with forward data population
- 7.7 Billing & Collection Requirements
 - 7.1 Legal Requests for Records are the responsibility of the Billing Vendor
 - 7.2 Billing Statements are the responsibility of the Billing Vendor
 - 7.3 Responding to subpoenas are the responsibility of the Billing Vendor

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S46-T23724

8.0 HARDWARE BREAKDOWN FROM EXISTING IMPLEMENTATION:

8.1 The following is preliminary list of the existing hardware. Prior to contract award, the City and the selected vendor will conduct an inventory of the hardware required to support this contract.

Qty	Description
166	Ruggedized Tablet PC, 1.5Ghz Processor, 4Gb RAM, 32Gb SSD, Windows 7
166	Long lasting, memory-free Li-Ion battery pack for Tablet computers
166	Cigarette Lighter Power Cord
50	New Desktop Docking Stations for 4 HUB USB, two serial ports, one parallel port, one PS/2 keyboard port and power
158	Vehicle Docking System (USB)
166	CDMA/GPRS Door. For use with Wireless card
166	Spare Passive Pen Kit for Tablets with Tether.
166	2 years additional warranty coverage.
166	HP Deskjet mobile printer with Bluetooth printer card
166	HP USB Cable, 2 meter
4080	HP Black Inkjet Print Cartridge
50	HP LaserJet Printer
50	HP 3-Year Next Business Day Extended Warranty
600	HP Toner Cartridge
50	HP USB Cable, 2 meter

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S46-T23724

9.0 CONTRACTOR CLOSEOUT PLAN

9.1 The Contractor shall provide a Contract Closeout Plan. Please describe tasks, timelines, milestones and deliverables for transferring the Contractor's duties under the contract to a new contractor at the expiration/termination of the contract. The Contract Closeout Plan shall address the transition of all Contractor duties to a successor vendor and shall include transition procedures for the duties of data collection and transmission, reporting, invoicing, payment receipts and deposits. The Contract Closeout Plan shall also address invoice payments on outstanding invoices and fee allocations on payments received after contract expiration/termination.

10.0 ALTERNATIVE PROPOSALS

10.1 As an option, contractors may submit additional proposals with alternative ePCR software. The vendors will need to include the required upgraded portable computer units and equipment necessary for docking EMS vehicles at no capital cost to the City. The purpose of the equipment is for the electronic collection of vital patient data, collection of billing and insurance information. This technology must include the ability to transmit the information using a wireless interface from the EMS units to a server; that is configured to communicate data to the Fire Department's SQL server. In addition, this technology must have the ability to make an electronic copy of the EMS patient record available to area hospitals. For all alternative proposals, please submit in the separate sealed envelope label as "Alternate Proposal".

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

SOLICITATION NO.: S46-T23724

To simplify the review process and to obtain the maximum degree of comparability, the Proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Offeror(s) are encouraged to include additional relevant information.

1.0 TITLE PAGE:

1.1 The title page should include the title and number of the RFP, name and address of the Offeror(s), and the date of the Proposal.

2.0 OFFER & SUBMITTLE FORM:

2.1 PROPOSAL MUST BE SIGNED AND NOTORIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

3.0 LETTER OF TRANSMITTAL:

3.1 A letter of transmittal shall include the following:

3.1.1 The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representation on behalf of the Offeror.

3.1.2 A statement that the per-unit proposed price and/or lump sum (if prices are proposed) is the total fixed price for the equipment and services enumerated.

3.1.3 A statement that the person signing the letter of transmittal is authorized to legally bind the Offeror; that the Proposal and the total fixed price contained therein shall remain firm for a period of one hundred-eighty (180) days, and that the Proposal will comply with the requirements and arrangements stated in the RFP.

4.0 EXPERTISE/EXPERIENCE/QUALIFICATION STATEMENT:

4.1 Provide a brief statement describing the Offeror's background information, history, resources and/or track record. Please limit to three (3) pages.

4.2 Provide an organizational chart of proposed team or staff for this project.

4.3 Provide resumes of key personnel whom will be responsible for the delivery of the services/project.

4.4 Provide copies of key personnel certifications and/or licenses.

5.0 PROPOSED STRATEGY AND OPERATIONAL PLAN:

5.1 Provide a detailed description and methodology of the proposed plan for Emergency Medical Services Patient Management System – ePCR and Billing and Collection Services:

5.1.1 A brief statement of the Offeror understanding of the work to be done; and

5.1.2 A detailed description that clearly defines the method of approach that will be utilized in the successful achievement of the RFP's intended Scope of Work.

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

SOLICITATION NO.: S46-T23724

6.0 PROPOSED EQUIPMENT:

6.1 Provide complete equipment description, design, functions, and technical specifications that are being proposed for usage.

7.0 FINANCIAL STATEMENTS:

7.1 Submit your company's audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s) for the past two years. In addition, include your and Dunn & Bradstreet Report or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two years.

8.0 WORK PLAN/SERVICE STATEMENT

8.1 This section of the proposal should address the work plan, detailed tasks, and specific services being proposed to meet the City's requirements for the billing, collection and record-keeping functions. The following elements must be addressed:

8.1.1 Detailed analysis of estimated results including the Proposer's projected Effective Collection Rate and period of time needed to reach the projected Effective Collection Rate supported and documented by actual experience.

8.1.2 Proposed work plan and collection procedures, including timeline for noticing and for making telephone calls. Samples of all written and verbal communications to be used in the collection effort must be provided.

8.2 Plans for and any discussions relating to the following:

8.2.1 Develop working relationships with area hospitals, insurance agencies, attorneys' and/or physicians' offices, etc. to obtain current and accurate billing information and use this data to accurately bill or re-bill accounts appropriately.

8.2.2 Taking all necessary steps to bill all accounts within a certain period of time to be specified in the proposal.

8.2.3 Guaranteeing a certain contractor performance level defined as an effective collection rate after twelve months; and

8.2.4 Receiving and processing partial payments and entering into partial payment agreements with patients.

8.2.5 Project management controls and standards, including sample Management reports incorporating the requirements listed under Minimum Reporting Requirements, and a discussion of Proposer's plans to ensure the confidentiality of patient records.

8.2.6 Detailed description of the division of responsibilities between the Contractor and the City, including contractor provided training to train EMS personnel to enhance collection of billing information and other related training as necessary.

8.2.7 Extent of knowledge of present and proposed Medicare/Medicaid policies and procedures as related to medical patient expense reimbursement, assignment of claims, itemized claim processing, duplicate payment processing and refunds. Discuss understanding of the importance of complying with Medicare/Medicaid policies, procedures, and directives, with the ability to incorporate the same into the collection effort as well as advise the City on how to improve its procedures to maximize recoveries of Medicare/Medicaid billings. The same requirement applies to private insurance, third party billing, recoveries from or through attorneys, etc.

8.2.8 Description of procedures for collecting Medicare/Medicaid insured accounts, as well as the handling of the unpaid portion of the Medicare/Medicaid bill and proposer's response to rejected claims.

8.2.9 Description of procedures for billing and collecting from insurance companies of claims.

8.2.10 Description of procedures for billing and collecting from self payors.

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS
SOLICITATION NO.: S46-T23724

- 8.2.11 Description of procedures for determining a billable name, address, social security number and telephone numbers either obtained at the time of transport or as a follow-up item later.
- 8.2.12 Detailed information regarding automation capabilities including hardware and software specifications and systems personnel. Demonstrate system flexibility and proposer's ability to modify reporting requirements throughout the contract term in order to support the City's need for timely development of City-designed reports, report enhancements and other changes.
- 8.2.13 Demonstrate willingness and ability to maintain high professional standards in all communications with the public on behalf of the City.
- 8.2.14 Demonstrate adequate controls and separation of duties among personnel responsible for receiving, processing and depositing of funds received in payment of EMS bills and collection activities.
- 8.2.15 Assignment of sufficient personnel to carry out the tasks indicated in the designated contractual time allotment.
- 8.2.16 Describe methods and recommendations concerning rebilling and making additional collection efforts on accounts referred from prior contractor. Provide a price proposal for such services and estimate the cost/benefit relationship of performing such services.
- 8.2.17 Provide at no cost to the City electronic reporting module and capabilities such as "Crystal Reporting" software to enable the City to produce customized reports.
- 8.2.18 Interface with local area hospitals to obtain patient insurance and billing information.
- 8.3 SERVICE CHARGES/FEE STRUCTURE**
 - 8.3.1 The Proposer must provide auditable administrative procedures for monitoring and invoicing fees.
 - 8.3.2 The service charges may be calculated using the following methods:
- 8.4 NEW TRANSFERS**
 - 8.4.1 The proposal fee schedule (Exhibit III) must be completed and submitted with the response. In addition to the proposed fee schedule as outlined in Exhibit III, the City will also accept for review and consideration alternative fee proposals.
- 8.5 REFERRED ACCOUNTS** – (Please use a second copy of Exhibit III to propose fees relating to referred accounts)
 - 8.5.1 The fee proposal should provide a fee for collection of accounts referred from the previous contractor, if necessary. Such accounts will be available for assignment per the terms of the collection contract. The fee may be expressed as a percentage of collections.
 - 8.5.2 All incidental fees, if any, including but not limited to reconciliation reports, telephone assistance, and other support service charges must be listed as part of the proposal.
 - 8.5.3 In addition to the proposed fee schedule as outlined in Exhibit III, the City will also accept for review and consideration alternative fee proposals

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS
SOLICITATION NO.: S46-T23724

9.0 CONTENTS:

- 9.1 The contents should be identified by section, description, page number, and should include, at a minimum, the following sections:
 - 9.1.1 Title Page
 - 9.1.2 Signed and Notarized Offer and Submittal Form (Exhibit I)
 - 9.1.3 Letter of Transmittal
 - 9.1.4 Expertise/Experience/Reliability Statement
 - 9.1.5 Organizational Chart, Resumes and Certifications/Licenses of Proposed Key Personnel
 - 9.1.6 Proposed Strategy/Operational Plan/Work Plan
 - 9.1.7 Proposed Equipment (If Applicable)
 - 9.1.8 Financial Statement and Dunn & Bradstreet Reports or Federal Tax Forms Filed for Past Two Years
 - 9.1.9 Signed M/WBE Forms: Attachment "A" Schedule of M/WBE Participation, and Attachment "B" Letter of Intent (Exhibit II)
 - 9.1.10 List of References and List of Proposed Subcontractors (Exhibit I)
 - 9.1.11 Pricing Form / Fee Schedule (Exhibit III)
 - 9.1.12 Fair Campaign Ordinance Form "A" (Exhibit V)
 - 9.1.13 Affidavit of Ownership or Control (Exhibit VI)
 - 9.1.14 Drug Compliance Agreement Attachment "A" and Contractor's Certification of No Safety Impact Positions Attachment "C" (Exhibit VII)
 - 9.1.15 Anti-Collusion Statement (Exhibit VIII)
 - 9.1.16 Conflict of Interest Questionnaire (Exhibit IX)
 - 9.1.17 City Contractors' Pay or Play Acknowledgement Form (Exhibit X)
 - 9.1.18 Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information or Alternate Proposals

EVALUATION AND SELECTION PROCESS
SOLICITATION NO.: S46-T23724

1.0 EVALUATION SUMMARY:

1.1 An evaluation committee will develop a short list of Offeror(s) based upon the initial review of each Proposal received. The short listed Offeror(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Offeror(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Offeror(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

2.0 SELECTION PROCESS:

2.1 The award of this Contract(s) will be made to the respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Offeror(s) to create, modify and implement the required application modules. The Offeror(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the Offeror(s) fails to satisfy the City or the Offeror(s) is deemed unqualified to provide the services contemplated. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

- | | | |
|-------|---|-----|
| 2.1.1 | Proposed Technical Solution
(User Friendly ePCR; Clarity/Soundness of Approach/Adequacy of Project Controls; Ease of access of data and Ad Hoc Reporting) | 40% |
| 2.1.2 | Proposes Fees and Fee Structure
(Anticipated net revenue benefit to the City consistent with the City's goal of high professional standards in dealing with the public.) (The quality of any revenue and/or performance guaranty offered.) | 30% |
| 2.1.3 | Qualifications /Expertise / Experience
(Reputation,Resources/Transparency) | 20% |
| 2.1.4 | Financial Strength and Stability | 5% |
| 2.1.5 | MWBE Participation | 5% |

**EXHIBIT I – OFFER AND SUBMITTAL, REFERENCES,
PROPOSED SUBCONTRACTORS
SOLICITATION NO.: S46-T23724**

EXHIBIT I – OFFER AND SUBMITTAL
SOLICITATION NO.: S46-T23724

NOTE: PROPOSAL MUST BE SIGNED AND NOTORIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City): _____

Federal Identification Number: _____

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (_____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for)

_____ County, Texas

My Commission Expires: _____ day of _____ 20_____

EXHIBIT I – REFERENCES
SOLICITATION NO.: S46-T23724

LIST OF PREVIOUS CUSTOMERS

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
System Description: _____

**EXHIBIT II – MINORITY/WOMEN BUSINESS ENTERPRISES
CONTRACT REQUIREMENTS
SOLICITATION NO.: S46-T23724**

EXHIBIT II – ATTACHMENT “A” (CONTINUED): SCHEDULE OF M/WBE PARTICIPATION
SOLICITATION NO.: S46-T23724

IF YOU HAVE USED YOUR BEST EFFORTS TO CARRY OUT THE CITY'S M/WBE POLICY BY SEEKING SUBCONTRACTS AND SUPPLY AGREEMENTS WITH MINORITY AND WOMEN BUSINESS ENTERPRISES, YET FAILED TO MEET THE STATED PERCENTAGE GOAL OF THIS BID DOCUMENT, LIST BELOW YOUR GOOD FAITH EFFORTS FOR COMPLIANCE (DEFINITION OF REQUIREMENTS CAN BE OBTAINED THROUGH AFFIRMATIVE ACTION AT (713) 837-9000).

THE UNDERSIGNED WILL ENTER INTO A FORMAL AGREEMENT WITH THE MINORITY AND/OR WOMEN SUBCONTRACTORS AND SUPPLIERS LISTED IN THIS SCHEDULE CONDITIONED UPON AWARD OF A CONTRACT FROM THE CITY.

NOTE:
ALL FIRMS LISTED ABOVE MUST BE CERTIFIED (OR ELIGIBLE FOR CERTIFICATION) BY THE AFFIRMATIVE ACTION DIVISION. THIS SCHEDULE OF M/WBE PARTICIPATION SHOULD BE RETURNED, IN DUPLICATE, WITH THE BID FORM.

BIDDER COMPANY NAME _____

SIGNATURE OF AUTHORIZED OFFICER OR AGENT OF BIDDER _____

NAME (TYPE OR PRINT) _____

TITLE _____

**EXHIBIT II – ATTACHMENT “B”: M/WBE LETTER OF INTENT
SOLICITATION NO.: S46-T23724**

THIS AGREEMENT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT.

TO: **City of Houston
City Purchasing Agent**

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) AND SUPPLIER

LETTER OF INTENT

Contract Bid Number: _____

Bid Title: _____

Bid Amount: _____

M/WBE Participation Amount: \$ _____ **M/WBE GOAL** _____%

1. _____ agrees to perform work/supply goods and/or
(Name of Minority/Women Business Enterprise)
Services in connection with the above-named contract and _____ as:
Name of Prime Contractor

- (a) _____ An Individual
- (b) _____ A Partnership
- (c) _____ A Corporation
- (d) _____ A Joint Venture

2. _____ status is confirmed by M/WBE Directory made
(Name of Minority/Women Business Enterprise)
available through the City of Houston Affirmative Action Division. Certificate No.: _____.

3. _____ and _____
(Name of Prime Contractor) **(Minority/Women Business Enterprise)**
intend to work on the above-named contract in accordance with the M/WBE Participation Section of the
City of Houston Contract Bid Provision.

The Terms & Conditions of Attachment “C” attached hereto are incorporated into this Letter of Intent for all purposes.

(Signed -- Prime Contractor)

(Signed -- Minority/Women Business Enterprise)

(Title)

(Title)

(Date)

(Date)

**EXHIBIT II – ATTACHMENT “C”: CERTIFIED M/WBE SUBCONTRACT TERMS
SOLICITATION NO.: S46-T23724**

Contractor shall insure that all subcontracts with M/WBE subcontractors and suppliers are clearly labeled “**THIS CONTRACT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT**” and contain the following terms:

1. _____ (M/WBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston’s Affirmative Action Director (“the Director”)
2. _____ (M/WBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform 1) audits of the books and records of the subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.
3. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.
4. As conclude by the parties to this subcontract, and as evidenced by their signatures hereto, any controversy between the parties involving the construction or application of any of the terms, covenants or conditions of this subcontract shall, on the written request of one party served upon the other or upon notice by Director served on both parties, be submitted to binding arbitration, under the Texas General Arbitration Act (Tex. Civ. Prac. & Rem. Code Ann., Ch. 171 – “the Act”). Arbitration shall be conducted according to the following procedures:
 - a. Upon the decision of the Director or upon written notice to the Director from either party that a dispute has arisen, the Director shall notify all parties that they must resolve the dispute within thirty (30) days or the matter may be referred to arbitration.
 - b. If the dispute is not resolved within the time specified, any party or the Director may submit the matter to arbitration conducted by the American Arbitration Association under the rules of the American Arbitration Association, except as otherwise required by the City’s contract with American Arbitration Association on file in the Office of the City’s Affirmative Action Division.
 - c. Each party shall pay all fees required by the American Arbitration Association and sign a form releasing the American Arbitration Association and its arbitrators from liability for decisions reached in the arbitration.
 - d. In the event the American Arbitration Association no longer administers Affirmative Action arbitration for the City, the Director shall prescribe alternate procedures as necessary to provide arbitration by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.

These provisions apply to goal oriented contracts. A goal oriented contract means any contract for the supply of goods or non-personal or non-professional services in excess of \$100,000.00 for which competitive bids are required by law; not within the scope of the MBE/WBE program of the United States Environmental Protection Agency on the United States Department of Transportation; and ;, which the City Purchasing Agent has determined to have significant M/WBE subcontracting potential in fields which there are an adequate number on known MBEs and/or WBE’s to compete for City contract.

The M/WBE policy of the City of Houston will discussed during the pre-bid. For information assistance, and/or to receive a copy of the City’s Affirmative action policy and/or ordinance contact the Affirmative Action Division at (713) 837-9000, 611 Walker, 20th Floor, Houston, Texas.

EXHIBIT III – SAMPLE PRICE SHEET / FEE SCHEDULE
SOLICITATION NO.: S46-T23724

Type of Fee Structure (Circle or Underline One):

New Accounts, or Referred Accounts

Category of Collections: (Circle or Underline One):

Medicare/Medicaid, Private Insurance, Self-Pay, Third Party

Instructions: Complete one Fee Schedule each for Medicare/Medicaid, Private Insurance, Self Pay, and Third Party for New Accounts and separate Fee Schedules for the same categories for Referred Accounts.

Please provide your proposed fee structure plus any additional proposals the contractor chooses to submit as an alternative proposals.

It is the City's intent to obtain a lower fee structure on accounts that can be electronically billed, such as Medicare/Medicaid and Private Insurance.

The actual contract will contain a provision to adjust the fee percentage downward in the event of a rate increase to keep the dollar amount of fees paid static.

PERCENTAGE OF NET AMOUNT COLLECTED FOR EACH TRANSPORT MONTH:

**EXHIBIT IV – INSURANCE REQUIREMENTS AND SAMPLE
INSURANCE CERTIFICATE
SOLICITATION NO.: S46-T23724**

To comply with the Terms & Conditions for insurance in a City of Houston Service Contract, the Contractor's Insurance Certificate must be prepared as follows and shall meet the requirements set forth in this Solicitation:

- A. The City of Houston must be listed as an **additional insured** on the face of the Certificate, except those for Worker's Compensation and Employer's Liability.
- B. Each Policy must contain an endorsement to the effect that **the issuer waives any claim or right in the nature of subrogation** to recover against the City, its officers, agents or employees.
- C. The City of Houston must be included in the Insurer's Notification Requirement, which may be accomplished in one of the following ways:
 - 1. By the Contractor's Insurance Agent revising the standard cancellation clause to read substantially as follows (all handwritten strike-outs, additions, and changes to the original text, must all be initialed by the Insurance Agent authorized to make such changes):

=====CANCELLATION=====

J. D.

NON-RENEWED

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION

J. D.

DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE OF SUCH CHANGE TO THE CERTIFICATE HOLDER NAMED (TO THE LEFT), ~~BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND~~

J. D.

~~UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE OF INSURER John Doe

=====

- O R -

- 2. By Attaching Endorsements in the form attached.
- D. Contractor shall require all subcontractors to carry insurance naming the City as an additional insured and meeting the all of the above requirements except as to amount. The amount shall be commensurate with the amount of the subcontract, but not in no case shall it be less than \$500,000 per occurrence.

**EXHIBIT IV – INSURANCE REQUIREMENTS AND SAMPLE
INSURANCE CERTIFICATE
SOLICITATION NO.: S46-T23724**

CERTIFICATE OF INSURANCE EXPLANATIONS

1. Certificate must not be more than 90 days old.
2. Name and Address of Producer writing coverage.
3. Name of each insurance company providing coverage (as listed in Best's Key Rating Guide or on company's Certificate of Authority on file with Texas Department of Insurance). Each company must have (1) a Certificate of Authority to transact insurance business in Texas or (2) be an eligible non-admitted insurer in the State of Texas and have a Best's rating of B+ or better and a Best's financial size category of class VI or better according to the most current edition Best's Key Rating Guide.
4. Name and address of Insured (as shown on policy)
5. Letter in the column must reference the insurer of the policy being described
6. Must be a policy number; no binders will be accepted
7. Date policy became effective
8. Expiration date must be at least **30** days from date of delivery of certificate
9. Name and file number of project
10. Name of project manager
11. Signature or facsimile signature of authorized representative of Producer (blue ink preferred)
12. All required endorsements must accompany the certificate

EXHIBIT IV – SAMPLE INSURANCE CERTIFICATE FOR CONTRACT AWARD (\$50K OR MORE)

SOLICITATION NO.: S46-T23724

ACORD. CERTIFICATE OF INSURANCE

Issue Date (MM/DD/YY)

PRODUCER

ISSUERS OF POLICIES. THE ISSUER SHALL HAVE A RATING OF AT LEAST B + AND FINANCIAL SIZE OF CLASS VI OR BETTER ACCORDING TO THE CURRENT YEAR'S BEST RATING.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

SAMPLE FORM

COMPANIES AFFORDING COVERAGE

- COMPANY A
- COMPANY B
- COMPANY C
- COMPANY D
- COMPANY E

COVERAGE'S

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR.	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION (MM/DD/YY)	POLICY LIMITS
A.	General Liability (X) Commercial General Liability Claims Made (X) Occur. Owners & Contractors Prot.				General Aggregate \$1,000,000 Products-Comp/Op Agg. \$1,000,000 Personal & Adv. Injury \$1,000,000 Each Occurrence \$ 500,000 Fire Damage (Any one fire) \$ 50,000 Med. Expense \$ 5,000 (Any one person)
A.	Automobile Liability (X) Any Auto (X) All Owned Autos () Scheduled Autos () Hired Autos () Non-Owned Autos () Garage Liability		Auto Liability Insurance for autos furnished or used in the course of performance of this Contract. Including Owned, Non-owned, and Hired Auto coverage. (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto Coverage.) If no autos are owned by Contractor, coverage may be limited to Non-owned and Hired Autos. If Owned Auto coverage cannot be purchased by Contractor, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF THIS CONTRACT SHALL BE COVERED IN THE LIMITS SPECIFIED.		Combined Single Limit \$1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per Accident) \$ Property Damage \$
	Excess Liability			Each Occurrence Aggregate	\$ \$
	Worker's Compensation and Employee Liability Other	Statutory Limits	(X)	Statutory Limits Each Accident Disease - Policy Limit Disease - Each Employee	\$ 100,000 \$ 100,000 \$ 100,000

DESCRIPTION OF OPERATION/LOCATIONS/VEHICLES/SPECIAL ITEMS

City of Houston is named as additional insured on Auto and General Liability policies, and Waiver of Subrogation on Auto, General Liability, and Worker's Compensation.
For (Project Name)

CERTIFICATE HOLDER

SHALL BE MODIFIED AS FOLLOWS: **CANCELLATION** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED NON-RENEWED BEFORE THE EXPIRATION DATE THERE OF. THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. CITY OF HOUSTON / FINANCE AND ADMINISTRATION

DEPARTMENT – STRATEGIC PURCHASING DIVISION

P.O. BOX 1562
HOUSTON, TEXAS 77251

AUTHORIZED REPRESENTATIVE

EXHIBIT V – FAIR CAMPAIGN ORDINANCE
SOLICITATION NO.: S46-T23724

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect). All respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 18 as amended relating to the contribution and solicitation of funds for election campaigns. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Candidates for city office may neither solicit nor receive contributions except during a period commencing 270 calendar days prior to an election date for which a person is a candidate for such office and ending 90 calendar days after the election date, including run off elections if such candidate is on the ballot.

Further, it shall be unlawful either for any person who submits a Bid or Proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

For the purposes of this Ordinance, a **Contract** is defined as each Contract having a value in excess of \$30,000 that is let by the City for professional services, personal services, or other goods or services of any other nature whether the Contract is awarded on a negotiated basis, request for Proposal basis, competitive Proposal basis or formal sealed competitive Bids. The term **Contractor** includes proprietors of proprietorships, partners having an equity interest of 10% or more of partnerships, (including limited liability partnerships and companies), all officers and directors of corporations (including limited liability corporations), and all holders of 10% or more of the outstanding shares of corporations.

A STATEMENT DISCLOSING THE NAMES AND BUSINESS ADDRESSES EACH OF THOSE PERSONS WILL BE REQUIRED TO BE SUBMITTED WITH EACH BID OR PROPOSAL FOR A CITY CONTRACT. Completion of the attached form entitled "**Contractor Submission List**" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

EXHIBIT V – FORM “A”: CONTRACTOR SUBMISSION LIST

SOLICITATION NO.: S46-T23724

CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term “Contractor” includes proprietors of proprietorships, partners or joint venture's having an equity interest of 10 percent or more for the partnership or Joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each Bid or Proposal for a City Contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.

This list is submitted under the provisions of Section 18-36(b) of the Code of Ordinances, Houston, Texas, in connection with the attached Proposal, submission or bid of:

Firm or Company Name: _____

Firm or Company Address: _____

The firm/company is organized as a (Check one as applicable) and attach additional pages if needed to supply the required names and addresses:

SOLE PROPRIETORSHIP

Name _____
Proprietor Address _____

A PARTNERSHIP

List each partner having equity interest of 10% or more of partnership (if none state “none”):

Name _____
Partner Address _____

Name _____
Partner Address _____

A CORPORATION

List all directors of the corporation (if none state “none”):

Name _____
Director Address _____

Name _____
Director Address _____

Name _____
Director Address _____

**EXHIBIT V – FORM “A”: CONTRACTOR SUBMISSION LIST
SOLICITATION NO.: S46-T23724**

List all officers of the corporation (if none state none”):

Name _____
Officer _____ Address _____

Name _____
Officer _____ Address _____

Name _____
Officer _____ Address _____

List all individuals owning 10% or more of outstanding shares of stock of the corporation (if none state “none”):

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Preparer

Printed Name

Title

Note: This list constitutes a **government record** as defined by § 37.01 of the Texas Penal Code.

8/23/01

**EXHIBIT VI: CONTRACTOR OWNERSHIP
DISCLOSURE ORDINANCE
SOLICITATION NO.: S46-T23724**

City Council requires knowledge of the identities of the owners of entities seeking to Contract with the City in order to review their indebtedness to the City prior to entering Contracts. Therefore, all respondents to this Invitation to Bid must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City Contracts. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Contracting entity means a sole proprietorship, corporation, non-profit corporation, partnership, joint venture, limited liability company, or other entity that seeks to enter into a Contract requiring approval by the Council but excluding governmental entities.

A contracting entity must submit at the time of its Bid or Proposal, an affidavit listing the full names and the business and residence addresses of all persons owning five percent or more of a contracting entity or, where a contracting entity is a non-profit corporation, the full names and the business and residence addresses of all officers of the non-profit corporation.

Completion of the "**Affidavit of Ownership or Control**," included herein, and submitted with the Official Bid or Proposal Form will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

EXHIBIT VI: AFFIDAVIT OF OWNERSHIP OR CONTROL
SOLICITATION NO.: S46-T23724

ORIG. DEPT.: _____

FILE/I.D. NO.: _____

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF _____

§
§
§

COUNTY OF _____

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared

_____ [FULL NAME] (hereafter "Affiant"),

_____ [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of _____

[CONTRACTING ENTITY'S CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with

_____ [DESCRIBE PROJECT OR MATTER] which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (Specify type in space below)

- NON-PROFIT CORPORATION
- UNINCORPORATED ASSOCIATION

EXHIBIT VI: AFFIDAVIT OF OWNERSHIP OR CONTROL
SOLICITATION NO.: S46-T23724

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer, *i.e.*, president, vice-president, secretary, treasurer, etc. **[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]**

Contracting Entity

Name: _____

Business Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address **[OPTIONAL]** _____

Residence Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address **[OPTIONAL]** _____

5% Owner(s) or More (IF NONE, STATE "NONE.")

Name: _____

Business Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address **[OPTIONAL]** _____

Residence Address **[No./STREET]** _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address **[OPTIONAL]** _____

EXHIBIT VI: AFFIDAVIT OF OWNERSHIP OR CONTROL
SOLICITATION NO.: S46-T23724

6. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor: _____

Tax Account Nos. _____

Case or File Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. (_____) _____

Tax Years _____

Status of Appeal [DESCRIBE] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

(Seal)

Notary Public

NOTE:

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

**EXHIBIT VII: DRUG DETECTION AND DETERRENCE
PROCEDURES FOR CONTRACTORS
SOLICITATION NO.: S46-T23724**

- (a) It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by contractors while on City premises is prohibited. By executing this Contract, Contractor represents and certifies that it meets and shall comply with all the requirements and procedures set forth in the Mayor's Policy on Drug Detection and Deterrence, City Council Motion No. 92-1971 ("Mayor's Policy") and the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), both of which are on file in the Office of the City Secretary.
- (b) Confirming its compliance with the Mayor's Policy and Executive Order, Contractor, as a condition precedent to City's obligations under this Contract, will have filed with the Contract Compliance Officer for Drug Testing ("CCODT"), prior to execution of this Contract by the City, (i) a copy of its drug-free workplace policy, (ii) the Drug Policy Compliance Agreement substantially in the format set forth in Attachment "A" to the Executive Order, together with a written designation of all safety impact positions, and (iii) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the format set forth in Attachment "C" to the Executive Order. If Contractor files written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every six (6) months during the performance of this Contract or upon the completion of this Contract if performance is less than six (6) months, a Drug Policy Compliance Declaration in a form substantially similar to Attachment "B" to the Executive Order. The Drug Policy Compliance Declaration shall be submitted to the CCODT within thirty days of completion of this Contract. The first six (6) month period shall begin to run on the date City issues its notice to proceed hereunder or if no notice to proceed is issued, on the first day Contractor begins work under this Contract.
- (c) Contractor shall have the continuing obligation to file with the CCODT written designations of safety impact positions and Drug Policy Compliance Declarations at anytime during the performance of this Contract that safety impact positions are added if initially no safety impact positions were designated. Contractor also shall have the continuing obligation to file updated designations of safety impact positions with the CCODT when additional safety impact positions are added to Contractor's employee work force.
- (d) The failure of Contractor to comply with the above Sections shall be a breach of this Contract entitling City to terminate in accordance with Article IV.

EXHIBIT VII – ATTACHMENT “A”
DRUG POLICY COMPLIANCE AGREEMENT
SOLICITATION NO.: S46-T23724

I, _____ as an owner or officer of
 _____ (Contractor)

 (Name) (Print/Type) (Title)
 (Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the Contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the Contract by the City of Houston.

 Date

 Contractor Name

 Signature

 Title

EXHIBIT VII – ATTACHMENT “B”
DRUG POLICY COMPLIANCE DECLARATION
SOLICITATION NO.: S46-T23724

I, _____ as an owner or officer of
 (Name) (Print/Type) (Title)

_____ (Contractor)
 (Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding six months from _____ to _____, 19_____.

_____ A written Drug Free Workplace Policy has been implemented and employees notified. The policy *Initials* meets the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

_____ Written drug testing procedures have been implemented in conformity with the Mayor's Drug *Initials* Detection and Deterrence Procedures for Contractors, Executive Order 1-31. Employees have been notified of such procedures.

_____ Collection/testing has been conducted in compliance with federal Health and Human Services *Initials* (HHS) guidelines.

_____ Appropriate safety impact positions have been designated for employee positions performing on *Initials* the City of Houston contract. The number of employees on safety impact positions during this reporting period is _____.

From _____ to _____ the following testing has occurred
Initials (start date) (end date)

	<u>Random</u>	<u>Reasonable Suspicion</u>	<u>Post Accident</u>	<u>Total</u>
Number of Employees Tested	_____	_____	_____	_____
Number of Employees Positive	_____	_____	_____	_____
Percent Employees Positive	_____	_____	_____	_____

_____ Any employee who tested positive was immediately removed from the City worksite consistent *Initials* with the Mayor's Policy and Executive Order No. 1-31.

_____ I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines (*Initials*) will be considered a breach of Contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

 Date

 Contractor Name

 Signature

 Title

**EXHIBIT VII – ATTACHMENT “C” AND “D”
 CONTRACTOR’S CERTIFICATION OF NO SAFETY IMPACT POSITIONS
 SOLICITATION NO.: S46-T23724**

I, _____
 (Name) (Print/Type) (Title)

as an owner or officer of _____
 (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

 Date

 Contractor Name

 Signature

 Title

**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF
 CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES
 FOR CONTRACTORS**

ATTACHMENT “D”

I _____ as an owner or officer of
 (NAME) (PRINT/TYPE)

_____ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

 DATE

 CONTRACTOR'S NAME

 SIGNATURE

 TITLE

EXHIBIT VIII – ANTI-COLLUSION STATEMENT
SOLICITATION NO.: S46-T23724

Anti-Collusion Statement

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Proposer Signature

EXHIBIT IX – CONFLICT OF INTEREST QUESTIONNAIRE
SOLICITATION NO.: S46-T23724

Chapter 176 of the Local Government Code requires every Vendor or Contractor with the City of Houston (“City”) to file a Conflict of Interest Questionnaire with the City Secretary of the City of Houston by the **seventh** business day after:

- (1) any contract discussions or negotiations begin, or
- (2) submitting an application, responses to requests for proposals, bids, correspondence, or any writing related to a potential agreement with the City.

The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission’s website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. The completed Conflict of Interest Questionnaires will be posted on the City Secretary’s website. There will also be a list of the City’s Local Government Officers on the City of Houston’s website.

Additionally, each Vendor or Contractor must file updated questionnaires no later than **September 1st** of each year that the Vendor or Contractor seeks to contract with the City, or the **seventh** business day after the date of an event that would render the questionnaire incomplete or inaccurate.

However, a Vendor or Contractor is not required to file a new questionnaire in any year if the vendor has completed a questionnaire between June 1st and September 1st of that year, unless the previous questionnaire is incomplete or inaccurate.

Original Conflict of Interest Questionnaire shall be filed with Houston’s Records Administrator (Ms. Anna Russell, City Secretary, 900 Bagby, First Floor, Houston, Texas 77002). Vendors and Contractors shall include a copy of the form that was submitted to the City Secretary as part of the BID package. Any questions about filling out this form should be directed to your attorney

Failure of any Vendor or Contractor to comply with this law is a Class C misdemeanor.

EXHIBIT IX – CONFLICT OF INTEREST QUESTIONNAIRE

SOLICITATION NO.: S46-T23724

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 03/23/2007

EXHIBIT X – PAY OR PLAY PROGRAM REQUIREMENTS

SOLICITATION NO.: S46-T23724

I. Pay or Play Program Elements

A. Purpose

Authorized by Ordinance 2007-534 and Executive Order 1-7, the purpose of the Pay or Play Program is (1) to create a more level playing field among competing contractors so that those who provide health benefits to their employees are not disadvantaged in the bidding process; and 2) to recognize and account for the fact that there are costs associated with the health care of the uninsured.

B. Program Elements

1. Covered Contracts: Contracts covered by the program are those that are advertised after July 1, 2007, which are valued at or above \$100,000 and are not primarily for the procurement of property, goods, supplies or equipment.
2. Covered employees: This program applies to employees of a covered Contractor or Subcontractor, including Contract labor, who are over age 18, work at least 30 hours per week and work any amount of time under a covered city Contract or Subcontract.
3. Compliance with the program means that the Contractor either:
 - “Pays” by contributing \$1.00 per covered employee per hour for work performed under the Contract with the City; or
 - “Plays” by offering health benefits to covered employees. Health benefits must meet or exceed the following standards:
 - The employer will contribute no less than \$150 per covered employee per month toward the total premium cost.
 - The employee contribution, if any amount, will be no greater than 50% of the total monthly premium cost.
4. Subcontracts: The Prime Contractor is responsible for compliance on behalf of covered employees, including Contract labor, of subcontractors with subcontracts valued at or greater than \$200,000, if the Subcontract is not primarily for the procurement of property, goods, supplies or equipment. Subcontractor compliance includes submission of applicable reports and/or payments to the Prime, as well as maintenance of records.
5. Exemptions/Waivers: The City of Houston will award a Contract to a Contractor that neither Pays nor Plays only if the Contractor has received an approved waiver.
6. Administration: Contractor performance in meeting Pay or Play program requirements will be managed by the contracting department. The Office of Affirmative Action and Contract Compliance will have administrative oversight of the program, including audit responsibilities. Questions about the program should be referred to the department POP Liaison or the Office of Affirmative Action and Contract Compliance.

II. Documentation and Reporting Requirements

- A. Document that must be signed and returned to administering department with the Bid/Proposal.

EXHIBIT X – PAY OR PLAY PROGRAM REQUIREMENTS
SOLICITATION NO.: S46-T23724

1. Notice to Prospective City Contractors (Form POP-1A) acknowledges Bidder/Proposers' knowledge of the program and its requirements, and the intention to comply.

B. Documents that must be signed and returned to administering department within a period designated by the department's Contract Administrator, upon notification of low Bidder or successful Proposer status:

1. Certification of Contractor's Intent to Comply with Pay or Play Program (Form POP-2). Note Contractors that opt to "play" must provide proof of coverage, including documentation from insurance provider, and names of covered employees.

2. List of Participating Subcontractors (Form POP-3).

C. The Contractor will comply with the following reporting requirements:

1. Contractors that opt to Play

Provide periodic reports to the Contract administrator showing proof of coverage. Reporting schedule will be determined by administering department based on length of Contract. (Form POP-7.)

2. Contractors that opt to Pay

Provide monthly reports to administering department, detailing names of employees, hours worked, exemptions (if any) and amount owed. (Form POP-5.)

Contractors shall submit an initial report with the second invoice to the department. Payments based on monthly reports are due to the contracting department with submission of the following month's invoice. Payments may be made via wire transfer, provided that proof of transaction is submitted to administering department.

III. Compliance and Enforcement

The Affirmative Action and Contract Compliance Office will audit program compliance. Contractors willfully violating or misrepresenting POP program compliance will be subject to corrective and/or punitive action, including but not limited to the assessment of fines and penalties and/or debarment.

The Pay or Play Program Requirements Form (POP-1) and all other POP Forms are available for downloading from the City of Houston's Website at <http://www.houstontx.gov/aacc/popforms.html>

EXHIBIT X – FORM “1A”
PAY OR PLAY PROGRAM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: S46-T23724



What this form does. This form acknowledges your awareness of the Pay or Play program. Your signature affirms that you will comply with the requirements of the program if you are the successful Bidder/Proposer, and ensure the same on behalf of subcontracts subject to the Pay or Play Program.

If you cannot make this assurance now, do not return this form.

For more information, contact the Contract Administrator.

Routing. Return this form with your Bid or Proposal.

I declare under penalty of perjury under the laws of the State of Texas that if awarded a Contract, I will comply with the requirements of the Pay or Play Program.

Signature

Date

Print Name

City Vendor ID

Company Name

Phone Number

E-Mail Address

APPENDIX A - BUY-OUT DETAIL PRICING MATRIX FOR EQUIPMENT

Month of Contract	Beginning Month Cost	Less Depreciation	Month End Cost
1	\$2,104,342.33	\$35,072.37	\$2,069,269.96
2	2,069,269.96	\$35,072.37	\$2,034,197.58
3	\$2,034,197.58	\$35,072.37	\$1,999,125.21
4	\$1,999,125.21	\$35,072.37	\$1,964,052.84
5	\$1,964,052.84	\$35,072.37	\$1,928,980.47
6	\$1,928,980.47	\$35,072.37	\$1,893,908.10
7	\$1,893,908.10	\$35,072.37	\$1,858,835.72
8	\$1,858,835.72	\$35,072.37	\$1,823,763.35
9	\$1,823,763.35	\$35,072.37	\$1,788,690.98
10	\$1,788,690.98	\$35,072.37	\$1,753,690.98
11	\$1,753,690.98	\$35,072.37	\$1,718,546.24
12	\$1,718,546.24	\$35,072.37	\$1,683,473.66
13	\$1,683,473.66	\$35,072.37	\$1,648,401.49
14	\$1,648,401.49	\$35,072.37	\$1,613,329.12
15	\$1,613,329.12	\$35,072.37	\$1,578,256.75
16	\$1,578,256.75	\$35,072.37	\$1,543,184.37
17	\$1,543,184.37	\$35,072.37	\$1,508,112.00
18	\$1,508,112.00	\$35,072.37	\$1,473,039.63
19	\$1,473,039.63	\$35,072.37	\$1,437,967.26
20	\$1,437,967.26	\$35,072.37	\$1,402,894.89
21	\$1,402,894.89	\$35,072.37	\$1,367,822.51
22	\$1,367,822.51	\$35,072.37	\$1,332,750.14
23	\$1,332,750.14	\$35,072.37	\$1,297,677.77
24	\$1,297,677.77	\$35,072.37	\$1,262,605.40
25	\$1,262,605.40	\$35,072.37	\$1,227,533.03
26	\$1,227,533.03	\$35,072.37	\$1,192,460.65
27	\$1,192,460.65	\$35,072.37	\$1,157,388.28
28	\$1,157,388.28	\$35,072.37	\$1,122,315.91
29	\$1,122,315.91	\$35,072.37	\$1,087,243.54
30	\$1,087,243.54	\$35,072.37	\$1,052,171.16
31	\$1,052,171.16	\$35,072.37	\$1,017,098.79
32	\$1,017,098.79	\$35,072.37	\$982,026.42
33	\$982,026.42	\$35,072.37	\$946,954.05
34	\$946,954.05	\$35,072.37	\$911,851.68
35	\$911,851.68	\$35,072.37	\$876,809.30
36	\$876,809.30	\$35,072.37	\$841,736.93
37	\$841,736.93	\$35,072.37	\$806,664.56
38	\$806,664.56	\$35,072.37	\$771,592.19
39	\$771,592.19	\$35,072.37	\$736,519.82
40	\$736,519.82	\$35,072.37	\$701,447.44
41	\$701,447.44	\$35,072.37	\$666,375.07
42	\$666,375.07	\$35,072.37	\$631,302.70
43	\$631,302.70	\$35,072.37	\$596,230.33

Month of Contract	Beginning Month Cost	Less Depreciation	Month End Cost
44	\$596,230.33	\$35,072.37	\$561,157.95
45	\$561,157.95	\$35,072.37	\$526,085.58
46	\$526,085.58	\$35,072.37	\$491,013.21
47	\$491,013.21	\$35,072.37	\$455,940.84
48	\$455,940.84	\$35,072.37	\$420,686.47
49	\$420,686.47	\$35,072.37	\$385,796.09
50	\$385,796.09	\$35,072.37	\$350,723.72
51	\$350,723.72	\$35,072.37	\$315,651.35
52	\$315,651.35	\$35,072.37	\$280,578.98
53	\$280,578.98	\$35,072.37	\$245,506.61
54	\$245,506.61	\$35,072.37	\$210,434.23
55	\$210,434.23	\$35,072.37	\$175,361.86
56	\$175,361.86	\$35,072.37	\$140,289.49
57	\$140,289.49	\$35,072.37	\$105,217.12
58	\$105,217.12	\$35,072.37	\$70,144.74
59	\$70,144.74	\$35,072.37	\$35,072.37
60	\$35,072.37	\$35,072.37	\$0.00