



# ***Superstition Fire & Medical District***

## **REQUEST FOR PROPOSAL - EMS MEDICAL DIRECTOR**

RFP Number: 22-02  
RFP Name: EMS Medical Director  
Contact Person: Anna Butel  
Phone: 480-982-4440 x 140  
Email Address: [anna.butel@sfmd.az.gov](mailto:anna.butel@sfmd.az.gov)  
Submittals Accepted Until: February 2, 2022

Please submit responses via email only to [anna.butel@sfmd.az.gov](mailto:anna.butel@sfmd.az.gov)  
Please put the RFP name and number in the email's subject line.

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault.

The Superstition Fire & Medical District (SFMD) reserves the right to reject any and all submittals and informalities in the submittal and evaluation process. This RFP does not obligate SFMD to pay any costs incurred by respondents to prepare and submit their proposals. Furthermore, the RFP does not obligate SFMD to accept or contract any expressed or implied services.

The Superstition Fire & Medical District (SFMD) requests proposals for an Emergency Medical Services Medical Director. The Administrative Services Director must receive proposals by 8:00 p.m. Arizona time on January 17, 2022. Submission of proposals may be emailed to [anna.butel@sfmd.az.gov](mailto:anna.butel@sfmd.az.gov).

### **Request for Proposal.**

#### **I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified parties ("Proposers") to provide Medical Director Services for Superstition Fire & Medical District.

#### **II. OBJECTIVES**

The objective of this RFP is to secure the services of a Medical Director for the leadership and guidance of the Emergency Medical Service ("EMS") system within the Superstition Fire & Medical District. The SFMD currently provides emergency medical & ambulance services within its jurisdictional boundaries, Phoenix Metro Valley automatic aid system, and both in and out of state wildland assignments.

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***Administration Office***  
*565 North Idaho Road*  
*Apache Junction, AZ 85119*

***Regional Training Center***  
*3700 East 16<sup>th</sup> Avenue*  
*Apache Junction, AZ 85119*

***Fleet Services***  
*1455 East 18<sup>th</sup> Avenue*  
*Apache Junction, AZ 85119*

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The selected Medical Director will be responsible for overseeing the medical (patient care) operations of the Superstition Fire & Medical District.

The anticipated contract period during which the services are to be performed is March 1, 2022, through February 28, 2023, with the option for two (2) additional two (2) year renewal periods.

The Medical Director shall perform the services under this agreement as an independent contractor, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in the agreement shall be interpreted or construed to constitute the Contractor or any of its agents or employees to be the agent, employee, or representative of the SFMD.

### **III. SCOPE OF SERVICES**

#### *A. Proposer Qualifications:*

1. Currently licensed and practicing in the State of Arizona as an M.D. or D.O. for at least two (2) years.
2. The Proposer must have the ability to prescribe medications, including controlled Substances, in the State of Arizona.
3. The Proposer shall be active in a broad-based clinical medical specialty with demonstrated experience in pre-hospital care.
4. The Proposer must have a broad knowledge base of pre-hospital care, emergency medicine, and/or emergency surgery. The Proposer shall provide proof of pre-hospital care experience.
5. The Proposer must reside in the state of Arizona and be within 60miles of the SFMD boundaries for the duration of the contract.
6. *Preferred:* The Proposer is Board Certified in Emergency Medicine through either the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Physicians for at least two (2) years.
7. *Preferred:* The Proposer possesses expertise in ACLS, PHTLS, and PALS.

#### *B. Time Commitment:*

The selected Medical Director must be available to participate in the following meetings:

1. The Arizona Association of Emergency Medical Services.
2. The Valley Medical Directors within six (6) months of contract signing.
3. Meet in-person or virtually a minimum of four times each year (quarterly). These meetings may involve the Fire Chief, Assistant Chief of Emergency Services, Division Chief of EMS Training, EMS committee, or quarterly EMS continuing education.

4. Be available for an annual comprehensive review of EMS Standing Orders, Trauma Transport Protocols, and associated department Medical Protocols.
5. Be available to meet quarterly or as needed with area Emergency Department Directors and Hospital Administrators concerning pre-hospital care and EMS operations.

### *C. Duties and Responsibilities*

Professional services, duties, and responsibilities of the selected Medical Director will be to:

1. Supervise and accept direct responsibilities for the medical performance of the paramedics and EMTs working for SFMD. The Medical Director will retain the ultimate authority to permit and /or prohibit any paramedic or EMT from using advanced life support or other emergency medical procedures. The area of responsibility will include, but not be limited to, on-duty field personnel, on-duty command personnel, on-call personnel, and volunteer personnel.
2. Provide medical direction for the SFMD paramedic and EMT continuing education program. The Medical Director may serve as the principal physician instructor for these programs.
3. Serve as the consultant to the SFMD EMS staff for ongoing evaluation and management of SFMD emergency services.
4. Annually review the EMS Protocols for accuracy within local, state, and federal standards of care guidelines. To accept responsibility for the medical correctness of any standing order they authorize for use and for properly instructing regarding the correct use of the Protocols.
5. Develop EMS Protocols that ensure the transport of patients to facilities that offer a type of level of care appropriate to the patient's condition (e.g., Trauma Transport Protocol).
6. Assist the EMS Staff or assigned program manager with research, development, and continuous quality improvement for all respective programs and/or pilot projects related to emergency and non-emergency medical care and services.
7. Participate in the cooperative delivery of medical direction with the administrative base station and/or communication center and other receiving facilities to resolve pre-hospital care issues.
8. If applicable, provide administrative medical direction and continuing medical education for pre-hospital SFMD care providers assigned to Apache Junction Police Department's SWAT team.
9. Represent SFMD at local, regional, and state meetings as requested.
10. Provide input in the administrative and legislative process affecting the local, regional, and state pre-hospital EMS system.

11. Provide administrative medical review and approval of SFMD's Basic Life Support (BLS) training program in accordance with R9-25-301.
12. Provide medical expertise, development, and assistance in designing and obtaining research grants associated with the delivery of emergency medical services.
13. Provide medical direction for the community public access defibrillation program.
14. Conduct critical case review with SFMD personnel as determined by the Medical Director.
15. Develop and maintain a system to review and evaluate new medications, EMS equipment, and innovative EMS patient care modalities for possible implementation; to potentially improve patient care.
16. Review emergency medical procedures for the possible elimination of medications, equipment, and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.
17. Maintain relationships/agreements with receiving facilities for treatment and transport of stroke, STEMI, and trauma patients to receiving facilities.
18. Authorize an "in-house" representative to conduct staff evaluations to recommend approval of new staff to operate as an EMT or Paramedic.

**IV. AWARD NOTICES:**

The District will issue an award notice following approval by the SFMD Governing Board. The Administrative Services Director will maintain a tabulation of responses.

**V. AWARDS:**

The SFMD Governing Board shall make awards per the SFMD policies. The SFMD reserves the right to reject any or all bids or waive irregularities and informalities if it is deemed in the best interest of the SFMD. The resulting agreements are not exclusive, are for the sole convenience of SFMD, and the SFMD reserves the right to obtain like goods or services from other sources. Suppose the resulting agreement is terminated for any reason during the initial term of the contract. In that case, SFMD reserves the right to award to an alternate offeror if deemed in the best interest of the SFMD. A fully executed purchase order or contract mailed or otherwise furnished to the selected offeror will result in a binding agreement without further action by either party.

**VI: FORM OF CONTRACT:**

It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal.

The District may issue a numbered purchase order, which will serve as an additional Contractual Agreement with the successful offeror. The two (2) documents (the original bid response bearing the signature of the offeror and the District's signed purchase order) become the forms of Contractual

Agreement, agreeing to the performance of all conditions outlined in the solicitation, the standard conditions, and special instructions and conditions, including any addenda issued by the solicitation. If a proposal requires an additional contract to be signed by the District, a copy of the proposed contract must be included with the submission. The District will review proposed offeror contract documents. A bidder's contract document shall not become part of the purchase contract unless and until an authorized representative of the District signs it. The District's contract documents shall govern in the event of a conflict with the terms of a bidder's contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of the contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

#### **VII: WAIVER:**

Each offeror, by submission of a proposal, proclaims, agrees, and does waive any and all claims for damages against SFMD, including its officers and employees, when any of the rights reserved by SFMD may be exercised.

#### **VIII. ELIGIBILITY CRITERIA**

To be eligible for selection consideration, interested consultants/firms must submit an electronic copy provided by email. The electronic copy should be PDF and labeled *EMS Medical Director (RFP 22-02)*. It is the sole responsibility of the Proposer to ensure that their submittal is received on time. Any proposal submitted past the deadline and/or submitted to other offices locations shall be deemed non-responsive and will be rejected.

Proposal packages must contain the following information:

1. **Cover Page:** Identify the RFP number (RFP 22-02) and titled *EMS Medical Director*, the Proposers' name, address, telephone number, and date of proposal.
2. **Transmittal Letter:** Briefly state the Proposer's understanding of the services to be performed, the commitment to perform the services within the time period specified, and a statement explaining why the Proposer believes itself to be the best qualified to perform the services. The Proposer must sign the transmittal letter.
3. **Medical Qualifications:** Various licenses and certifications that pertain to the qualifications listed in this RFP.
4. **Relevant Experience:** Experience gained in an EMS system where the Proposer has been responsible as a Physician or Medical Director for a similar size or larger EMS agency.
5. **Annual Fee for Service:** Proposer will list the annual cost of service as the Medical Director for SFMD, and any fee increases upon the execution of an optional contract renewal. The fee should include compensation for all tasks identified in the proposal, including, but not limited to, travel costs, transportation, fringe benefits, clerical support, salary, general overhead costs, direct expenses, profit, and all other out-of-pocket expenses. SFMD anticipates proposals to range between \$30,000.00 and \$40,000.00 annually.

6. **Commitment to Clinical Performance:** A written statement from the Proposer outlining plans on system improvement, design, and EMS Protocols specific to the SFMD.
7. **References:** Provide at least three (3) references from associates who attest to the Proposer's RELEVANT EXPERTISE. References shall include names and contact information. The SFMD reserves the right to contact references pertaining to this solicitation and related proposal.

All inquiries and requests for clarification or interpretation regarding this Request for Proposal shall be made in writing to the attention of the Administrative Services Director emailed to [anna.butel@sfmd.az.gov](mailto:anna.butel@sfmd.az.gov) no later than January 17, 2022.

## **IX. CONTRACT NEGOTIATION**

SFMD reserves the right to negotiate all elements of the submittals, proposals, terms, conditions, and/or scope of work as part of the contract negotiation process before any formal authorization of the contract.

### **Supplemental: About SFMD**

The Superstition Fire and Medical District is a political subdivision of the State of Arizona, legally established in 1955 under ARS § 48-261. The fire district was formed by a majority of property owners and registered voters, who petitioned the Pinal County Board of Supervisors to create a special taxing district for the express purpose of providing fire protection services to the community.

Since that time, the fire district has grown from one fire station to five, a Fleet Services facility, an administrative office, and Training Center. Along with these facilities came the need for additional staffing; with 91 public safety, 24 emergency transport personnel, and 14 civilian staff, the District has grown significantly since its origin.

The fire district is located on the east side of the Phoenix Metro area in Pinal County, Arizona. It encompasses seventy-one (71) square miles serving the City of Apache Junction, the unincorporated areas of Gold Canyon, Superstition Foothills, Goldfield Foothills, and Entrada Del Oro.

A popular winter visitor haven, the population fluctuates from 60,000 full-time residents to over 86,000 residents during the winter months. Additionally, the fire district is home to the Superstition Mountains and numerous horse trail systems. Outside the fire district boundaries are canyons and lakes that offer water recreation and spectacular views.

Fiscal management of district operations is provided by an elected five-member board, in conjunction with the fire chief who directs administrative and operational services. District operations are divided into four sections; Emergency Services, Community and Technical Services, Administrative Services, and Financial Services, each led by a member of the Senior Leadership Team. The District delivers advanced life support (ALS) and fire-related life safety functions utilizing a three-platoon system. Each platoon has an assigned battalion chief that directs daily operations with station captains providing supervision of direct fire and emergency medical services (EMS) related operations.

Thank you for your interest in SFMD!