



**CITY OF LOCKPORT**  
One Locks Plaza  
Lockport, New York 14094  
(716) 439-6631  
E-mail: [trusso@lockportny.gov](mailto:trusso@lockportny.gov)

**TIM RUSSO**  
Director of Finance

## REQUESTS FOR PROPOSALS

The City of Lockport is requesting sealed proposals for

Lockport Fire Department – Ambulance Consultation Services

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on January 17th at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the total cost of the scope of work.

Please contact City Clerk Sarah K. Lanzo at 716-439-6776 or [city.clerk@lockportny.gov](mailto:city.clerk@lockportny.gov) with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award work to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: January 3, 2023

## **1. Introduction**

On December 19, 2022 the City of Lockport Common Council approved a resolution to initiate ambulatory services in-house in the City of Lockport Fire Department. Included in this approval is \$125k in dedicated funding for managerial consultation, a result of an external audit group's recommendation to the Council.

This consultation service would ensure that we as a City are implementing the ambulatory services in an effective and efficient manner. Notably, the City had in-house ambulances in prior years but was eliminated around 2014 due to City-wide financial difficulties. With this in mind, having an external managerial control would help ensure that the ambulance implementation, operations, financial management, billing, and regulatory requirements are being appropriately handled.

## **2. Scope of Work**

The scope of this consultation service would include key aspects of the fire department's first year implementation of the ambulance program. This includes:

- Assist as needed in negotiations for reimbursements and billing for ambulance services and care with appropriate insurance providers with the goal of having fully executed payer contracts in place.
- Working with department to ensure that operations are implemented and developed with an appropriate framework that promotes effective and efficient ambulatory services. This includes oversight and consultation relating to personnel, training, technological needs, and other aspects as needed.
- Coordinate and help establish the revenue cycle business process, particularly as it relates to the relationship between City's required in-house billing coordinator position as well as an external billing company. Provide recommendations on how to maximize revenue and cash experience.
- Ensure that ambulance operations in the City are adhering to all regulatory requirements.
- Conduct periodic reviews and fiscal audits as directed by the Fire Committee and/or administration to identify issues, trends or other matters that may require financial, operational and/or regulatory action to ensure compliance and reasonable operational and financial outcomes.

If required, vendors may elect to discuss with City officials to determine greater specifics as required. If desired, please contact Fire Chief Luca Quagliano at [lquagliano@lockportny.gov](mailto:lquagliano@lockportny.gov) or 716-439-6611.

## **3. Selection Process**

In your proposal, please include:

- Listing of similar completed projects/initiatives done by your organization and references
- A statement of qualifications for your organization as it relates to EMS services
- Staff and project team qualifications

- A fee schedule, noting the hourly rates associated to consultation

A committee will be appointed by the Mayor that will evaluate the submissions. Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selection process for this RFP at any time.