

ACTION FORM BRYAN CITY COUNCIL

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| DATE OF COUNCIL MEETING: November 12, 2013 | | DATE SUBMITTED: October 30, 2013 | |
| DEPARTMENT OF ORIGIN: Fiscal Services | | SUBMITTED BY: Joe Hegwood | |
| MEETING TYPE: | CLASSIFICATION: | ORDINANCE: | STRATEGIC INITIATIVE: |
| <input type="checkbox"/> BCD | <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> 1ST READING | <input type="checkbox"/> PUBLIC SAFETY |
| <input type="checkbox"/> SPECIAL | <input checked="" type="checkbox"/> CONSENT | <input type="checkbox"/> 2ND READING | <input checked="" type="checkbox"/> SERVICE |
| <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> STATUTORY | | <input type="checkbox"/> ECONOMIC DEVELOP. |
| <input type="checkbox"/> WORKSHOP | <input type="checkbox"/> REGULAR | | <input type="checkbox"/> INFRASTRUCTURE |
| | | | <input type="checkbox"/> QUALITY OF LIFE |
| AGENDA ITEM DESCRIPTION: Consider approving a one year extension of the 2011 agreement with Digitech Computer, Inc. for the billing of emergency medical services. Digitech's fee for this service will be 5.25% of all amounts collected. The contract will be for the period of December 1, 2013, through November 30, 2014, and will be for a not to exceed amount of \$120,000.00. | | | |
| SUMMARY STATEMENT: In August 2011, the City of Bryan issued a Request for Proposals (RFP) for "Ambulance Billing Services." Proposals were received from fourteen (14) firms and were evaluated by members of the Finance and Fire Departments. In November 2011, the Bryan City Council approved a two (2) year agreement with Digitech Computer, Inc. to provide billing of emergency medical services. This agreement also provided for a maximum of three (3) one (1) year extensions. Digitech has agreed to continue providing billing services to the City of Bryan under the same terms, conditions and provisions as those contained in the original 2011 contract for a period of one (1) additional year pending approval by City Council. If approved, this will be the first of three (3) possible one (1) year extensions. | | | |
| STAFF ANALYSIS AND RECOMMENDATION: Staff has been satisfied with the performance of Digitech Computer, Inc., which is a qualified and experienced firm. Collections percentages have increased under the Digitech contract when compared to previous contracts. Outsourcing ambulance billing allows the City to maintain a smaller staff and avoid training and software costs in a highly specialized field. Additionally, outsourcing provides the City with access to experts in the field of medical billing. Staff recommends approving this agreement with Digitech and authorizing the Mayor to execute the agreement option to extend the agreement for one (1) additional year. | | | |
| OPTIONS (In Suggested Order of Staff Preference): | | | |
| <ol style="list-style-type: none"> 1. Approve the one year extension of this agreement. 2. Do not approve the extension and require staff to issue a Request for Proposals (RFP) for emergency medical billing services. 3. Do not approve the extension and provide additional direction to staff. | | | |
| ATTACHMENTS: | | | |
| <ol style="list-style-type: none"> 1. Extension Letter signed by Digitech Computer, Inc. | | | |

2. Signed Agreement letter from Digitech Computer, Inc. is available for viewing in the City Secretary's office.
3. Original contract available for viewing in City Secretary's office.

FUNDING SOURCE: General Fund – Fiscal Services Operating Budget

APPROVALS: Hugh R. Walker, 10/30/2013

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 10-31-2013

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 11/04/2013

Revised 05/2013



September 13, 2013

Digitech Computer, Inc
555 Pleasantville Road
Suite 110, North Building
Briarcliff Manor, NY 10510

RE: 1st Extension of Contract RFP No. 11-043, Entitled "Contract for Ambulance Billing Services"

To Whom It May Concern:

Be advised that the original two (2) year period of the above referenced contract will expire on November 30, 2013. It is our intent to recommend extending the said contract to the appropriate City of Bryan representative for one (1) additional year beginning December 1, 2013 and continuing thru November 30, 2014.

If your company is willing and able to extend the contract, please complete the following information and return this original within seven (7) days from the date of this notification to me at 1309 E. ML King Street, Bryan, Texas 77803 or it may be scanned and emailed to schmelar@bryantx.gov.

I, Michael Manimon VP Finance
Print Name Print Title
of DIGITECH COMPUTER, Inc
Print Company Name

agree to extend Contract No. RFP 11-043 with the City of Bryan, under the same prices, terms, conditions and provisions as those contained in the original contract as referenced above and upon approval by the City of Bryan.

Signed: Mike Manimon Date: 9/20/13

Susan Chmelar
Susan Chmelar, Buyer
City of Bryan - Purchasing Department