

REQUEST FOR QUOTE

BRIGHAM CITY CORPORATION located at 20 North Main Street Brigham City, Utah is requesting proposals for billing and collection of Emergency Services fees and is seeking to select a qualified professional firm to provide fire billing and collection services for Brigham City Corporation Emergency Services operations. Quotes must be submitted in a sealed envelope to the Brigham City Recorder at 20 North Main, Brigham City UT 84302, no later than 1:00 p.m., February 1, 2017. *No faxed or emailed proposals will be accepted.* Quotes received after this time will not be evaluated.

The purpose of this Request for Quote (RFQ) is to obtain quotes from qualified billing and collecting firms or individuals to provide billing and collection consulting services for Brigham City Corporation, Fire/EMS Department.

1. Administrative Background

Brigham City Corporation is a municipal corporation of the State of Utah. Brigham City is a small city located approximately 60 miles north of Salt Lake City, Utah comprising an area of twenty-four (24) square miles. The population of Brigham City is 18,459. Brigham City Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum and gallery, volunteer coordination, and senior citizen services. The City manages and maintains 12 parks and an 18-hole golf course, and operates a recreation program that serves Brigham City and neighboring communities, and provides a variety of activities. Brigham City supports a combination Fire Department with both full and part-time firefighters and paramedics providing services. Brigham City Fire Department responds to approximately 2500 requests for services with approximately 400 requests relating to fire services per calendar year.

Brigham City anticipates significant expansion in the next 20 years as a result of natural growth and migration. All utilities are owned and operated by Brigham City Corporation with the exception of natural gas and a portion of electrical energy purchased from PacifiCorp. The City has developed a twenty-five (25) year Capital Improvements Project plan in excess of forty-five million dollars.

2. Minimum Qualifications

Proposals will only be accepted from billing and collecting firms properly licensed in the State of Utah with multiple years of municipal billing and collecting experiences.

- a) Demonstrate history of successful fire and hazardous materials billing and collection.
- b) Demonstrate knowledge of private insurance carrier billing and collection procedures.

- c) Availability of fire and hazardous materials billing and collections data processing hardware and software sufficient to accomplish the stated Scope of Work.
- d) Transmit/transfer billing data electronically to any/all payers accepting electronic claim submission.

3. SERVICE EXPECTATIONS

Any contract resulting from this RFQ will be between Brigham City Corporation and the successful consultant. The initial contract will be for a period of five (5) years, with an option for a three-year extension at the City's sole discretion. The City reserves the right to contract with other qualified professional firms or individuals for similar services during the period of the contract.

All proposals must contain the following information:

- a. Company name and contact information.
- b. Resumes or background descriptions of all key personnel.
- c. Information on experience related to billing and collection services for municipal work. A minimum of three (3) complete references must be submitted.
- d. If associates or subcontractors are normally used, a list of and their qualifications must be included.
- e. A summary of the approach the respondent will use to work with Brigham City Corporation staff to provide billing and collection services and ensure that scope of work communications will be conducted efficiently and that expected timelines will be met.
- f. A current fixed fee schedule based only upon designated percent of actual collections deposited in a bank account established and identified by Brigham City shall not be based upon a percent of accounts receivable.
- g. Example of standard collection reports that may be provided to Brigham City.
- h. Example of typical fire and emergency mitigation rates charged.

4. CRITERIA FOR SELECTION

- a. Accounting education levels of account manager or other primary account workers.
- b. Fire and hazardous materials billing and collections experience levels of firm or key principals within the firm/company.
- c. Willingness and/or accessibility of your firm's staff to Brigham City staff.
- d. Proposed fee level.
- e. Demonstrated track record in emergency services billing and collections.
- f. Review of client list and/or references.
- g. Collection rates for three to five cities with similar demographics.