

**REQUEST FOR PROPOSALS
FOR
COLLECTION AGENCY FOR EMS BILLING**

CITY OF MILLS, WYOMING

(Issued on July 26, 2023)

The City of Mills located in Mills, Wyoming, referred to herein as "CITY", is seeking proposals from individuals or businesses referred herein as "Agency", who are interested in working with the CITY to collect funds from non-payers of the City's EMS Billing. The specific nature of the scope of work for the project is outlined in the following Request for Proposals (RFP). Such proposals shall be physically submitted to the **City of Mills, City Hall, 704 Fourth St. Mills, WY or mailed to PO Box 789 Mills, WY 82644, by 4:00 p.m., Local Time, on Wednesday, August 30, 2023.** Proposals will be labeled externally with the following statement: "MILLS EMS COLLECTION AGENCY PROPOSAL(S) ENCLOSED." No additional proposals will be received thereafter. Copies of each proposal must be submitted electronically, and with three (3) hard copies. The proposal will remain valid for at least one hundred sixty (160) days. For questions contact Alyssa Hartmann, City Treasurer, 307-234-6679, treasurer@millswy.gov.

I. Introduction

The City of Mills is seeking proposals from business owners or individuals interested in providing collections on older EMS billing accounts which have been uncollectable. The city provides their own EMS billing services but would like to outsource the collections of this service. The city is currently providing their own collection service, however, the city has grown to a size where this service would benefit from being outsourced.

II. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Agencies who have indicated an interest in responding to the RFP.

III. Submission of Proposals

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced.

Proposals shall be physically submitted to the **City of Mills, City Hall, 704 Fourth Street, Mills, Wyoming 82644, or mailed to PO Box 789 Mills, Wyoming 82644, by 4:00 p.m., Local Time, on Wednesday, August 30, 2023.** Proposals will be labeled externally with the following statement: "MILLS EMS COLLECTION AGENCY PROPOSAL(S) ENCLOSED." No additional proposals will be received thereafter. Copies

of each proposal must be submitted electronically, and with three (3) hard copies. The proposal will remain valid for at least one hundred sixty (160) days.

Agencies are advised that proposals should be as responsive as possible to the provisions of this RFP. However, except for providing information about how the proposal will benefit the EMS collections of the City, Agency's may make exceptions to, or propose alternative methods to, these provisions without their proposal being disqualified. The impact of exceptions and/or alternatives will be considered during the evaluation phase of the award process.

The CITY reserves the right to reject any or all proposals. The CITY reserves the right to request more information for clarification or due to omission of information. Agencies should be prepared to make an oral presentation as part of the evaluation process.

Agencies selected for final consideration should understand that the CITY will include, in the closing documents, requirements that the RFP will be followed and there will be remedies should the RFP not be followed.

The proposal is encouraged to be divided into sections as indicated below:

- i. Statement of Project Requirements: Each Agency shall state in sufficient terms its understanding of the project requirements presented in this RFP.
- ii. Scope of Work: Each Agency shall describe in narrative form the Agency's technical plan for its proposal.
- iii. Funding Impact: Each Agency shall describe the funding benefit the project will provide to the City of Mills. The indicators will include the average percent of funds they expect to reasonably recover.
- iv. Special Qualifications: The proposal shall identify any specific qualifications which might make the Agency uniquely qualified to collect on delinquent accounts.
- v. Conflicts of Interest: The proposal shall specifically address any possible conflicts of interest and the Agency's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this lease.
- vi. Amount of Bid: Each Agency shall identify the amount they offer to charge the city for services rendered (i.e. 3 or 4 year contract and how much the Agency charges per account).
- vii. Confidential Information.
 - a. Under the Wyoming Public Records Act, Wyoming Statutes (W.S.) § 16-4-201 et seq., responses to a Request for Proposal (RFP) submitted to the City are generally available for inspection. However, there is an exception under WAS. § 16-4203(d)(v) for trade secrets, privileged information and confidential commercial, financial, geological or geophysical data (Confidential Information). **If you are submitting any Confidential Information in your response to the RFP, please separate it from the other information and place it in a separate, sealed envelope, clearly marked "CONFIDENTIAL INFORMATION".**

- b. The City will not disclose any material or information identified as Confidential Information to third parties without your prior written permission, unless you make such material or information public or disclosure is required by law. If the City is required by law to disclose such confidential information, it will notify you prior to such disclosure.
- c. The City may use the Confidential Information received only in analyzing and making a determination about the responses to the RFP, and for its own business purposes.
- d. Confidential Information is and will at all times remain the property of the disclosing party, and no grant of any proprietary rights in the Confidential Information is given or intended by your response to the RFP.

IV. Late Proposals

Late proposals will not be accepted. It is the responsibility of the Agency to ensure that the proposal arrives by **4:00 p.m., Local Time, on Wednesday, August 30, 2023.**

V. Evaluation and Selection Process

Proposals will be reviewed in a multi-step process.

- Step 1: Proposals will be reviewed by CITY staff for completion and clarity. Supplemental and clarifying information may be requested from the Agency(s) at this time. Proposals will then be referred to the Evaluation Committee.
- Step 2: An Evaluation Committee of several CITY staff members will review the proposals in conjunction with the topics referenced in this RFP. The Agency(s) may be asked to make formal or informal presentations at that time.
- Step 3: The Evaluation Committee will make a formal recommendation, which may include more than one proposal for consideration, to the City Council for consideration and/or final action.

VI. Evaluating Proposals

This RFP is offered to collect on past due accounts for EMS billing for the City of Mills. Realistic, well-funded, and well thought out proposals which satisfy the purpose of the RFP and the goals of the RFP will be strongly considered for recommendation to the City Council for its consideration. Agency's' abilities, via the proposals, to demonstrate their consideration of collections, past successes in collection of EMS billing and general billing collections is another consideration in evaluating proposals.

VII. Contract Award

The CITY reserves the right to accept, reject, or request changes in proposals. The CITY will work closely with the selected Agency to develop or refine a detailed scope of work

and Agency contract documents. The contract award will also include formalized protections to ensure the proposal accepted is implemented. The CITY is not liable for any costs incurred by the Agency.

VIII. Meetings

The Agency shall meet with staff of the CITY, as needed, upon contract award.

IX. Contract

The Agency will be required to sign a contract with the CITY relating to the contract agreement. Such contract shall include, but not necessarily be limited to, articles that specify facility use, operating responsibilities, and sublease of facility.

X. Response Material Ownership

The material submitted in response to the RFP, except for Confidential Information as referenced herein, becomes the property of the CITY and will only be returned to the Agency at the CITY's option. Responses may be reviewed by any person after the final selection has been made. The CITY has the right to use any or all ideas presented in reply to this request. Disqualification of an Agency does not eliminate this right.

XI. Acceptance of Proposal Content

The contents of the proposal of the successful Agency may become contractual obligations if the CITY wishes to execute a contract based on the submitted proposal.

XII. Reference Checks

The City of Mills reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the CITY in evaluating the Agency's performance on previous projects.