

**State of Florida  
Department of Health  
Request for Information  
DOH11-041**

**Emergency Medical Services (EMS)  
Licensure, Permitting, and Inspection of EMS Provider Agencies  
Approval of EMS Training Programs and Courses**

**I. REQUEST FOR INFORMATION**

The State of Florida, Department of Health (DOH), Bureau of Emergency Medical Services (EMS) is requesting information from potential vendors regarding performing the following regulated functions: licensure, permitting and inspection of EMS providers; approval of Emergency Medical Technician (EMT) and paramedic training programs; approval of Recertification Training Programs and EMS continuing education course offerings; and approval of all Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) equivalency course offerings.

The Department will maintain regulatory oversight for these mandated functions and services.

Statutory authority for these programs is established by Part III, Chapter 401, Florida Statutes (F.S.) and Chapter 64J-1, Florida Administrative Code (F.A.C.)

Section 64J-1.001(10), Florida Administrative Code (F.A.C.) defines an EMS Provider as any entity licensed in the state of Florida to provide air, or ground ambulance, whether Basic Life Support (BLS) or Advanced Life Support (ALS), and whether a non-transportation or a transportation service.

Section 64J-1.001(22), F.A.C., defines an EMS Training Program as an educational institution having one designated program director, one designated medical director and single budget entity, for the purposes of providing EMT or paramedic education programs, as approved by the Department.

**II. BACKGROUND**

The Florida Department of Health, Bureau of EMS is responsible for the licensure, permitting and inspection of ALS, BLS, and Air Medical Service providers in accordance with Chapter 401, F.S., and Chapter 64J-1, F.A.C. Specifically, every person, firm, corporation, association, or governmental entity owning or acting as an agent for the owner of any business or service which furnishes, operates, conducts, maintains, advertises, engages in, proposes to engage in, or professes to engage in the business or service of providing prehospital or interfacility advanced life support services or basic life support transportation services must be licensed as a basic life support service or an advanced life support service, whichever is applicable, before offering such service to the public.

Currently, there are 232 ALS, seven BLS, and 31 Air Medical licensed providers in the state with over 4,100 permitted vehicles. These providers are licensed and inspected biennially.

The Bureau is also responsible for the approval of EMT and paramedic training programs. Specifically, any private or public institution in Florida desiring to conduct an approved program for the education of EMTs and paramedics must make application to the Department and receive a site visit within 30 days of acceptance of an application. A trained paramedic conducts application, curriculum, and equipment reviews. If

approved, the program receives a two year certification of approval and is re-evaluated biennially. Currently, there are 70 approved EMS training programs (schools) offering 180 EMT and paramedic courses.

The Bureau is responsible for the approval of Recertification Training Programs and each EMS continuing education course offerings. Any individual, institution, school, corporation, or governmental entity may conduct EMT or paramedic recertification training upon application to the Department. Currently, there are 32 Recertification Training Programs, offering over 850 continuing education courses.

The Bureau is responsible for the approval of CPR or ACLS courses deemed equivalent to those conducted by the American Heart Association or American Red Cross. Currently, there are seven CPR/ACLS providers offering 14 CPR/ACLS courses.

### **III. GOALS**

- License all ALS, BLS and Air Medical Services
- Permit all ALS, BLS and Air Medical Units
- Ensure all licensed EMS Provider agencies are in compliance with Chapter 401, F.S. and Chapter 64J-1, F.A.C.
- Approve all EMT and Paramedic training programs
- Approve all Continuing Education Providers and course offerings
- Approve all CPR and ACLS course equivalency applications

### **IV. OBJECTIVES**

- Develop and implement an electronic system for receiving, processing, tracking, reporting on, analyzing, and approving/denying applications for the following:
  - ALS, BLS and Air Medical licenses
  - ALS, BLS and Air Medical vehicle permits
  - EMT and Paramedic training programs
  - EMS Recertification Training Program providers and course offerings
  - CPR and ACLS course equivalency
- Develop an electronic delivery system capable of transferring data between the vendor and the Department at an established Secure File Transfer Protocol for all of the above referenced functions.
- Establish a process for issuance of licenses and /or permits according to Chapter 120, F.S.
- Conduct on-site inspections of all EMS provider agencies biennially to ensure compliance with applicable statutes and rules.
- Establish and maintain a tracking system of inspections to include: compliance and non-compliance, deficiencies, corrective actions, and reports of non-compliance to the Department.
- Establish a system for notification of announced inspections and post site survey letters.
- Conduct statutorily required site visits biennially for approved EMT and Paramedic training programs.
- Establish a process for tracking and reporting site visit discrepancies and/or deficiencies for EMT and Paramedic training programs.
- Develop and maintain a real time public internet database of EMS Recertification Training Program providers and course offerings; and AHA equivalent CPR and ACLS providers and course offerings.
- Develop and implement an electronic system for receiving, processing, tracking, and transferring all program fees collected into the DOH EMS Trust Fund.

## V. PROCESS

Responses to this Request for Information will be reviewed by the Department for informational purposes only and will not result in the award of a contract.

The Florida Bureau of EMS will review the responses received from this RFI to determine the feasibility of issuing a competitive solicitation for these services.

Any request for cost information is for budgetary information purposes only.

Vendors submitting responses to the Department's Request for Information are not prohibited from responding to any related subsequent solicitation.

A Request for Information (RFI) is not a method of procurement. Responses to an RFI are not offers and may not be accepted by the Department to form a binding contract. This RFI shall not directly result in the execution of a contract with the Department. The Department reserves the right to utilize the information gathered through the RFI process to develop a scope of services.

## VI. RESPONSE FORMAT

The Department's intent is to identify potential vendors that can fulfill the functional requirements listed in Section IV.

### a. Introduction

b. Background: Within the SOW, provide a background of your corporation, including but not limited to:

- Length of time in business
- Organizational structure and business location(s)
- Financial solvency
- Education or credentials of professional staff, with respect to EMS Providers and education programs
- Number of equivalent customers (i.e. statewide licensure and inspection of providers and training programs)
- Name of equivalent customers

### c. Goals

### d. Objectives

Within the SOW, provide an explanation of whether an objective listed can be met. If an objective can be met, describe what features in the service support the objective.

If an objective cannot be met as described, please offer alternatives, or state that it cannot be met based on the current service.

### e. Deliverables

List all the deliverables that would be provided to accomplish the objectives listed.

### f. Technical details

Within the SOW provide technical details for the objectives listed; include at a minimum the following technical details:

- Hours of operations
- Travel restrictions/capabilities
- Describe Information Technology Components; infrastructure, software and resources for developing databases and providing technical solutions to include: accessibility, security, maintenance support, reporting and analysis, hosting options, and Secure File Transfer Protocol.
- Describe approach for finance and accounting capabilities for collecting fees and depositing into EMS Trust Fund
- Describe your method of reporting violations of applicable rules and statutes

- Describe your approach to making timely programmatic and legislative changes

g. Personnel assigned and contact information (company name, phone, email)

- Ability to provide a Paramedic with a minimum of four years experience with an ALS EMS provider agency
- Describe knowledge, skills, abilities and work experience of assigned personnel including but not limited to knowledge of:
  - EMT and Paramedic National Standard Curriculums
  - The EMT and Paramedic EMS Educational Standards
  - The Department of Education's EMT and Paramedic Curriculum Frameworks
  - Florida Statute 401, Florida Administrative Code 64J-1, Federal Specifications for the Star-of-Life Ambulance, KKK-A-1822F Edition
- Ability to provide consultation and expert advice to management or other entities on technical, systems-related, or process related topics
- Ability to perform extensive travel

h. Proposed Budget

NOTE: The following requirements are anticipated for a one year contract period: complete 136 inspections of licensed EMS providers (the number of new applicants requiring an inspection is undetermined at this time); complete 35 on-site visits to EMS training programs offering an average of 85 courses (the number of new applicants requiring on-site visits is undetermined at this time); complete all requests for approval for EMS recertification training programs and course offerings (for fiscal year 2011-2012, the Department approved an average of 32 programs offering 850 courses).

**VII. RESPONSE DATE**

Responses should address each RFI request/questions point by point. Please provide the requested information no later than January 23, 2012 prior to 5:00p.m. Response can be sent via e-mail to: [melia\\_jenkins@doh.state.fl.us](mailto:melia_jenkins@doh.state.fl.us)

Additional information that cannot be transmitted electronically must also be submitted by January 23, 2012 prior to 5:00p.m. to the following physical address:

DEPARTMENT OF HEALTH  
BUREAU OF EMERGENCY MEDICAL SERVICES  
ATTN: MELIA JENKINS  
4025 ESPLANADE WAY, BIN C18  
TALLAHASSEE, FL 32399

**VIII. QUESTIONS**

Please submit all questions concerning the RFI in writing via electronic mail or fax.  
Melia\_jenkins@doh.state.fl.us  
Fax#: (850) 488-2512

**IX. PROPRIETARY INFORMATION**

Vendors must indicate which portions, if any of the information being provided are proprietary or confidential by marking each page upon which such information appears. Failure to do so will result in all information submitted being subject to public disclosure in accordance with Florida Statute Chapter 119, Public Records. The information requested may be used to develop specifications for a solicitation.

**X. VENDOR COSTS**

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this Request for Information. The State of Florida, Department of Health, or Bureau of EMS will not be responsible for any vendor related costs associated with responding to this request.