

**MEMORANDUM**

Purchasing #21-009  
November 25, 2020

To: Gregory P. Harrison, City Manager  
Through: Steve Stewart, General Services Director  
From: Jeff English, Purchasing Agent  
Subject: Award RFP E-02-21 Pompano Beach Fire Rescue Medical Director

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Contract Need/Background

The Request for Proposal E-02-21 was issued to select a firm to provide medical director services for the Pompano Beach Fire Rescue (PBFR) and Emergency Medical Services (EMS) system. Frank Galgano, EMS Division Chief, provided the scope of services.

Bidders List

The mailing list for this project was created by using companies suggested by the requesting department, companies that have responded to prior bids, companies that have requested their names be placed on the bid list, and companies from appropriate listings in other sources. One (1) Pompano Beach physician received the solicitation notice.

Number of firms submitting proposals .....5  
Number of firms submitting responsive proposals .....4

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's web page for download by interested firms.

Selection/Evaluation Committee

Four (4) responsive proposals were received to the solicitation. The Selection/Evaluation Committee met on November 12 (in a public meeting) to review and evaluate the responses. All qualified responses were scored, and the Committee decided that oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. Copies of the minutes, voting matrix, and scoring sheets are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm Richard J Paley MD LLC.

enclosures  
cc: file