

**City of Union City Request for Proposals From Individuals or Firms  
Interested in serving as Medical Director for the City of Union City  
For the Period July 1, 2015 through June 30, 2016**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) to serve as Medical Director of the Union City Emergency Medical Services for a contract period beginning on July 1, 2015 and ending on June 30, 2016. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful candidate must have significant experience in supervising emergency ambulance services. The successful candidate will provide the City with services related, but not necessarily limited to:

1. Determining the competency of all crew members that are performing Basic Life Support Service (“B.L.S.”);
2. Supervising the Basic Life Support services efficiently and effectively;
3. Providing medical quality assurance oversight regarding the administration of BLS services by the provider's crew members;
4. Review of utilization of the AED, as well as interpretation of treatment protocols and documentation standards;
5. Overseeing training of all EMTs and continuing education for all EMTs in the City EMS;
6. Addressing patient care complaints regarding services rendered by EMTs as needed;
7. Making recommendations for improving the City’s EMS services and communicating recommendations as to EMS services to the EMS Department;
8. Reviewing EMS Standard Operating Procedures on a periodic basis;
9. Any other thing necessary and proper for completion of your duties;  
and
10. Any other matter as directed by the City.

11. Compliance with Section 4-78C of the City Code establishing duties of Medical Director.
12. Provide training as necessary for EMTs on a regular basis.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

### **Professional Information and Qualifications**

Copies of this standardized submission requirement selection criteria and City Ordinance Section 2-19 are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers.
3. Areas of Practice;
4. Description of proposer's education, experience, qualifications, and a description of his/her experience with a position similar to that described above;
5. Experience related to the supervision of EMTs;
6. At least four (4) references, three (3) of which must have knowledge of your service to a public entity;
7. Examples of your record of success servicing public or private entities;
8. Cost details, including the hourly rates of the individual who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and
9. Statement of corporate ownership (c.52:25-24.2).

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. The Medical Director shall be a physician who is licensed by the New Jersey State Board of Medical Examiners to practice medicine;

2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

### **Submission Requirements**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on Friday June 5, 2015. The RFP must be received no later than 11:00 a.m. on Friday June 5, 2015 by:

Dominic Cantatore Acting City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" papers.