

EMERGENCY MEDICAL SERVICES (EMS) FIRE TRANSPORT COMMITTEE  
May 4, 2012

The EMS Fire Transport Committee met at the Pinellas County Public Safety Services Center, Room 130, 12490 Ulmerton Road, Largo, Florida, at 9:30 A.M. on this date with the following members present:

Senator (Retired) Jim Sebesta, Chairman  
Craig A. Hare, Public Safety Services (Request for Proposal [RFP] Evaluation  
Committee Alternate for Commissioner John Morroni)  
Mayor Bill Foster, City of St. Petersburg  
Chief Doug Lewis, Pinellas Park Fire Department  
Captain Jim Millican, Lealman Special Fire Control District  
Jay Ravins, City of Clearwater  
Kelly Triolo, BayCare Health System

Not Present

Commissioner John Morroni, Pinellas County Commission

Also Present

Joseph Lauro, Pinellas County Purchasing Director  
Kathy Freeman, Pinellas County Purchasing Department  
Deputy Chief Don Sayre, Tarpon Springs Fire Rescue  
Greg Woodrum, Public Safety Services  
Other Interested Individuals  
Tammy L. Burgess, Deputy Clerk, Board Reporter

Agenda

1. Welcome
2. Approval of Minutes of April 10, 2012 meeting
3. Evaluation of Proposals for RFP #112-0213-P (JL) – Operational Analysis of EMS and Fire Deployment and Response
4. Determine Next Steps
5. Next Meeting
6. Adjournment

WELCOME

Chairman Sebesta called the meeting to order at 9:30 A.M. and, at his request, those in attendance introduced themselves. A sign-in sheet has been filed and made a part of the record.

APPROVAL OF MINUTES

Captain Millican moved, seconded by Ms. Triolo and carried, that the minutes of the April 10, 2012 meeting be approved.

EVALUATION OF PROPOSALS FOR RFP #112-0213-P (JL) – OPERATIONAL ANALYSIS OF EMS AND FIRE DEPLOYMENT AND RESPONSE

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Mr. Lauro recited the procedures for evaluation and consensus scoring of the proposals; whereupon, bid evaluations were conducted on the proposals received from Fitch & Associates; Ludwig Group, LLC; Tindale Oliver and Associates; and Tri Data Division, during which the RFP Evaluation Committee provided the consensus scoring range and individual scores for each proposal, based on the following criteria:

- ▶ Proposer's Qualifications and Relevant Experience
- ▶ Team/Staff Quality and Overall Expertise
- ▶ Technical Approach/Timeline
- ▶ Satisfaction/Completion
- ▶ Cost

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At this time, 10:39 A.M., the meeting was recessed and reconvened at 10:47 A.M., with all members in attendance.

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During the evaluation process, Ms. Freeman entered the consensus and individual scores into an interactive, electronic evaluation form. Following the entry of all scores, Mr. Lauro related that based on the scores provided, Tri Data Division and Fitch & Associates were the two top-ranked firms; and discussion ensued regarding the two top-ranked proposals wherein Mr. Lauro related that if there is consensus, the process would move to a scripted presentation by both firms, noting that the script must first be developed.

Discussion ensued regarding cost skewing the final scores and the Committee's ability to recommend the firm it feels is best qualified; and in response to comments and queries by the members, Mr. Lauro explained that the recommendation would be that, although Tri Data Division scored somewhat higher, the Committee felt that Fitch & Associates was more qualified, and price skewed the process; whereupon, Mr. Lauro recommended that the top two

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firms be brought in to provide oral presentations, pointing out that if Fitch & Associates is truly better qualified, it will outdo Tri Data Division with its presentation.

Thereupon, Mayor Foster moved, seconded by Captain Millican and carried, that the two top-ranked firms be brought in to provide oral presentations.

At this time, 11:53 a.m., Mr. Lauro concluded the ranking portion of the meeting, and stated that per state law, the bids and proposals are not public record and cannot be released for 30 days after the actual bid or RFP opening; and that all records requests should be forwarded to his attention; whereupon, he requested that any notes taken by the evaluators be submitted.

#### NEXT STEPS

Mr. Lauro requested that the members submit potential questions and items the firms should address during the presentations to his attention so that he may begin to develop the script.

#### NEXT MEETING

Following brief discussion, Chairman Sebesta stated that the next meeting will be held on Wednesday, May 30, 2012 at 9:30 A.M.; and Mr. Hare indicated that as soon as a location is determined, the meeting notice will be sent to the members; whereupon, Mr. Lauro related that the actual script for the presentations will be finalized at the May 30 meeting.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 11:59 A.M.