

EMS FIRE TRANSPORT COMMITTEE MEETING

MONDAY, JANUARY 9, 2012

9:00 – 11:00 A.M.

EPICENTER

ROOM 1-455

13805 58TH STREET NORTH

LARGO, FL

AGENDA

- ✓ 1. Confirmation of Senator Jim Sebesta as Chairman
- ✓ 2. Review of Sunshine and Public Records Laws – Don Crowell, Sr. Assistant County Attorney
- ✓ 3. Discussion of the Contracting Process – Robert S. LaSala, County Administrator
- ✓ 4. Review of Procurement Process – Joseph Lauro, Director of Purchasing
- ✓ 5. Review of Draft Scope of Work (To Be Distributed at Meeting)
 - Operational Study RFP
 - Accountant RFP
- ✓ 6. Next Meeting January ²³~~18~~, 2012 EPI Center Rm 2-304

EMS FIRE TRANSPORT COMMITTEE MEETING

JANUARY 9, 2012


Sign-In Sheet

(Please Print)

NAME	TITLE	AGENCY
Don Crowell	Sr. Asst. County Atty	Pinellas County
JOE LAURO	Punch Dr	Pinellas County
MAUREEN FREANEY	Asst. Co. Admin	Pinellas County
CRAIG HARE	EMS MANAGER	PINELLAS COUNTY
Jim Millican	captain	Lehman Fire
Scott Sanford		Palm Harbor
Beth Rawlins		
Annz Lindberg		Tampa Bay Times
JAMES APPLE		Palm Harbor / PCPX
JOE ACCETTA	FIRE CHIEF	SAFETY HARBOR
NORMAN ATHERTON		PALM HARBOR
JOHN KLINEFELTER		Ch FF's Assoc.
Robert Polk		PSFRD
Kelly Triggs		
Greg Woodrum	Admin	Public Safety Services
Johanna Cheshire	Legis. Liaison	Pinellas Co
Mike Cushing		Pinellas Co
Jon Pear	CSANK J.P	Local 747
Mark Kostma	C.O.D	Sunstar
BOB LA SALA	Co Admin	PINELLAS Co
Doug Lewis	Pinellas Park Fire Chief	PP
Bill Foster	Mayor - St Pete	

Sign-In Sheet
(Please Print)

[illegible]

The background of the slide features a soft, painterly illustration of a sunrise or sunset. The sky transitions from a pale yellow near the horizon to a light blue at the top. In the foreground, there are silhouettes of tall, golden-brown grasses or reeds on either side, with a dark, flat horizon line at the bottom. The text is centered in the upper half of the image.

Sunshine Law Requirements

Florida Statute

286.011 Public Meetings and records; public inspection; criminal and civil penalties.—

- (1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.**

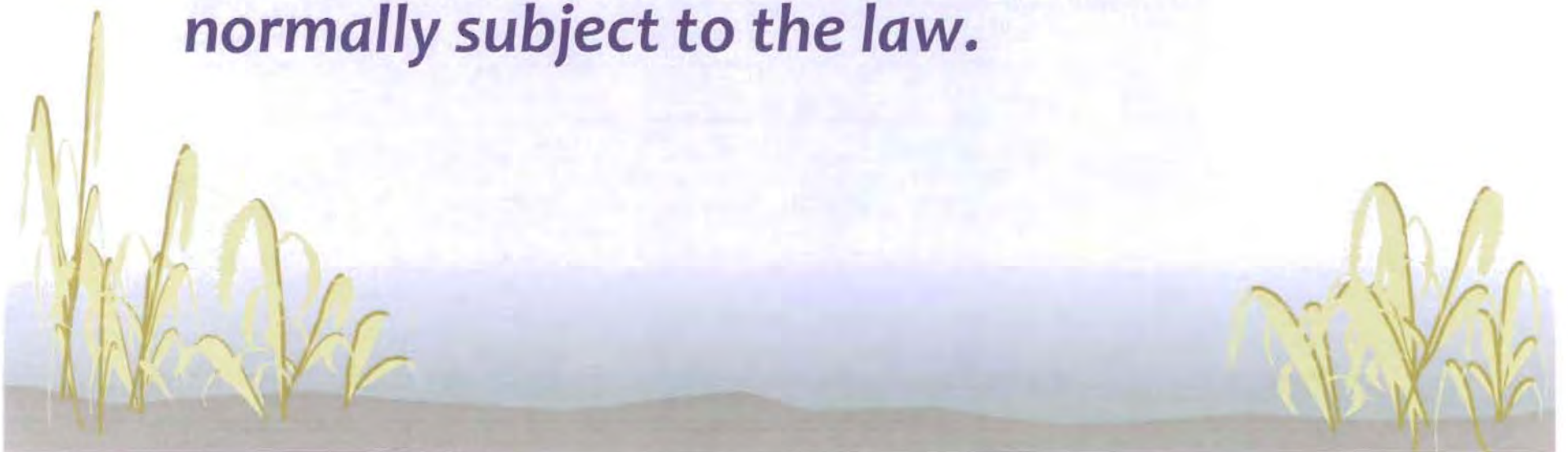
What is the scope of the law?

- Applies to any gathering of two or more members of the same Board; discussion of a matter that will foreseeably come before that Board for action.
- All meetings of the Board must be open to the public.
- Reasonable notice must be provided as to the time and place of the meetings.
- Minutes of the meetings must be taken.



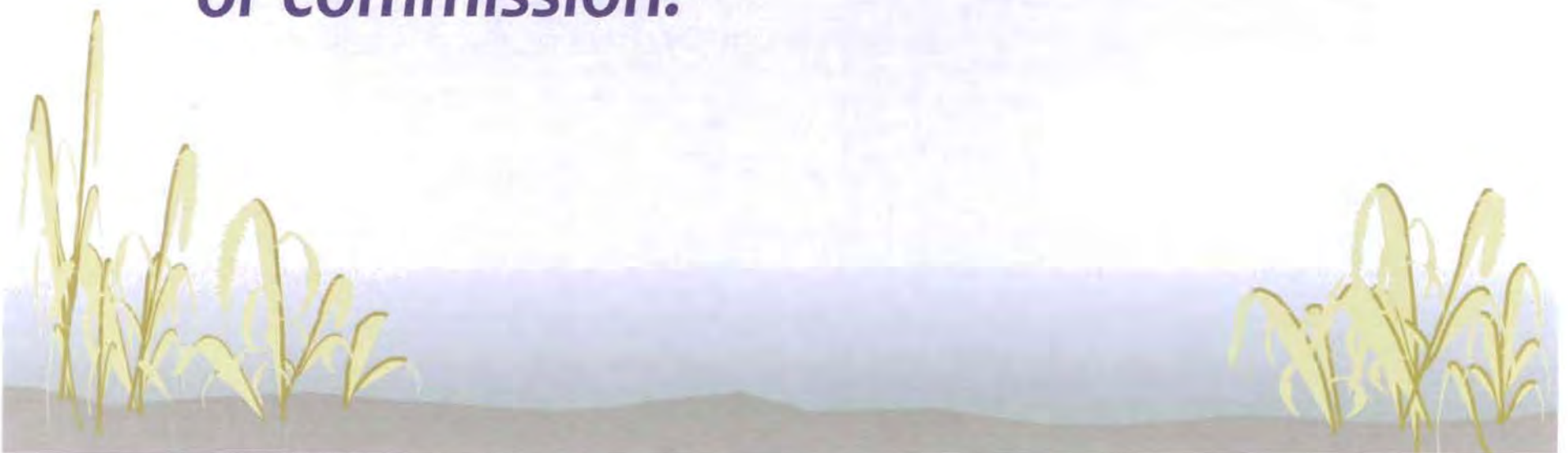
Who must comply with the rules?

- **Any member of a Board or Commission of any state, county, city or other political subdivision of the state must comply.**
- **A meeting of staff for a Board is not normally subject to the law.**



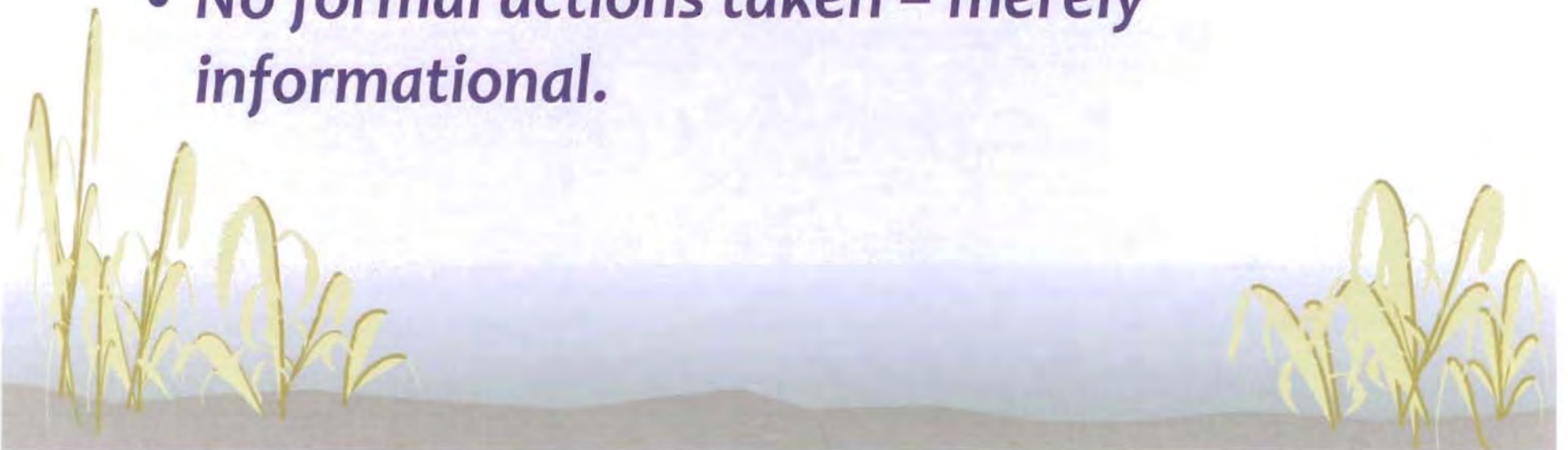
Are advisory boards which make recommendations subject to the Sunshine Law?

- ***Yes, any group that helps narrow the issue for the sunshine-required board or commission.***



What about fact finding committees?

- Not sunshine bodies if they are just conducting fact finding and not narrowing an issue.
- No formal actions taken – merely informational.



What is a meeting?

- The law is applicable to any gathering, whether formal or casual, of two or more members of the same Board to discuss some matter on which foreseeable action could be taken by the Board.
- Written correspondence initiating comment from other board members.
- Telephone or e-mail conversations regarding subject that will come before the Board.
- Use of staff or other liaisons to effect a discussion between Board members are also included.

Meeting Requirements

- There must be reasonable notice depending on the nature of the meeting.
- There is no agenda requirement.
- Meeting must be held in facilities that do not discriminate or unreasonably restrict access.
- Reasonable rules of conduct affecting public participation and the actions of members are allowed to be imposed. These rules must be enforced for the purpose of maintaining orderly and non-disruptive behavior.



Penalties

- Anyone who knowingly violates the Sunshine law is guilty of a Second Degree Misdemeanor, Florida Statutes, Section 286.011(3)(b), which allows for a \$500 fine and up to 60 days in jail.
- Removal from office is an alternative inclusive penalty.
- A Board found guilty will be subject to paying the attorney fees of the member of the public challenging the Board action.
- Any action taken by the Board in violation of the Sunshine law is voidable.

Exceptions

- *Collective bargaining*
- *Risk Management programs*
- *Security systems*
- *Pending litigation – Section 286.011, F.S.*
 - *Announce in advance*
 - *Court reporter*
 - *Scope – “settlement negotiation” or strategy session related to litigation expenditures*
 - *Limited attendance*
 - *Open and close in public meeting*

Procurement Process

1. Formal RFP Process, advertised via web portal Demand Star
2. Once proposals are received at the pre-established time and date, they will be distributed to evaluation committee members with instructions and information required to review the proposal submittals. Per state law, proposal submittals are not public record for at least thirty (30) days.
3. The actual evaluation scoring process will take place at a scheduled, public advertised evaluation meeting. (County Calendar)
4. County utilizes a discussion/consensus scoring process where all members have an opportunity to openly discuss each proposal pertaining to the scoring criteria and decide as a "consensus" which range their individual percentage score should fit into. Once a range is selected as a consensus, each committee member must select a percentage within that range. This process reduces the opportunity for a committee member to skew the scoring process
5. The actual recorded scoring sheets are displayed on a projector and tabulated (via Excel) accordingly. The Purchasing Department will pre-populate the scoring sheet pertaining to the criterion for cost. This criterion must be uniform. The lowest cost receives the total amount of points then each higher priced proposal is scored as a ratio to the lowest cost.
6. The scoring process is completed, firms are ranked; each evaluator will sign an individual scoring form and submit for the record all notes pertaining to their individual review process.
7. The Board of County Commissioners will consider the evaluation committee ranking of firms and proceed with award process.

INTEROFFICE MEMO

TO: Greg Rice, City of Dunedin

FROM: Joe Lauro, Purchasing Director

SUBJECT: Consulting Update to the Countywide Plan for Pinellas County

DATE: August 12, 2011

In an effort to standardize the Proposal Evaluation Process, the Purchasing Department is providing guidelines to be followed by departments during the proposal evaluation and award process. Each member of the evaluation committee should receive these instructions along with the evaluation criteria note sheet, and copies of the Request for Proposal document and any addenda.

- 1) A review panel must be formed by the department consisting of at least five (5) or more persons (preferably an odd number) from the department or other persons of your choosing that will be able to objectively evaluate the proposal. Proposals should be reviewed individually, **NOT SCORED**, by each member of the committee first. Committee members should make notes on the criteria note sheet provided pertaining to the high points and low points of each proposal. The review panel then meets to discuss their independent review. After discussions, a consensus scoring for each proposal criterion is established. Committee members then select individual scores for each criterion within the consensus range. Total scores are then ranked with the highest scoring proposer being first. Oral presentations may be scheduled at this time. At the consensus meeting each reviewer must be a uniform score for each reviewer and will be **pre-evaluated** by the Purchasing Department. Once consensus has been reached at the evaluation consensus meeting, scores cannot be changed.
- 2) *Date of the evaluation consensus meeting must be set and coordinated with the Purchasing Department, which will have a representative attend this meeting to conduct the meeting and provide guidance during the evaluation process. In addition, per State Statute, evaluation meetings are public meetings and must be advertised as such. Purchasing will advertise the meeting for you, so it is very important this meeting be coordinated with the Purchasing Department. Do not proceed with your evaluation meeting without having a member from the Purchasing Department in attendance. Purchasing has developed standard evaluation forms that may be used during the evaluation. All members of the evaluation committee must fill out and submit the Conflict of Interest Statement attached. Please bring all Conflict of Interest Statements to the evaluation consensus meeting.*

- 3) Upon completion of the evaluation, the department will forward their recommendation for award to the Purchasing Department who will ask the BCC, through an Agenda Memo, to approve the recommendation. The recommendation can be either: Approve ranking of firms and authorize staff to negotiate with firms in rank order or approve award of contract to the number one ranked firm as per RFP submittal. Bear in mind, award without negotiation dictates that you have to accept all terms of the RFP submittal. It is usually to the County's benefit to negotiate terms, pricing etc., with a proposer. Most proposers do not present their best offer at the initial RFP submittal stage and deliverables may need to be "tweaked" as well. When the Board authorizes staff to negotiate with the highest-ranking proposer, we have to go back to the BCC with the final negotiated contract. For clarification, negotiation of contracts requires two (2) "trips" to the Board for approval.
- 4) Departments cannot negotiate directly with any proposer. Negotiation with a proposer(s) must first be approved by the BCC. The BCC will approve the ranking recommended by the evaluation committee and authorize staff to negotiate with the highest-ranking proposer.
- 5) Please call me at ext. 43311 if you have any questions about the RFP evaluation and award process.

Attachments: RFP Evaluation Forms
Conflict of Interest Statement



Conflict of Interest and Lobbying Statement
Request for Proposal
101-0362-P(JL)

You have been asked to participate in the evaluation of proposals received as the result of the above referenced competitive solicitation.

It is essential that the integrity of the evaluation process be maintained to ensure that each proposer is given fair and equal consideration. Personal association with any of the proposers must not influence your evaluation.

A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation. Prior to reviewing any proposals, you must inform the Director of Purchasing of any potential conflicts of interest or the appearance thereof. If you become aware of any potential conflict of interest as you review a proposal, you must immediately notify the evaluation committee proctor or the Purchasing Director. You may be disqualified as an RFP evaluator if you conduct yourself in a manner that could create the appearance of bias or unfair advantage with or on behalf of any proposer, potential proposer, agent, subcontractor, or other business entity, whether through direct association with contractor representatives, indirect associations, through recreational activities or otherwise.

Examples of potential biased affiliations or relationships: Your solicitation, acceptance or agreement to accept from anyone any benefit, monetary or otherwise, as consideration for your decision or recommendation as it pertains to your evaluation of any proposal; Your affiliation with a proposing company or institution. For example a conflict may exist when you:

- a) Are employed by, have been employed by or are being considered for employment with the company or institution submitting a proposal or hold a consulting, advisory, or other similar position with said company or institution.
- b) Hold any current membership on a committee, board or similar position with the company or institution.
- c) Hold ownership of the company or institution, securities or other evidences of debt.
- d) Are currently a student or employee in the department or school submitting a proposal
- e) You have a relationship with someone who has a personal interest in the proposal. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship that you think might tend to affect your objectivity or judgment or may give an appearance of impropriety to someone viewing it from outside the relationship.

During this process, an additional consideration is the need to maintain confidentiality regarding the status of the evaluation or personal opinions of the proposals outside of the formal committee proceedings. Any and all inquiries you may receive regarding the evaluation must be directed to the Purchasing Director.

Lobbying provision from County Code 2-189

Lobbying shall be prohibited on all county competitive selection processes, and contract awards pursuant to this division, including but not limited to requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a protest is resolved, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective bidder/proposer/protestor from contacting the purchasing department or the county attorney's office to address situations such as clarification and/or questions related to the procurement process or protest.

Lobbying of evaluation committee members, county government employees, or elected officials regarding request for proposals, request for qualifications, bids, purchasing contracts, or bid protests, by the bidder/proposer/protestor any member of the bidder's/proposer's/protestor's staff, any agent or representative of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the board of county commissioners, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section or on behalf of a bidder/proposer/protestor shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract, and may lead to debarment of the bidder or proposer/protestor as provided in Pinellas County Code, Section 2-161(8)b.

*For purposes of this provision, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, requests for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract. **Any evaluation committee member, county government employee or elected official who has been lobbied shall immediately report the lobbying activity to the director of purchasing.***

You are asked to read and agree to the following statement:

I have read, understand, and agree to the above, and I will adhere to the policies as presented. I know of no conflict of interest, nor have I accepted any gratuities or favors from proposers which would compromise my objectivity. I have no personal interest in seeing that a specific proposer is awarded a contract. I shall keep all evaluation proceedings in strict confidence prior to contract award. I will do my best to base my recommendation for contract award solely upon the evaluation criteria in the solicitation and each proposer's response and understand the ethical implications pertaining to lobbying. I maintained the confidentiality of this process and did not discuss the proposals with any other evaluator before the actual evaluation meeting nor did I release any information to any person without the prior consent of the Purchasing Director. I did not speak directly to proposers concerning proposals except as allowed during the procurement process (i.e. interviews etc.) Any attempts to be lobbied will be reported to the Director of Purchasing.

Evaluation Committee Member Signature

Date

Printed Member Name

ORGANIZATION SUBMITTING OFFER: _____

EVALUATION CRITERIA NOTE SHEET

RFP TITLE: Consulting Update Countywide Plan RFP NO. 101-0362-P(JL)

CRITERIA	(A) POTENTIAL POINTS	(B) PERCENTAGE CONSENSUS RANGE	(C) INDIVIDUAL PERCENTAGE SELECTED FROM RANGE	(A) X (C)	TOTAL SCORE
1) Proposers Qualifications and Experience	200			_____ x _____	
2) Team Staff Quality and Expertise	250			_____ x _____	
3) Technical Approach and Timeline	300			_____ x _____	
4) Satisfaction/Completion	100			_____ x _____	
5) Cost	150			_____ x _____	
GRAND TOTAL	1000				

Percentages are awarded according to the quality of the response with respect to each criterion.

CONSENSUS RANGE

0%	Unresponsive to the requirements of the section
10% - 30%	Does not meet current service level or requirements of section
40% - 60%	Partially meets requirements of the section
70% - 90%	Fully responsive to the requirements of the section
100%	Exceeds all requirements of the section

The review panel must review the Request For Proposal (RFP) independently. The review panel then meets to discuss their independent review. After discussions, a consensus score for each criterion is established. Total scores are then ranked with the highest scoring proposer being first. Oral presentations may be scheduled at this time. At the consensus meeting cost must be a uniform score (all members must give same numerical score for cost).

REMEMBER, IT IS VERY IMPORTANT TO GIVE COMMENTS AS TO WHY A PROPOSAL WAS SCORED IN A PARTICULAR MANNER.

COMMENTS: _____

EVALUATION CERTIFICATION:

The percentages entered above reflect my best judgment of the merits of the identified offerors proposal.

EVALUATOR NAME: _____

RFP TITLE: CONSULTING UPDATE TO THE COUNTYWIDE PLAN FOR PINELLAS COUNTY

RFP #: 101-0362-P (JL)

Criteria

	(1)	(2)	(3)	(4)	(5)	
Firm/Respondent	Proposers' Qualifications & Relevant Experience	Team/Staff Quality & Overall Expertise	Technical Approach / Timeline	Satisfaction / Completion	Cost	Totals
1 MIKE CRAWFORD						
1 AECOM	150.00	212.50	165.00	85.00	138.53	751.03
2 CALVIN, GIORDANO & ASSOCIATES	170.00	212.50	240.00	85.00	150.00	857.50
3 ERNEST SWIGER CONSULTING	120.00	137.50	150.00	85.00	138.64	631.14
4 FLORIDA DESIGN CONSULTANTS, INC	140.00	150.00	165.00	85.00	148.50	688.50
5 TINDALE OLIVER & ASSOCIATES	180.00	225.00	270.00	85.00	138.84	898.84

Signature _____

Date _____

PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET

RFP TITLE: CONSULTING UPDATE TO THE COUNTYWIDE PLAN FOR PINELLAS COUNTY

RFP #: 101-0362-P (JL)

COMPANY NAME	EVALUATOR MIKE CRAWFORD	EVALUATOR CHRIS METTLER	EVALUATOR GREG RICE	EVALUATOR CAROL STRICKLIN	EVALUATOR RENEA VINCENT	TOTAL POINTS	TOTAL AVERAGE	RANK
AECOM	751.03	746.03	721.03	751.03	746.03	3715.15	743.03	3
CALVIN, GIORDANO & ASSOCIATES	857.50	880.00	844.00	847.50	877.50	4306.50	861.30	2
ERNEST SWIGER CONSULTING	631.14	593.64	610.14	606.14	606.14	3047.20	609.44	5
FLORIDA DESIGN CONSULTANTS, INC	688.50	676.00	652.00	693.50	681.00	3391.00	678.20	4
TINDALE OLIVER & ASSOCIATES	898.84	903.84	902.84	903.84	903.84	4513.20	902.64	1

Date: August 24, 2011

Firm	Cost	Points Awarded
Florida Design Consultants	\$79,000	149.00
Tindale Oliver and Associates	\$84,810	138.84
Ernest Swiger Consulting	\$84,930	138.64
AECOM	\$85,000	138.53
Calvin Giordano and Associates	\$78,500	150.00

Formula used to determine cost

Lowest Cost / Cost Evaluated X Maximum Points Available

January 9, 2012

COST VALIDATION ACCOUNTANT RFP

INTRODUCTION

Pinellas County is a peninsula located in West Central Florida with a land area of 280 square miles. It is the most densely populated county in the State of Florida (3,372 persons per square mile as of 2006), with a total population in excess of 900,000 and 13.5 million visitors each year. Pinellas County contains 24 municipalities and the unincorporated area, ranging in population from 78 to 249,068.

During Calendar Year 2011, the system responded to 141,805 EMS incidents and 20,558 Fire related incidents.

Emergency Medical Services (EMS) in Pinellas County is operated as a single tier all Advanced Life Support (ALS) countywide system under the Board of County Commissioners, who sit as the EMS Authority. Medical First Responder services are provided through contracts with 18 fire departments. Emergency and Non-Emergency Ambulance services are provided through a contract with a single private provider.

Fire Protection is provided through a functionally consolidated network of 18 fire departments. All departments are dispatched through a single County operated 9-1-1 Emergency Communications Center and respond to emergency calls based on a Closest Unit/Automatic Aid Agreement, which ensures a nearest unit response to all incidents regardless of jurisdiction.

PURPOSE OF STUDY

The intent of this Request for Proposal (RFP) and subsequent study is to obtain proposals from qualified, independent, nationally recognized public accounting firms licensed to practice in the State of Florida. The firm shall validate the cost of two service delivery alternatives - the Integral Performance Solutions (IPS) Study and the Sanford/Millican Plan.

The accounting firm selected shall examine each plan and provide a cost analysis utilizing standards issued by the Comptroller General of the United States, Rules adopted by the Auditor General for form and conduct of local government audits per the American Institute of Certified Public Accountants. The procedures used should be sufficient to enable the selected firm to express an opinion on the cost of each alternative.

The Board of County Commissioners, sitting as the EMS Authority, desires to have a cost analysis of both plans as compared to the existing EMS System's cost.

SCOPE OF WORK

Prior to conducting a study, the accounting firm will review the cost of the existing EMS system, the Sanford/Millican Plan including the County's analysis of the Sanford/Millican Plan, and the IPS Study. All support materials will be provided on a Resource CD-ROM.

1 - The Contractor will validate the cost of the IPS ALS Engine deployment and standardized cost plan. Contractor will utilize current budgets and operating costs to validate the cost of this service delivery option.

2 - The Contractor will validate the cost of the Sanford/Millican Plan, including the County's analysis of the Sanford/Millican Plan.

DELIVERABLES

1 - IPS Study Review

1. Produce an audited opinion on the cost validation of the IPS ALS Engine deployment and standardized cost plan. Provide a financial statement and supporting analysis to document and support the audited opinion.

2 – Sanford/Millican Plan Review

1. Produce an audited opinion on the cost validation of the Sanford/Millican Plan, including the County's analysis of the Sanford/Millican Plan. Provide a financial statement and supporting analysis to document and support the audited opinion.

CONSULTANT FEES AND EXPENSES:

The consultant will provide a lump sum proposal inclusive of all costs, in an amount "not to exceed" format. The lump sum cost is expected to provide compensation for all standard day-to-day administrative, overhead and internal expenses; including support, office supplies, consumables, other consulting services, special presentations, regular and certified postage, computer/software usage, telephone charges, emails, electronic data transmission fees, standard copier usage, and fax charges (i.e., inclusive of all costs). Travel and lodging expenses will be included in the lump sum proposal and will be paid in accordance with Florida Statute 112.061.

EVALUATION CRITERIA:

Proposal Organization: Proposers are expected to organize their proposals in such a manner as to facilitate the evaluation process. Proposals should be keyed or indexed to correspond with this request for proposal. Responses should be correlated to the specific submittal, criterion, section or paragraph number of the request for proposal being addressed. Evaluators will make a reasonable effort to locate information in the proposal; however, failure to follow this suggested format may make location of critical information difficult, possibly resulting in a loss of appropriate point credit.

Each proposal response shall be evaluated based upon the criteria and criteria description listed below and according to the criteria descriptions listed above.

1. Proposers' Qualifications and Relevant Experience	Points 300
2. Team/Staff Quality and Overall Expertise	Points 250
3. Technical Approach/Timeline	Points 300
4. Cost	Points 150

EVALUATION CRITERIA DEFINED:

A. Proposers' Qualifications and Relevant Experience – Provide an overview of your firm's history, capability and business ability relative to the scope of work provided. Describe your firm's qualifications in providing similar work and provide information on your firm's organizational structure. Include special expertise your firm has dealing with similar projects and engagements. Provide your firm's experience working with local governments pertaining to the scope of work. Include references. Demonstrate proven experience in evaluating the cost and operations of Fire and EMS service delivery systems.

B). Team/Staff Quality and Overall Expertise – Provide a list of individuals who will be assigned to this project and their specific roles. Include summary resumes of the individuals to reflect their experience and education particularly as they relate to the firm's engagements since 2002. List continuing professional education in governmental accounting and auditing and the years in auditing local government. Provide the number of employees who will work on this project onsite in Pinellas County as well as out-of-County support, if applicable. Discuss the availability of the primary contact relative to current and future client workload. Demonstrate knowledge of and/or expertise pertaining to fiscal accounting and auditing of Fire and EMS systems including Fire based transport.

C). Technical Approach/Timeline – Provide a description of the firm's general approach to the scope of work that includes team organization, staff assignments, schedules, quality assurance and accountability. Include a proposed timeline during which each aspect of the proposal will be completed as outlined above.

D). Cost – Provide a lump sum cost proposal according to the requirements of the above paragraph, inclusive of all costs (staff time, supplies, travel, etc.).

TIMELINE

Date	Milestone
TBD	RFP Released
TBD	Bid Opening
TBD	Evaluation of Qualifications
TBD	Contract Approval
TBD	Meet with Stakeholders and County Staff
TBD	Provide final draft report. Meet with Stakeholders and County Staff to discuss
TBD	Provide Final Report. Make presentation(s) as determined.