

**APPROVED**  
BY THE CITY COUNCIL

**JUN 29 1999**

OFFICE OF THE  
CITY CLERK



4.5

DEPARTMENT OF  
FIRE

DENNIS SMITH  
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June 18, 1999

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City Council  
Sacramento, California

AG 99-113  
CC 99-382

Honorable Members in Session

**SUBJECT: AWARD OF AMBULANCE BILLING SERVICES CONTRACT TO ALLIED INFORMATION SERVICES INCORPORATED**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:** This report recommends that the City Council direct the City Manager to execute the contract for ambulance billing services with Allied Information Services Incorporated (A.I.S.).

**CONTACT PERSON:** Rod Chong, Division Chief, 264-7368  
Susan Clifford, Administrative Analyst, 264-7370

**FOR COUNCIL MEETING OF:** June 29, 1999

**SUMMARY:**

Allied Information Services Inc. (A.I.S.), along with one other billing service, responded to the Request For Proposal (RFP) for ambulance billing services for the City of Sacramento Fire Department Advanced Life Support and Transportation (ALS) program. The selection committee, which consisted of staff from the Fire Department and one staff member from the Budget Office, unanimously ranked the proposals as follows:

1. Allied Information Services, Inc.
2. Wittman Enterprises

Staff has completed negotiations with Allied Information Services, Inc.. Their compensation is a sliding contingency fee based upon revenue collected.

## **BACKGROUND INFORMATION:**

The billing of ambulance services requires technical expertise working with patients, private insurance companies, and government medical programs (Medicare/MediCal) to assure timely payment. The Sacramento Fire Department retained the ambulance billing services of Allied Information Services Inc. at the inception of the Advanced Life Support and Transportation program in January 1994.

The term of the initial agreement was for one year, starting on January 1, 1994 and ending December 31, 1994. The contract was then extended for four (4) additional one year terms. When the contract expired in January 1999, A.I.S. continued to perform the ambulance billing services on a month to month basis under the terms and conditions contained in the existing contract. A.I.S. agreed to perform these services until completion of the RFP process and subsequent award of contract to the successful proposer.

The Sacramento Fire Department solicited four (4) companies to submit responses to the Ambulance Billing Services RFP. The two resulting proposals were reviewed by the evaluation committee and A.I.S. was selected.

A.I.S. has been the Sacramento Fire Department's designated ambulance biller for the last five (5) years and has demonstrated the capability to comply with the City's contract specifications. Therefore, staff recommends that the Council authorize a contract for ambulance billing services with A.I.S..

## **FINANCIAL CONSIDERATIONS:**

The ambulance billing service compensation is a sliding contingency fee based upon revenue collected. The estimated cost range is from \$264,000 to \$440,000 per year which is a significant cost saving. The funds for payment are in the existing Sacramento Fire Department Advanced Life Support and Transportation budget.

## **ENVIRONMENTAL CONSIDERATIONS:**

This report proposes no change in the existing Emergency Medical Services (EMS) operations. Therefore, there are no environmental considerations.

## **POLICY CONSIDERATIONS:**

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

**ESBD CONSIDERATIONS:**

The City of Sacramento Fire Department solicited four (4) companies to submit responses to the Request for Proposal for Ambulance Billing Services. Of these four companies two are ESBD qualified. Two companies responded by submitting proposals and both are ESBD qualified. The company being recommended, Allied Information Services Inc., is certified as a small business with the State of California.

Respectfully Submitted,



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Dennis Smith  
Interim Fire Chief

RECOMMENDATION APPROVED:



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ROBERT P. THOMAS  
City Manager

**APPROVED**  
BY THE CITY COUNCIL

**JUN 29 1999**

OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 99-383**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**AWARD OF AMBULANCE BILLING SERVICES CONTRACT  
TO ALLIED INFORMATION SERVICES INCORPORATED**

BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF SACRAMENTO:

Authorize the City Manager to execute the contract for ambulance billing services with Allied Information Services Incorporated.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

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