



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM
Chief Procurement Officer
asmith@atlantaga.gov

January 22, 2016

Dear Proponents:

**Re: FC-8647, Third Party Ambulance Medical Billing Services at
Hartsfield-Jackson Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 1**, which is hereby, made a part of the above-referenced project.

For additional information, please contact Mr. Philippe Jefferson, Contracting Officer at (404) 865-8565, or via e-mail at pejefferson@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS:pej



Addendum No. 1

**Re: FC-8647, Third Party Ambulance Medical Billing Services at
Hartsfield-Jackson Atlanta International Airport**

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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package and any prior addenda as noted below.

- **Responses to questions received from interested proponents.**

Proposals are due **Thursday, January 28, 2016**, must be time stamped in no later than 2:00 p.m., and must be delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB,
CPPM, CPP, CIPC, CISCC, CIGPM
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
Suite 1900
Atlanta, Georgia 30303

**** All other information remains unchanged ****



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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with Proposals to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 1 for **FC-8647, Third Party Ambulance Medical Billing Services at Hartsfield-Jackson Atlanta International Airport** on this the _____ day of _____, 2016.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



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The following questions and /or clarifications were requested by various proponents:

1.	Question	Can you please clarify the due date and time?
	Response	<i>Proposals are due <u>Thursday, January 28, 2016</u>, and must be time stamped in no later than 2:00 p.m.</i>
2.	Question	How much was the 2015's contract value?
	Response	<i>The contract value for 2015 was estimated at \$28k.</i>
3.	Question	On the Financial Offeror Form, could you please identify what " _____% of the total gross revenue collected payable" means? Does that mean percentage of the gross Pre-Bill amount or the percentage of the net collection (what we collect for you)?
	Response	<i>The percentage of the net collection.</i>
4.	Question	Do we need to include the Service Agreement in the proposal?
	Response	<i>No.</i>
5.	Question	Could you please explain to me on what we have to do with the bonds?
	Response	<i>The forms of Payment and Performance Bonds are provided to show what the contractor will have to return to the City with the executed contract. One of the required submittals is the Acknowledgement of Insurance and Bonding Requirements Form. It is recommended that prospective proponents share the insurance and bonding information provided in the RFP with their insurance providers and sureties in advance. Proponents are not required to return insurance certificates</i>



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		<i>or completed bonds with the proposal materials.</i>
	<i>Response</i>	<i>DOP</i>
6	Question	How about the SBE1, 2, 3 forms? Do they need to be included as a tab?
	<i>Response</i>	<i>Not as a separate tab but the completed forms do need to be submitted with the proposal materials.</i>
7.	Question	What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?
	<i>Response</i>	<i>The 2015 payout was estimated at \$28K.</i>
8	Question	Can you please provide greater details regarding your bid bond and/or performance bond requirements related to this contract? For example, what is required with the proposal, and what is required to comply during the term of the contract?
	<i>Response</i>	<i>Please see the response to question no. 5 above.</i>
9.	Question	Please describe your level of satisfaction with your current vendor(s), if applicable.
	<i>Response</i>	<i>Unable to comment.</i>
10	Question	What were your annual total adjustments for last year or for the last 12 months?
	<i>Response</i>	<i>The total adjustments for 2015 were estimated at \$377K.</i>
11	Question	What were your annual contractual allowance write offs for last year or for the last 12 months?



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	<i>Response</i>	<i>Write-offs for 2015 were \$4,486.</i>
12	Question	What are your treatment without transport charges?
	<i>Response</i>	<i>Currently, there are no charges for treatment received without being transported.</i>
13.	Question	When were the last changes to your transport rates, and are you considering raising any of the rates currently charged?
	<i>Response</i>	<i>Last rate change occurred 2011. There is the possibility of a rate change in the future.</i>
14.	Question	Are there any other charges you assess not otherwise covered by our questions?
	<i>Response</i>	<i>Our current base rate for transportation is \$1,300 plus an additional \$15 per mile to the medical facility.</i>
15.	Question	What percentage of your patients are residents versus non-residents, and do you charge the two groups differently?
	<i>Response</i>	<i>More than ¾ of our patients are non-residents. Residents and non-residents are charged the same amount for services rendered.</i>
16.	Question	Do you operate any shared services agreements with any other municipal or county governments in the region and, if so, with whom?
	<i>Response</i>	<i>No.</i>
17.	Question	How many total transport vehicles do you now operate?
	<i>Response</i>	<i>We currently operate four transport units and are looking to expand in the future.</i>
18.	Question	What is your average revenue per call?



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	<i>Response</i>	<i>The average charge per call is \$1,500.</i>
19.	Question	Do you have a lockbox provider and, if so, which provider? If you have a lockbox provider, will that provider remain in place as a result of this procurement?
	<i>Response</i>	<i>The current provider is Wells Fargo and they will remain in place.</i>
20.	Question	Do you have an EPCR provider and, if so, which provider?
	<i>Response</i>	<i>Our EPCR is currently provided by Intermedix.</i>
21.	Question	Do you have a collection agency provider and, if so, which provider?
	<i>Response</i>	<i>No.</i>
	Question	
	<i>Response</i>	
	Question	
	<i>Response</i>	

