

REQUEST FOR STATEMENT OF QUALIFICATIONS

**CATAWBA COUNTY EMS STUDY**

**RFQ 18-1009**

RECEIPT OF SUBMISSION DUE ON OR BEFORE

January 12, 2018 @ 4:00PM

REQUEST FOR QUALIFICATIONS  
CATAWBA COUNTY EMS STUDY

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NOTICE IS HEREBY GIVEN that Catawba County Government (hereinafter referred to as “the County” or “Catawba County”) is requesting qualifications for a study of existing Emergency Services service levels, policies, and some operational protocols to identify opportunities for improvement or refinement, as informed by industry best practice and peer research.

Proposals should be sent and addressed to:

Debbie Anderson  
Purchasing Manager CLGPO  
Catawba County  
PO Box 389 (mailing address)  
25 Government Drive (physical address)  
Newton NC 28658

Responses will be received until January 12, 2018 at 4:00PM. Envelopes should be clearly marked “Catawba County EMS Study”

RESPONSES WILL NOT BE CONSIDERED FOR AWARD IF RECEIVED AFTER THE OFFICIAL CLOSING DATE AND TIME.

**COMMUNICATIONS, QUESTIONS, AND RESPONSES:**

All questions regarding this RFQ shall be specific and in written form, and directed via email to:

Debbie Anderson  
Purchasing Manager CLGPO  
Catawba County  
[danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov)

**I. BACKGROUND INFORMATION**

A firm will be selected to perform these services and will enter into a professional services contract with Catawba County Government. As part of

the Healthy, Safe Community component of the Board of Commissioners' strategic planning process, the concept of Right Care, Right Place, Right Time emerged as a priority focus area within that component. Right Care, Right Place, Right Time is a phrase that has come to mean aligning the most appropriate resources with the identified needs. One potential strategy in making progress towards Right Care, Right Place, Right Time is conducting a study of existing Emergency Services service levels, policies, and some operational protocols to identify opportunities for improvement or refinement, as informed by industry best practice and peer research.

## II. PURPOSE & SCOPE

The intent of this Request for Qualifications is to evaluate the qualifications, of firm/teams to perform the following tasks:

- a. Emergency Medical Services (EMS) Staff Safety
  1. Enhancements to EMS Injury Prevention / Reduction Program
  2. Recommendations on acquisition of safety-enhancing equipment
  3. Recommendations on enhancements to existing safety-related policies and procedures
- b. EMS Response Time and Staff Workload Analysis
  1. Workload analysis to yield staffing plan, incorporating projections of demographic trends into the future
  2. Recommendations on optimal base location
  3. Recommendations on potential funding / realignment strategy to support identified investments
- c. Right Care, Right Place, Right Time
  1. Recommendations on provision of first response and back-up ambulance service

2. Recommendations on community paramedicine program

III. SUBMITTAL REQUIREMENTS

All submittals should be sent to:

Debbie Anderson  
Purchasing Manager CLGPO  
Catawba County  
PO Box 389, Newton NC 28658

Submit one hard copy and one flash drive. No electronic (e-mailed) bids will be accepted. It is the responsibility of the firm to ensure delivery of their response.

Each submittal should be clearly identifiable and marked as "Catawba County EMS Study" and include the following:

- a. Cover Letter, Project specific firm qualifications and office location(s).  
This letter should address the firm(s) interest, project specific experience and expertise, as well as why the firm should be selected to provide these services. This letter should identify location of the project manager and the location of where the bulk of the professional service work to be performed will take place.
- b. A detailed project approach and anticipated project schedule. This section shall specifically outline the procedures each firm or team envisions taking to provide such services. The schedule should begin with notice to proceed and identify milestone dates and time spans for the project.
- c. A project team/organization chart. This section should include project managers, planners, etc. The Key members of the project team proposed in the Statement of Qualifications (SOQ) will participate in the actual work as proposed. Substitutions of key project team members should be avoided as much as possible. The SOQ shall specifically state that the

project team members identified and proposed are available for and will be assigned the work. Time on project and team assignments will be verified prior to the execution of the contract.

- d. Brief resumes of specific project experience for key members including any work relevant to this project.
- e. A List of 3 references.

#### IV. SELECTION PROCESS

Catawba County will select a firm based on what it deems to be in the best interest of the county based on information contained in each submittal. Price will NOT be considered in the selection process, however, the County reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) during the post selection contract phase should previous fee negotiations fail. Selection of a firm will be based on the entirety of the information submitted as well as a reference screening. Special emphasis shall be given to project team experience particularly in the designated areas defined above. Municipal and governmental project experience as well as ability to execute the project with a refined scope and schedule is paramount. The County reserves the right to award this work in a manner that is in the best interest of the County. Catawba County also reserves the right to reject any and all submittals in accordance with North Carolina General Statutes.

#### V. GENERAL INFORMATION

No candidate shall have any claims or rights against the County arising out of participation by a candidate in this process. No candidate shall have any claims or rights against the County for the failure to award a contract to it, or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFQ process or did not submit a

proposal that complied with the process. A notice of award shall not constitute acceptance by the County. Catawba County's only method of acceptance is the execution of a formal contract in accordance with law.

#### VI. LIMITATIONS, CANCELLATION, AND ADDITIONAL WORK

This RFQ does not commit Catawba County to award a contract, pay any costs incurred in preparation or travel to Catawba County, NC in order to present a submittal toward this request, or to procure or contract for services. All submissions in response to this RFQ become the property of Catawba County Government. The County reserves the right to accept or reject any and all documents received or to cancel this RFQ in part or in its entirety. After submissions are reviewed the County will select the firm in the best interest of our agency. Catawba County reserves the right to negotiate with selected the selected firm to preform additional services on these or other projects. Additional work or contracts, if any, will be dependent on consultant performance on originally assigned work.