



### **Agenda Action Form Overview**

The Board is requested to approve increasing the contracted services amount with Intermedix (IMX) for the Emergency Medical Systems (EMS) Billing and Collections by \$85,000 to be funded within the current EMS budget.

### **Background/Justification**

IMX receives an agreed upon amount of the revenues collected for EMS billing and collections. The monthly revenues collected are multiplied by the agreed upon amount in the current contract (e.g., 0.054 per \$1 collected). However, the not to exceed amount on the current contract is not sufficient to cover the estimated amount that will be owed to IMX for the fiscal year. Therefore, County staff are requesting the amount of the contract be increased by \$85,000 to be funded within the current EMS budget. No budget amendment is required.

Increasing the contract amount will ensure that EMS adheres to the County's contract processes, procedures and policy as well as adhering to general statutes regarding the encumbrance of funds and the pre-audit.

### **Policy Impact**

Approving this agenda item is consistent with past actions and ensures that EMS adheres to the County's current contract processes, procedures and policy as well as adhering to the general statutes regarding encumbrance of funds and satisfying the pre-audit. It does not require an exception to Board policy.

### **Procurement Background**

*Explain the procurement process. Using the below section, clarify the contract purchase type(s) (i.e. Goods, Services, Architect, Engineer or Surveyor Services, Construction).*

N/A: The service went through the bid process in fiscal year 2015 when the County selected IMX as the 3<sup>rd</sup> party provider of EMS billing and collection services. The contract has been on an annual renewal since fiscal year 2016.

#### **Type of purchase**

- ☐ Goods
- ☐ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☐ No ☐**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐**

If no, why? No, because the terms of the contract have not changed, only the not to exceed amount which is being increased to ensure we have sufficient funding per the executed contract to pay IMX for services through fiscal yearend 2018.

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**Fiscal Impact**

There is no fiscal impact. The increase in the not to exceed amount of the contract will ensure that EMS adheres to the County's contract processes, procedures and policy as well as adhering to general statutes regarding encumbrances and satisfying the pre-audit. The increase in the contracted services expenditure of \$85,000 is to be funded within the current EMS budget. No budget amendment is required.

**Recommendation**

The County Manager recommends that the Board approve the increase in the not to exceed amount of the contract with IMX for EMS billing and collections by \$85, 000 to ensure EMS adheres to the County's contract processes, procedures and policy as well as adhering to general statutes regarding encumbrances and satisfying the pre-audit.