

MOUNTAIN-VALLEY EMS AGENCY
POLICIES AND PROCEDURES

POLICY: **181.00**
TITLE: **Receipt of Response to
Request for Proposal for
Exclusive Operating
Area(s)**

APPROVED: Signature on File in EMS Office
Executive Director

Signature on File in EMS Office
JPA Board Chair

EFFECTIVE DATE DRAFT
SUPERSEDES:
REVISED:
REVIEW DATE:
PAGE: 1

**RECEIPT OF RESPONSE TO REQUEST FOR PROPOSAL FOR EXCLUSIVE OPERATING
AREA(S)**

I. AUTHORITY

Division 2.5, California Health and Safety Code. Section 1797.224

II. DEFINITIONS

- A. Agency: Mountain-Valley EMS Agency
- B. EOA: The acronym for an Exclusive Operating Area
- C. Exclusive Operating Area: An EMS area or subarea defined by the emergency medical services plan for which a local EMS Agency, upon the recommendation of a county, restricts operations to one or more emergency ambulance services or providers of limited advanced life support or advanced life support as defined in California Health and Safety Code Section 1797.85.
- D. Request for Proposal: A document created and issued to solicit competitive bids from qualified vendors to provide a specifically defined product and/or service.
- E. Response: The competitive bid submitted by a vendor.
- F. RFP: The acronym for a Request for Proposal

III. PURPOSE

Establish a process for receipt and announcement of response(s) to an RFP.

IV. POLICY

When a response to an RFP is received at the Mountain-Valley EMS Agency, the following steps will be taken:

- A. A staff member will be assigned to acknowledge receipt of the response.
- B. Each response will be labeled with the following:

1. Identifiable Response Number

a. Numbering configuration will be:

1) xxxx-xx

- a) First four digits will be the year in which the RFP was released.
- b) The second two digits will be the number, in sequence, of the order in which the response is received. i.e. fourth response received for an RFP issued in 2014: 2014-04

2. Date and Time that response was received at the Mountain-Valley EMS Agency.

- a. The date and time will be identified by using the date and time noted on the Agency computer system.

C. All responses to an RFP will be entered into a Response Log (attached) which lists the data elements identified in Section B of this procedure.

D. All responses will be kept in the secured Mountain-Valley EMS Agency Executive Director office.

E. All responses to a given RFP, that are received prior to the RFP submission deadline, will be opened by the designated staff member immediately following the RFP submission deadline.

1. The designated staff member will open each response and incorporate the following elements into the RFP Log (attached):

- a. RFP Number
- b. Submission Date
- c. Submission Time
- d. General Description of Service being procured
- e. Names of Responders
- f. Any other elements the Mountain-Valley EMS Agency deems necessary and appropriate.

2. The designated staff member will announce, once they have entered the above data elements into the RFP Log, each of the elements contained in the log.

RFP Response Log

Response Number 1	Submission Date 2	Submission Time 3	General Description of Proposed Service 4	Name of Responders 5	Additional Information 6

Columns 1, 2, and 3 will be completed at the time a response is received by the Mountain-Valley EMS Agency.

Columns 4, 5, and 6 will be completed at the time the responses are opened and announced.