

5. SECTION B - SCOPE OF SERVICES:

5.1. Background / Intent

The Montgomery County Fire and Rescue Service (MCFRS) intends to enter into a contract with a Maryland licensed physician to serve as Medical Director and coordinator of the medical aspects of the pre-hospital Emergency Medical Services (EMS) Program to ensure the provision of quality medical care in compliance with The Code of Maryland Regulations (COMAR) Title 30.

5.2. Scope of Services/Specifications

Montgomery County anticipates that the work of the MCFRS Medical Director requires at least 40 hours per week in order to provide the following services:

1. Medical oversight of all out of hospital patient care, including Emergency Medical Dispatch (EMD) and Mobile Integrated Health, provided under the auspices of the Montgomery County EMS Operational Program. This shall include all 911 call takers or Emergency Nurse Communications Specialists employed by Montgomery County engaged in Emergency medical Dispatch duties. This shall also include any nurse, nurse practitioner, physician's assistant or physician (including as Assistant or Associate Medical Director) subsequently hired to provide or supervise patient care under the auspices of the Montgomery County EMS Operational Program.
2. Approval, participation and provision of medical expertise for the following Emergency Medical and Integrated Healthcare Services (EMIHS) Program areas:
 - a) A comprehensive program for quality improvement and quality assurance, covering all aspects of EMS patient care including emergency medical dispatch under COMAR Title 30.03.04;
 - b) Standard operating procedures for the EMS Program under the Maryland Medical Protocols for Emergency Medical Services Providers;
 - c) Appropriate EMS clinician remedial and continuing educational programs;
 - d) Credentialing program for EMS clinicians;
 - e) Timely review and approval of medical equipment used by the EMS Program to implement the Maryland Medical Protocols for Emergency Medical Services Providers;
 - f) All aspects of the EMS Program which impact patient care, including planning, development and operations;
 - g) Providing timely approval of applications to MIEMSS for licensure and certification and renewal of licensure and certification for all EMS clinicians affiliated with the EMS Program;
 - h) Review of conduct matters related to patient care under COMAR Title 30.02.05, concerning EMS providers affiliated with the EMS Program; and
 - i) Active engagement in providing feedback for potential enhancements to Mobile Integrated Healthcare (MIH) initiatives, including the Community Paramedic (CP) interface.
3. Provision of liaison to the medical community as well as Regional and State EMS Medical Directors.
4. Provision of field operational observation to foster field quality and familiarity with EMS clinicians.
5. A minimum of once a year review of EMS Medical Protocol and the making of recommendations to the Regional Medical Director for necessary changes.

6. Ordering and maintenance of a supply of narcotics and oversight of the distribution of these medications to all Advanced Life Support (ALS) resources.
7. Promotion and coordination of the medical aspects of any special research or pilot program for the pre-hospital EMS Program, as directed by the Contract Administrator.
8. Review on a weekly basis, or as directed by the MCFRS EMIHS Section Assistant Chief, any perceived or known issues regarding emergency care procedures and medical protocols within the MCFRS. And, if necessary, making written recommendations to the MCFRS EMIHS Section Assistant Chief where alterations in practice are appropriate.
9. Serve, as required, as a member of the Federal Emergency Management Agency (FEMA) Maryland Task Force 1 (MD-TF1), Urban Search and Rescue (USAR) Team and must be able to:
 - a) Meet all physical and training requirements necessary to participate on USAR functions.
 - b) Abide by all FEMA and MD-TF1 regulations, rules, and procedures when engaged in FEMA and or USAR deployment activities.

Note: The EMS Medical Director will be permitted the minimum number of training hours required to maintain membership on MD-TF1. However, the incumbent will not be compensated by the MCFRS upon notification of a FEMA deployment.

10. Serve as the lead for the MCFRS Medical Review Committee (MRC) and comply with all medical review responsibilities as directed in COMAR Title 30.
11. Serve as a consultant on emergency medical matters to the MCFRS Fire Chief, MCFRS EMIHS Section, the Montgomery County Fire and Rescue Commission, and the Local Fire and Rescue Departments in Montgomery County, as requested by the MCFRS Fire Chief.
12. Development and implementation of an effective quality improvement program for continuous system and patient care improvement, as directed by COMAR Title 30.
13. Coordination of contract related activities with the MCFRS EMIHS Section Assistant Chief.

5.3. Contractor's Qualifications

1. License to practice medicine in the State of Maryland.
2. Familiarity with the design and operation of pre-hospital EMS systems.
3. Experience or training in the pre-hospital emergency care of the acutely ill or injured patient.
4. Experience or training in medical direction of pre-hospital emergency units.
5. Active participant in the ED management of acutely ill or injured patient or significant clinical experience in the care of acutely ill patients.
6. Experience or training in the instruction of pre-hospital EMS personnel.
7. Experience or training in the EMS Program quality improvement process
8. Knowledge of EMS laws and regulations.
9. Knowledge of EMS dispatch and communications.
10. Knowledge of local mass casualty and disaster plans.
11. Board certification in an area of medical specialty. It is desirable that the Contractor also be board certified in the sub-specialty of Emergency Medical Services or be familiar with the core competencies required by this sub-specialty.

An offeror may be requested to provide additional information prior to contract execution, such as references and other documents and information that relate to the determination of an offeror's qualifications. Failure of an offeror to furnish the requested information may constitute grounds for finding the offeror non-responsible.

5.4. Contractor's Responsibility

In addition to submission and performance requirements detailed elsewhere in the RFP the offeror shall be responsible for providing his/her own professional liability insurance to cover those areas of liability not covered within the scope of services in this RFP and otherwise covered by the protection of the County insurance specifically to the Medical Director.

5.5. County's Responsibility

The MCFRS intends to provide work space, needed equipment, and clerical staff needed for the administrative tasks to be performed by the offeror.

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which the Contractor must perform all work under the Contract begins upon the County's issuance of a Notice to Proceed and ends after a one-year period. The Contractor must also perform all work in accordance with time periods stated in the Scope of Services. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term three (3) times for one (1) year each.

6.2 PRICE ADJUSTMENTS

Prices quoted are firm for a period of two years after execution of the contract. Any request for a price adjustment after this two-year period is subject to the following:

- 6.2.1. Approval or rejection by the Director, Office of Procurement or designee
- 6.2.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
- 6.2.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
- 6.2.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request must be based upon the CPI for all urban consumers issued for the Washington-Baltimore, DC-MD-VA-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
- 6.2.5. The County will approve only one price adjustment for each contract term, if a price adjustment is approved.
- 6.2.6. The price adjustment, including its effective date, must be incorporated into a written contract amendment.

7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA