

Mayor
John J. Lee

City Manager
Ryann Juden

Council Members
Isaac E. Barron
Pamela A. Goynes-Brown
Scott Black
Richard J. Cherchio



Finance Department
2250 Las Vegas Boulevard, North · Suite #708 ·
North Las Vegas, Nevada 89030
Telephone: (702) 633-2440 · Fax: (702) 669-3328 · TDD: (800) 326-6868
www.cityofnorthlasvegas.com

January 2, 2020

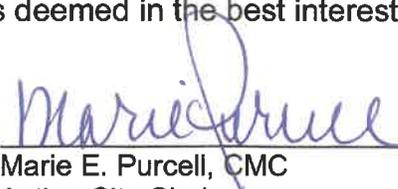
City of North Las Vegas
Request for Proposal ("RFP")
RFP 2019-003 Emergency Services Transport Billing

Proposals will be received electronically only through the Nevada Gov eMarketplace (NGEM) System at www.ngemnv.com until **February 11, 2020 at 10:00 A.M.** (the "Proposal Due Date"), and all proposals will be publicly opened and read shortly thereafter in Conference Room 703 inside City Hall at the above listed address.

An optional Pre-Proposal Meeting will be conducted at **1:00 P.M., January 09, 2020**, in Conference Room 703 inside City Hall at the above listed address.

Questions and/or concerns regarding this Proposal should be submitted in NGEM or sent to Marie Leake by e-mail to leakem@cityofnorthlasvegas.com prior to the deadline for questions of **January 21, 2020 at 12:00 P.M.** local time. All questions and concerns must be received by the question deadline.

Proposal documents may be accessed at www.ngemnv.com, at the City of North Las Vegas website at www.cityofnorthlasvegas.com at the Purchasing Bid Advertisements Page, or in person at the Purchasing Office, Monday through Thursday, 8:00 a.m. – 4:45 p.m. at City Hall, 2250 Las Vegas Boulevard North, Suite 708, North Las Vegas, NV 89030. The City reserves the right to reject any and all Proposals, waive any informality or technicality, or to otherwise accept Proposals deemed in the best interest of the City.


Marie E. Purcell, CMC
Acting City Clerk

Published Las Vegas Review Journal January 2, 2020

**City of North Las Vegas
Request for Proposal (“RFP”)
RFP 2019-003 Emergency Services Transport Billing**

1. PUBLIC RECORDS:

The RFP documents and all Proposals submitted in response thereto are public records. You are cautioned not to put any material into the Proposal that is proprietary in nature. The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's records are public records, which are subject to inspection and copying by any person, unless declared by law to be confidential.

2. PERFORMANCE OF WORK:

The successful Respondent shall perform all the work described in this RFP as may be necessary to complete the contract in a satisfactory and acceptable manner according to the terms set forth herein and in any contract entered into with the City.

3. FORM OF CONTRACT:

Execution of the Contract by all named parties will authorize delivery of goods or services obtained under this RFP.

4. ELECTRONIC RESPONSE THROUGH NGEM SYSTEM:

Proposals must be submitted online through the Nevada Government eMarketplace (NGEM). The NGEM System is an electronic bidding system used by a consortium of local government entities in Nevada for supplier registration and the submission of electronic bids and proposals. The NGEM System is available at www.ngemnv.com. There is no cost for any Respondent to use the NGEM System, however, all Respondents must register prior to gaining access to see the details of any solicitation and to submit a bid or proposal online. All Proposals must be submitted on the NGEM System no later than the Proposal Due Date and time. Per the Terms of Use of the NGEM System, Proposals may not be submitted after the Proposal Due Date, and the server clock will govern.

5. EXPLANATION TO RESPONDENT:

Any explanations desired by Respondent regarding the meaning or interpretation of specifications must be requested in writing and with sufficient time allowed for a reply to reach Respondent before submission of its Proposal. Oral explanations given before the award of the Contract will not be binding. Any written interpretation made will be furnished to all Respondents, and its receipt by the Respondent will be acknowledged. Interpretation of the meaning of the plans, specifications or other pre-Proposal documents will not be binding if presented to any Respondent orally. Every request for such interpretation should be in writing addressed to

Marie Leake by email at leakem@cityofnorthlasvegas.com or by mail at ATTN: Marie Leake, Buyer, City of North Las Vegas, 2250 Las Vegas Blvd, North, Suite 708, North Las Vegas, NV 89030. Any and all such interpretations and any supplemental instructions deemed necessary will be in the form of a written addendum to the specifications which, if issued, will be mailed or e-mailed to all known prospective Respondents. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such Respondent from any obligation under the Proposal documents as submitted. All addenda issued shall become part of the Proposal documents.

6. METHOD OF EVALUATION AND AWARD OPTIONS:

The evaluation of the Proposals will be conducted by City personnel. The City will award this Request for Proposal based on the Respondent who submits the most responsive, responsible Proposal deemed to be in the City's best interest according to the evaluation criteria set forth within this RFP. Please prepare your Proposal according to the appropriate sections and your Proposal will be evaluated accordingly. The City reserves the right to reject all Proposals. Pursuant to NRS 332.065(3), the City shall not enter into a contract with a Respondent to this Proposal unless the contract includes the written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

7. ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the Contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party or unless otherwise allowed pursuant to NRS 332.095(2). The Respondent will be an independent contractor for all purposes and no agency, either expressed or implied, exists.

8. CONDITIONS OF PROPOSAL SUBMITTAL:

- (a) The Proposal must be signed by a duly authorized official of the proposing firm or company submitting its Proposal.
- (b) No Proposal will be accepted from any person, firm, or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff or City Council.
- (c) No Proposal will be accepted from any person, firm, or corporation if that person, firm, or corporation or any of its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any federal or state department or agency. By signing and

submitting a Proposal to the City, the Respondent certifies that no current suspension or debarment exists.

- (d) All Proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material. Respondents must submit one original and two copies of its Proposal.

9. PROTESTS:

The City will publish the Recommendation of Award Notification on the City's website (www.cityofnorthlasvegas.com). Any Respondent may file a notice of protest regarding the proposed award of the Contract by the North Las Vegas City Council. Respondents will have five (5) business days from the date the Recommendation of Award is published to submit the written protest to the City Clerk. The written protest must include a statement setting forth, with specificity, the reasons the person filing the protest believes that applicable provisions of the Contract documents or law were violated. At the time a notice of protest is filed, the person filing such notice of protest shall post a bond with a good and solvent surety authorized to do business in the State of Nevada, and supply it to the City Clerk. The bond posted must be in an amount equal to the lesser of (i) twenty-five percent (25%) of the total value of the Proposal submitted by the person filing the notice of protest; or (ii) two hundred fifty thousand dollars (\$250,000).

A notice of protest filed in accordance with this section shall operate as a stay of action in relation to the award of the Contract until a determination is made by the North Las Vegas City Council. A person who makes an unsuccessful proposal may not seek any type of judicial intervention until after the North Las Vegas City Council has made a determination on the notice of protest and awarded the Contract. Neither the City nor any authorized representative of the City is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who submits a Proposal, whether or not the person files a notice of protest pursuant to this section.

If a protest is upheld, the bond posted and submitted with the notice of protest will be returned to the person who posted the bond. If the protest is rejected, a claim may be made against the bond by the City in an amount equal to the expenses incurred by the City because of the unsuccessful protest.

10. LICENSES:

All Respondents must provide a copy of all appropriate licenses in accordance with the laws of the State of Nevada, prior to submission of Proposals for this project. Upon award, the successful Respondent will be required to obtain a North Las Vegas Business License.

11. PUBLIC OPENING:

Proposals received will be opened and the name of the Respondent's company will be read publicly at the time and place indicated in the Request for Proposal documents. Respondents, their authorized agents and the public are invited to be present. No responsibility will attach to any City official or employee for the pre-opening of, or the failure to open, a Proposal not properly addressed or identified.

12. TERM OF THE CONTRACT:

The Contract shall have a term of three (3) years with two (2), one (1) year extensions, or as otherwise stated in the Contract.

13. INSURANCE:

Prior to the commencement of the Contract, the successful Respondent must provide properly executed Certificates of Insurance to the City, which shall clearly evidence all insurance required by the City, including a policy or certificate of comprehensive general liability insurance in which the City, its public officials, officers, employees, agents, and volunteers shall be the named insured or be named as an additional insured. In compliance with this provision, the Respondent may file with the City a satisfactory policy providing a minimum \$1,000,000 "blanket coverage" policy or certificate of insurance. Such insurance will (i) waive subrogation against the City, its officers, agents, servants, and employees; (ii) will be primary and any insurance or self-insurance maintained by the City will apply in excess of, and not contribute with, the insurance required; (iii) will include or be endorsed to cover the Respondent's contractual liability to the City; and (iv) disclose all deductibles and self-insured retentions in the Certificate of Insurance. No deductible or self-insured retention may exceed \$250,000.00 without the City's written approval. Required insurance shall not be canceled, allowed to expire or be materially reduced in coverage until after 30 days' written notice has been given to, and approved in writing by, the City Attorney or the City Risk Manager.

The policy shall provide the following minimum limits:

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000 each occurrence/accident
Products/Completed Operations	\$2,000,000 aggregate
Property Damage	\$1,000,000
Personal/Advertising Injury	\$1,000,000
COMBINED SINGLE LIMIT OF	\$1,000,000
Aggregate of	\$2,000,000

PROFESSIONAL LIABILITY*

Claim or Loss	\$1,000,000
General Aggregate	\$2,000,000

Coverage must include professional misconduct or lack of ordinary skill for those positions defined in the scope of work for this Proposal.

Such insurance shall include the specific coverage set out herein and be written for NOT LESS THAN the limits of liability and coverage provided in the "Insurance Service Office", or required by law and other governing agencies, whichever is greater. The cost of this insurance shall be deemed included in the Proposal prices and no additional compensation will be made.

In addition, the Respondent shall furnish evidence of a commitment by the insurance company to notify the City by registered mail of the expiration or cancellation of the insurance policies required not less than 30 days before the expiration or cancellation is effective.

WORKER'S COMPENSATION INSURANCE:

Each successful Respondent shall secure, maintain in full force and effect, and bear the cost of complete Worker's Compensation Insurance in accordance with the Nevada Industrial Insurance Act - Nevada Revised Statutes, Chapter 616A-616D, inclusive, for the duration of the Contract and shall furnish the City, prior to the execution of the Contract, a Certificate of Insurance which meets the requirements of the Nevada Industrial Insurance Act. The City, or any of its officers or employees, will not be responsible for any claims or suits in law or equity occasioned by the failure of the successful Respondent to comply with the provisions of this paragraph. If the successful Respondent has no employees, then Exhibit D- Affidavit of Rejection of Coverage for Workers' Compensation must be completed and submitted with response to this Proposal.

14. INDEMNITY:

The successful Respondent agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from any and all liabilities, causes of action, claims, damages, losses, expenses, proceedings, actions, judgments, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents, or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Respondent, its subcontractors, agents, and employees, in the fulfillment or performance of the work described herein until such time as the applicable statutes of limitation expire.

15. PROVISIONS PROVIDED BY LAW:

Each and every provision and clause required by law to be inserted in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract forthwith shall be physically amended to make such insertion or correction. The Respondent's attention is directed to the fact that all applicable City, County, State and Federal laws, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout its duration, and they will be deemed to be included in the Contract the same as though herein written out in full.

16. ADDENDA INTERPRETATIONS:

If it becomes necessary to revise any part of this Request for Proposal, a written addendum will be provided publicly. The City is not bound by any oral clarifications changing the scope of work for this project. The addendum must be acknowledged and returned in the Proposal submission.

17. CANCELLATION OF CONTRACT:

The City reserves the right to cancel the award or execution of any contract at any time before the Contract has been approved by the City Council without any liability or claims thereof against the City.

18. TERMINATION FOR CONVENIENCE:

The City shall have the right at any time to terminate further performance of the Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Respondent, specifying the extent and effective date of the termination. On the effective date of the termination, the successful Respondent shall terminate all work and take all reasonable actions to mitigate expenses. The successful Respondent shall submit a written request for incurred costs for services performed through the date of termination within 30 days of the date of termination. All requests for reimbursement of incurred costs shall include substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the successful Respondent within thirty days after receipt of a correct, adequately documented written request. The City's sole liability under this Paragraph is for payment of the costs for the services requested by the City and actually performed by the successful Respondent.

19. TAXES:

The City is exempt from State, Retail, and Federal Excise Taxes. The Proposal price must be net, exclusive of taxes.

20. EXCEPTIONS:

Each Respondent must list on a separate sheet of paper any exceptions to the Request for Proposal specifications and attach it to its Proposal. Exceptions, deviations, or contingencies requested in Respondent's Proposal, while possibly necessary in the view of the Respondent, may result in lower scoring or disqualification of the Proposal.

21. FISCAL FUNDING OUT:

In the event the City fails to appropriate funds for the performance of this contract, the Contract will terminate once the existing funds have been exhausted.

22. LIMITATION OF FUNDING:

The City reserves the right to reduce estimated or actual quantities, in whatever amount necessary, without prejudice or liability to the City, if funding is not available or if legal restrictions are placed upon the expenditure of monies for the services required under the Contract.

23. ESCALATION:

Prices may not be increased. The price submitted in your Proposal must remain firm throughout this project.

24. AUDIT OF RECORDS:

- (a) The successful Respondent agrees to maintain financial records pertaining to all matters relative to this Proposal in accordance with standard accounting principles and procedures and to retain all records and supporting documentation applicable to this Proposal for a period of three (3) years after completion of this Proposal and any subsequent extensions thereof. All records subject to audit findings shall be retained for three (3) years after such findings have been resolved. In the event the successful Respondent goes out of existence, the successful Respondent shall turn over to the City all of its records relating to this Proposal. The successful Respondent agrees to give the City access to records immediately upon request.
- (b) The successful Respondent agrees to permit the City or the City's designated representative(s) to inspect and audit its records and books relative to this Proposal at any time during normal business hours and under reasonable circumstances and to copy and/or transcribe any information that the City desires concerning successful Respondent's operation hereunder at the City's discretion. The successful Respondent further understands and agrees that said inspection and audit would be exercised upon written notice. If the successful Respondent or its records and books

are not located within Clark County, Nevada, and in the event of an inspection and audit, successful Respondent agrees to deliver the records and books or have the records and books delivered to the City or the City's designated representative(s) at an address within the City as designated by the City. If the City or the City's designated representative(s) find that the records and books delivered by the successful Respondent are incomplete, the successful Respondent agrees to pay the City or the City's representative(s)' costs to travel (including travel, lodging, meals, and other related expenses) to the successful Respondent's offices to inspect, audit, retrieve, copy and/or transcribe the complete records and books. The successful Respondent further agrees to permit the City or the City's designated representatives to inspect and audit, as deemed necessary, all records of this project relating to finances, as well as other records including performance records that may be required by relevant directives of funding sources of the City.

- (c) If, at any time during the term of this Proposal, or at any time after the expiration or termination of the Proposal, the City or the City's designated representative(s) finds the dollar liability is less than payments made by the City to the successful Respondent, the successful Respondent agrees that the difference shall be either: (a) repaid immediately by the successful Respondent to the City or (b) at the City's option, credited against any future billings due the successful respondent.
- (d) The successful Respondent must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order; however, if the City decides that the facts justify, the City may receive and act upon an invoice submitted before final payment of the Proposal.
- (e) The successful Respondent shall provide current, complete, and accurate documentation to the City in support of any equitable adjustment. Failure to provide adequate documentation, within a reasonable time after a request from the City will be deemed a waiver of the successful Respondent's right to dispute.

25. INDEPENDENT CONTRACTOR:

In the performance of services under the Contract, the successful Respondent and any other persons employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The City shall hold the successful Respondent as the sole responsible party for the performance of this Contract. The successful Respondent shall maintain complete control over its employees. Nothing contained in the RFP, Contract or award by the City shall create a partnership, joint venture or agency. Neither party shall have the right to obligate or bind the other party in any manner to any third party.

26. COMPANY PERSONNEL:

The successful Respondent is solely responsible for the supervision and control of its staff performing work under this contract; however, the City reserves the right to request removal from its premises the successful Respondent's "on site" staff personnel for just cause, and the successful Respondent shall take reasonable action to comply with the request. Upon award of the Contract a listing of all personnel authorized to participate in the awarded program shall be submitted and included as part of the executed agreement.

27. KEY PERSONNEL:

For the City of North Las Vegas:

Marie Leake, Buyer. She is responsible for the administration and audit of the Contract and any changes. She can be reached at (702) 633-12440, Monday through Thursday, 6:00 a.m. to 4:00 p.m.

Joseph D. Calhoun, Fire Chief. He or his designee is responsible for monitoring the project and is responsible for any requested changes by the Respondent. He can be reached at (702) 633-1106, Monday through Thursday, 7:00 a.m. to 5:00 p.m.

The cutoff time for any questions regarding this Request for Proposal is Tuesday, January 21, 2020 at 12:00 p.m. Local time. Any questions submitted beyond this cutoff time will not be answered.

**City of North Las Vegas
Request for Proposal (“RFP”)
RFP 2019-003 Emergency Services Transport Billing**

Definitions

Certificates of Insurance – a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. This document should list the effective date of the policy, the type of insurance coverage provided, the type and dollar amount of applicable liability, and shall list the City of North Las Vegas , its public officials, officers, employees, agents, and volunteers, as an additional insured.

City - the City of North Las Vegas.

City Attorney – the lawyer employed by the City of North Las Vegas, who is legally appointed as legal counsel to transact business on behalf of the City of North Las Vegas.

City Clerk - a public officer charged with recording the official proceedings and vital statistics of the City of North Las Vegas.

City Council - the legislative body that governs the City of North Las Vegas.

City Manager - a person not publicly elected but appointed by the City Council to manage the City of North Las Vegas.

City Records - information, minutes, files, accounts or other records which the City of North Las Vegas is required to maintain, and which must be accessible to review by the public.

City Staff - any person currently employed by the City of North Las Vegas.

Contract – the written agreement between the City and the Respondent selected by the City as having the best Proposal, as approved by City Council and fully executed by the parties.

Key Personnel - defined City employees listed in Paragraph 27.

Pre-Proposal Meeting – a meeting that Respondent may attend to have the project requirements defined. This allows the Respondent to ask questions necessary to enable Respondent to provide a Proposal.

Nevada Public Records Law – as defined in NRS Chapter 239.

Proposal - document submitted in NGEM by Respondent to the City of North Las Vegas offering the product or service that meets the requested specifications. Respondent will fill out the Proposal documents with their price offering and complete all required documents.

Purchasing Department – The City of North Las Vegas Department that reviews the Proposals for compliance to specifications, reviews the pricing, and awards the Contract to the most responsive and responsible Respondent.

Recommendation of Award Notification – notification to the general public that the City has recommended a Respondent who has been selected based on having the best Proposal by meeting the criteria listed in the Proposal documents. This Recommendation of Award goes to the City Council and upon City Council approval will be selected to fulfill the requirements as outlined in the Request for Proposal.

Representative – person who represents a company and compiles questions to enable the company to submit a proposal that accurately identifies the City's requirements.

Request for Proposals – the official legal published advertisement of the Proposal requirements.

Respondent(s) or Proposer(s) – Vendor who offers the requested service or product to the City on the official Request for Proposal.

Subcontractor - a person who, or business that, contracts to provide some service or material necessary for the performance of another's contract.

Warranty - a guarantee on purchased goods that they are of the quality represented and will be replaced or repaired if found to be faulty.

CITY OF NORTH LAS VEGAS
RFP 2019-003 Emergency Services Transport Billing
SCOPE OF WORK

1. Introduction:

The City of North Las Vegas (City), with a current population of approximately 245,000 was incorporated in 1946 and operates using a council-manager form of government. The City's Emergency Medical Services (EMS) provides the same level of treatment and care to residents and visitors alike. The North Las Vegas Fire Department (NLVFD) is owned and operated by the City of North Las Vegas. NLVFD covers just over 100 square miles of service area and provides and receives automatic aid from Las Vegas Fire and Clark County Fire.

NLVFD is permitted by the Southern Nevada Health District to provide pre-hospital care. NLVFD currently provides EMS Basic Life Support (BLS), Intermediate Life Support (ILS), and Advance Life Support (ALS) levels, including transport, as well as medically-directed rescue services. All transport vehicles are staffed at ALS level.

EMS transports are performed and managed through a combination of 4 full-time NLVFD Rescues (ambulances) and private ambulance companies. Through automatic aid agreements with neighboring jurisdictions, NLVFD Rescues may also be the transporting unit, and the City will also charge for transports that originate outside of the City limits.

All NLVFD personnel staffing fire and/or EMS response units are certified at the EMT, AEMT, or Paramedic level. Current staffing level is 180 full-time positions including administration, operations, and support staff. NLVFD responded to over 34020 calls for service (Fire and EMS combined) in FY 2018 of which about 28465 were for EMS including 3422 patient transports completed by NLVFD Rescues. Of those, approximately 53% resulted in ALS-1 transports, 1% in ALS-2 transports, and 46% BLS-Emergency transports.

Dispatch for NLVFD, Clark County Fire Department, and the City of Las Vegas Fire Rescue is provided by the Fire Alarm Office, a combined communications center governed by a Board of Directors made up of the Chiefs of each participating fire department. Calls are received through the 911 system and are prioritized using the Medical Priority Dispatch System ("MPDS") or Fire Protocol system.

Additional background information on NLVFD is available at:
www.cityofnorthlasvegas.com/departments/fire.

2. EMS Billing Process:

The City is seeking Proposals from qualified Respondents for an award for the

Emergency Transport Billing Service Contract. The City bills third party payers and individuals requiring transport by NLVFD through contracted billing services. All transports are treated equally, with no distinction between residents and visitors, and with no discounts for any particular group. The City reserves the right to adjust billing practices as may be allowed by federal, state, or local regulations. Currently, the City does not bill for services to patients treated but not transported.

Currently, the City of North Las Vegas billing practice is to bill the patient or their legal guardian for EMS transport charges along with any identified third party insurance provider, should insurance information be available indicating that a portion of the charges would be covered by a third party provider. Other than required Medicare and Medicaid write downs, no other write downs or write offs are typically required. The City does not hold contracts with any insurance companies for EMS billing. Lockbox services are provided by Wells Fargo. General fund revenues collected through EMS billing funds the operation.

The City of North Las Vegas Municipal Code 8.08 governs ambulance services within the City and establishes that the municipal code does not prevent the Fire Department (NLVFD) from furnishing ambulance service with City Council approval. The City of North Las Vegas charges the maximum service rate but retains the authority to adjust rates, providing the rates do not exceed the maximum allowed by ordinance.

The City of North Las Vegas currently does not use outside agencies for delinquent account collections: however, that is subject to change during the life of the contract.

The City of North Las Vegas expects any contracted billing company to submit electronic claims with Medicare and Medicaid. Currently, the City has no direct agreements with any insurance providers or managed care organizations for set fees for service.

NLVFD uses electronic patient care records (ePCR). The current software provider is Imagetrend; however, this may be subject to change during the life of the EMS collections contract. The City currently uses National EMS Information System (NEMSIS) Version 3, on a combination of Panasonic Toughbooks and iPads. Computer Aided Dispatch Software is provided by Trittech Systems.

Mobile Electrocardiogram (EKG) equipment is primarily through Zoll X Series cardiac monitors at this time.

EMS scheduling is accomplished using Telestaff software. Tracking of EMS personnel training is by Target Solutions software.

Payer mix, accurate to the best of NLVFD's knowledge and information, as of 2019:

- Medicaid: 42%; \$231.01 per transport
- Medicare: 29%; \$378 per transport
- Private Insurance: 13%; \$706.53 per transport
- Self-Pay: 15%; \$39.59 per transport

Item Rate*

- ALS and BLS Loaded Mileage: \$30.31
- ALS1 Emergency Base Rate: \$1,071.71
- ALS2 Emergency Base Rate: \$1,173.25
- BLS Emergency Base Rate: \$1,018.52
- ALS Non-Emergency Base Rate: \$955.66
- BLS Non-Emergency Base Rate: \$912.18
- CCT Emergency Base Rate: \$1,273.16

*Base Charges, effective February 1, 2019; City ordinance provides for the adjustment of rates in February of each year.

Transport Details for past three (3) calendar years: Year	Number of Transports	Total Transport Charges	Annual Receipts
2016	1,721	\$1,969,740.47	\$636,044.19
2017	1,781	\$2,084,947.61	\$579,333.86
2018	3,422	\$4,109,857.72	\$1,055,402.52

STATEMENT OF WORK

City of North Las Vegas Responsibilities

1. Maintain a data collection system for Electronic Patient Care Reports (ePCR), including replacement of related hardware due to obsolescence or failure.
2. Establish guidelines for data collection by City personnel, in consultation with the selected Respondent (the "Company"), and monitor compliance.
3. Allow electronic access to City ePCRs and CAD data downloads.
4. Establish charges for services provided by City.
5. Establish and maintain a lockbox at a financial institution for deposit of all fees collected through the Company's efforts. The lockbox will provide the Company with all documentation accompanying payments or received at the lockbox. The City will be responsible for all lockbox fees.
6. Provide a City billing contract administrator.
7. Establish criteria for when delinquent accounts:

- (a) Can be held beyond ninety (90) days by the Company;
- (b) Are to be referred to a collection agency; and
- (c) Are to be referred to the City billing contract administrator for a decision on further action.

8. Issue checks for refunds, overpayments, or payments received in error after appropriate requests are submitted by the Company.

9. Process payment within thirty (30) days of receipt of the Company's invoice based on the prior month's collection.

10. Reimburse patients when Company determines an ambulance transport refund is warranted. Circumstances when a refund is warranted include, but are not limited to, overpayment or an incorrect payer/payee.

Company Responsibilities

1. Assume management of existing open billing accounts effective as of the earlier of either of these dates: the one (1) year anniversary from date of Contract award; or, date of discontinuance of billing services by the prior Company.

2. Assume management of all aspects of the EMS billing process (with the exception of those aspects specifically mentioned above as City of North Las Vegas/NLVFD responsibilities) for all patients cared for by NLVFD EMS effective from date of Contract award for 5 years, and through the exercise of any renewal option(s) to this contract, if any.

3. Comply with all federal, state and local laws and regulations and insurance company requirements with respect to billing and collection of ambulance fees.

4. Implement and comply with a Compliance Program consistent with the intent and activities included in the U.S. Office of Inspector General (OIG) Compliance Program Guidance for Third Party Medical Billing Companies, 63 F.R. 70138 of December 18, 1998.

5. Ensure compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) rules and regulations.

6. Arrange to accept ePCR electronically transferred via ImageTrend platform.

7. Vendor must have knowledge in the Ground Emergency Medical Transport (GEMT) and Medicare Managed Care Organization (MCO) programs for local government Medicaid reimbursement and assist with providing records in a timely fashion to help the City and Fire Department apply for reimbursements as needed.

8. Maintain all billing records in electronic form for a period of seven (7) years, or in accordance with Federal, State, and Municipal record retention schedules, whichever is longer.

9. Maintain all data and billing records in an industry standard, non-proprietary electronic format permitting easy transfer or import to a new Company within thirty (30) days.

10. Deploy and maintain “mirror databases” locally. This means that the Successful Respondent must provide a redundant copy of the database of information, to ensure continuous data availability and minimize or avoid downtime which might otherwise result from data corruption or loss or during a system update or upgrade, or from a situation when the operation of a network is partially compromised. A synchronous or asynchronous operation may be proposed, and the data should reside on at least two different server instances.

11. Interoperability with the FirstWatch visual informatics reporting tool is a desired feature.

12. Allow the City twenty-four (24) hour, “read-only” online access to the billing databases and standard reports.

13. Maintain an easy interface for the City to search by patient name, address, date of service, etc. and to view the current status of patient accounts.

14. Allow exporting of billing databases to Microsoft Excel or Microsoft Access for generation of ad hoc queries and reports by the City.

15. Generate, at a minimum, the following reports on a monthly, quarterly, and yearly basis. Differentiate between resident, non-resident, and combined totals. Variations to individual reports, or additions to the list, may occur through discussion between the Company and the City:

- Acknowledgement Report for transport patients by date of service Collection Statistics – transports, gross charges, adjustments, net charges, receipts, balance, gross %, net %, and % paying patients
- Insurance Report – receipts and A/R by carrier and payer categories.
- Collection Statistics – collections per month and % of total billed
- Activity summary by transport type (BLS, ALS 1, ALS 2, etc)
- Activity Report by zip code, listing payer and charges and receipts
- System Financial Summary – including listing of adjustment totals Patients-to-Date (PTD) and Year-to-Date (YTD)
- Adjustment Detail Report – account number, name, date of service, adjustment, type, and amount adjusted
- Refund Listing – patient number, name, address, service date, charges, payment, payment date, refund, and reason for refund
- Credit Balance Report – account number, name, and credit balance
- Number of Accounts by Carrier Category (Medicare, Medicaid, Commercial, HMO, Self Pay, Collection Agency)

- Including posting month, total ePCRs, total per month, total paid Medicare and Medicaid Claim Reports with ICN numbers included.
- Compliance Report for Paramedics/EMTs – including, but not limited to, number of patient signatures, employee identifier, and date of service
- Copies of all Medicare and Medicaid Explanation of Benefits (EOBs) posted for the month.
- Develop and maintain an “electronic dashboard,” accessible daily by the City’s Contract Administrator that provides a one screen synopsis of the current state of the EMS billing operation.
- Forward an invoice and Notice of Privacy Policy to each patient within three (3) business days of receipt of a completed ePCR.
- Submit all insurance claims for reimbursement, if applicable, within three (3) business days of receipt of adequate information to file a claim.
- Forward statements to insured patients on a regular cycle not to exceed thirty (30) days between mailings from the initial invoice/request for information until the account is appropriately closed in accordance with agreed upon procedures.
- Respond to requests from patients and payers within two (2) business days when additional information or documentation is requested to process a claim.
- Obtain approval from the City for the content of all correspondence sent to patients.
- All written communication with patients must, at minimum, include: patient name, date of transport, amount of charges, form to request/authorize billing of insurance carrier, and patient identification/policy numbers or name and address of carrier billed and identification/policy numbers used, contact information for questions, and a return envelope.
- The following procedure for gathering information or obtaining payment from patients/payers is subject to negotiation with the City. Changes may be made based on feedback from customer satisfaction surveys and complaints received. The City has the final say on the guidelines to be implemented throughout the duration of the contract.
 - written notice;
 - telephone contact after thirty (30) days without response to the written notice; and
 - continued telephone and written contact to include – a cycle of five (5) attempted contacts by phone, including at least one (1) attempt after 5:00 PM, one (1) attempt on a weekend, and one (1) attempt before 2:00 PM and a cycle of five (5) letters/demands for information/payment mailed to the home address provided.
 - When efforts to obtain payment/information from the patient prove unsuccessful, a line-by-line accounting of the efforts made on each account shall be submitted to the City for review. Each review item must include the following: patient name, date of service, current balance, detailed notes as to the efforts taken, and results obtained.

- Upon prior written approval from the City, account history forms shall be compiled and uncollectable balances shall be referred to a third-party collector. Any contract or agreement between the Company and a third-party collector must receive prior written approval by the City. The City reserves the right to accept or deny any such arrangement, in its sole discretion, or assume the collections function itself.
- Write off accounts submitted to a collection agency if City chooses to utilize, then post reimbursement as bad debt recovery.
- Provide detailed billing capabilities for all levels of ambulance transport to include itemized charges on patient invoices.
- Substantiate any and all information that may be required to complete a claim, including required signatures.
- Provide documentation of certification of medical necessity, patient's release of medical information, and payment of benefits.
- Provide local or toll-free telephone access for patients to contact the Company with billing questions, Monday through Friday (excluding national holidays), with a starting time not later than 9:00 AM and an ending time not earlier than 5:00 PM Pacific Time. Although the telephone access number may be initially answered by an automatic attendant or call distributor system, a live person working within the United States must be available to personally converse with the caller within ten (10) minutes of call inception. Alternatively, the call system may contain a "call back" function whereby the caller may input a number at which to receive a return call, which must be returned within thirty (30) minutes of the initial call inception.
- Provide an email address for email inquiries by patients, which shall be referenced in all correspondence, and to which all replies shall be made by the company within three (3) business days. The Company shall retain all inquiries and responses to and from this email address for review by the City at any time for the duration of the Contract, and for one (1) year after the termination of the Contract.
- Post payments made to the Lockbox to patient accounts within twenty four (24) hours.
- Provide error adjustment and on-demand rebilling capabilities.
- Provide verification of billing and insurance information for patients with multiple transports.
- Document and retain a record of patient contacts, both written and verbal, including letters sent, claims sent, responses received, denials, claims pending, emails, phone conversations, payments, and requests for information.
- Analyze denials received and file appropriate appeals to Medicaid, Medicare, and others according to regulations and processes (including judicial orders/instructions). Company shall be responsible for filing appeals to denied claims or partially denied claims when an internal review shows justification for

reimbursement of the claims. This shall occur within twenty (20) business days of notification of denial. The Company shall also be responsible for all costs of appeals and hearings unless the City agrees in a prior writing to pay a portion of the cost.

- Maintain the total days in accounts receivable at less than ninety (90) days or provide justification to the City which validates any delay(s) due to specific payer or processing issues.
- Reasonably assist patients with appeals to denials from third party insurers.
- Maintain documentation of patient's release of medical information and assignment of benefits.
- Initiate no telephone inquiries to patients at their residence on any day after 8:00 pm in the time zone in which the patient is located. During all telephone conversations, Company shall at all times identify and refer to itself as "City of North Las Vegas EMS Billing."
- Implement customer satisfaction surveys for the billing function and shall work with the City to develop, distribute, and report on a similar customer satisfaction survey regarding the patient's care and interaction with the City. Surveys may be distributed either in hard copy or electronically, with reports being provided to the City electronically, with or without hard copy backup.
- Maintain all patient data on a secure network, safeguarding all data in accordance with the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009.
- Provide, at its own expense, an annual audit of its billing and collection operation by an independent company selected by the City.
- If a bill is denied due to failure to bill in a timely fashion, Company shall accept all financial responsibility for administrative costs concerning the patient's account. Company shall be responsible for all North Las Vegas EMS billing mail and correspondence returned or rejected by the United States Postal Service. Company shall provide all administrative mailing and handling costs at their expense.
- At the end of the contract term, Company shall be allowed to exercise collection efforts on any existing accounts in Company's possession. Company shall bring to conclusion all patient accounts in their possession in accordance with procedures outlined in the contract. This will be done in an expedient manner, and shall not exceed six (6) months after the termination date. Accounts in possession of Company at the end of the six (6) month time frame will be deemed uncollectable and returned to the City for further action at its discretion.
- In the event the Contract is terminated for any reason, Company shall immediately turn over to the City all patient account information and billing information. This shall include, but is not limited to all active, inactive, or resolved patient accounts.

- Supply all equipment, space, tools, labor and materials needed to provide the aforementioned services.

2. Additional Documents required for your Proposal: The following information is mandatory and should be separately identified. Failure to complete and submit any section may be grounds for rejection. These documents are attached as exhibits to this Scope of Work:

EXHIBIT A OFFER STATEMENT AND BUSINESS FORM - Provide the name and address of Respondent for purpose of notice or other communication relating to the Proposal. Proposals must be signed by a business entity official who has been authorized to make such commitments.

EXHIBIT B CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS - This form must be notarized.

EXHIBIT C QUALIFICATIONS AND EXPERIENCE - References - Provide three (3) governmental agencies or private businesses with which you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

EXHIBIT D AFFIDAVIT OF REJECTION OF WORKER'S COMPENSATION - Please fill this form out in its entirety. This form must be notarized.

EXHIBIT E NON-COLLUSION AFFIDAVIT - This form must be notarized.

EXHIBIT F Written Certification Required by NRS 332.065(3) for contracts with an estimated annual amount required for performance that is in excess of \$100,000.00.

3. RFP Requirements: Proposals will be evaluated by a selection committee. The evaluation process is composed of the following steps:

Respondents shall upload as a Response Attachment a Proposal document containing the information in Sections 1-5 below. Upload all sections as one discrete file. The document must be provided in pdf or Microsoft Office compatible format, and must not be protected to the extent that printing, assembling and separating sections of the document are prohibited. ***Proposals should not exceed 35 pages.***

Section 1 – Cover Page & Business Information Include the following information:

- (a) Respondent's legal name, including DBA if applicable, and address for legal notices.
- (b) Name, title, phone number(s) and email address of an individual authorized to bind the Respondent.

- (c) Name title, phone number(s) and email address of the representative authorized to negotiate on behalf of the Respondent and answer questions regarding the Proposal.
- (d) Copies of all Respondent held national, state and local licenses, registrations and certifications applicable to performance of the subject work. If applicable, include sub-contractor licenses, registrations and certifications.

Section 2 –Qualifications and Experience Include the following information:

- (a) Respondent's Experience. Describe Respondent's experience in providing EMS billing services, including information and examples which substantiate successful and reliable past performance in providing services for a public or private ambulance service performing in excess of thirty five hundred (3,500) transports annually. Provide a brief description of the Respondent's business history and number of years in operation. Provide historical statistical information on system failures or downtime.
- (b) Software Platforms. Identify all subject software platforms to be used in conjunction with the Respondent's Contract performance, including version numbers, length of use, and Respondent's experience with using the software platforms with other similar Contracts.
- (c) Joint Venture. If work is to be accomplished through an affiliation or joint venture of two (2) or more firms, the names and addresses of those firms must be furnished, including roles and responsibilities for each. Additionally, for each affiliated firm or joint venture participant, information regarding experience and qualifications described in Above, must be provided.
- (d) Key Personnel Experience. Designate the key person who would be assigned as Company Representative and any key project staff. Include current resumes. Identify particular experience and/or skills that would be applicable to the services required.
- (e) Workload Accomplishment. Indicate the present workload of project staff to demonstrate their ability to devote sufficient time to meet the proposed schedule. Estimate the percentage and kinds of work to be accomplished by the Respondent's with staff presently residing locally.
- (f) References. Provide names, phone numbers, email addresses and contact person(s) for at least three references for which similar services have been provided. Ensure these references have given permission to be contacted by the City. Alternatively, the Respondent shall describe their organizational and staff experience providing similar goods or services, as described in the RFP, in sufficient detail to demonstrate the ability to perform the requirements.

Section 3 – Work Plan In this section, the Respondent is to provide a proposed approach to satisfy the requirements set forth in attached Statement of Work. As part of the work plan, Offer should address the following items:

- (a) Training, at rollout and ongoing, including detailed content and curriculum and periodic in-service training
- (b) Deployment, including transition plan, conversion, and takeover/cutover from current vendor, if applicable
- (c) Monitoring and Quality Assurance
- (d) Reporting, including both canned reports and ad-hoc types
- (e) Disaster Database Recovery
- (f) Experience with electronic data input systems
- (g) Internal controls with respect to HIPAA compliance and related auditing program(s) or processes
- (h) Live operator assistance capabilities
- (i) Alternative language capabilities
- (j) Length of time to produce billing statement after receipt of completed patient care report.
- (k) Process and length of time for payment posting
- (l) Capability for online payment acceptance, including the use of PayPal or other third parties
- (m) Refund process
- (n) Process for contacting hospitals to obtain missing information in order to perform billing services
- (o) Process for handling customer inquiries and disputes

Provide samples of documents that will be used in the course of EMS Billing services. **These samples should be uploaded as separate files, as indicated on the Response Attachments Tab.**

Section 4 – Pricing Provide cost and pricing information in sufficient detail for the City to fully understand the cost of each element being proposed. Pricing must be "all inclusive" for the following service areas: billing, financial reporting, and accounts receivable management. "All inclusive" means that the pricing must include incidental expenses such as equipment, consumables, forms, envelopes, credit card transaction and processing fees, phone fees, and postage. Pricing for EMS billing services should be expressed as a percentage of net collections for all transports, where net collections is the total cash collections less refunds and adjustments, for the current month. Fees for any billing category are based on a fixed amount, that amount may be expressed as a dollar amount per occurrence. Pricing for any optional or non-required services may be expressed in any format, but must be listed separately, and those services must be fully described.

Section 5 – Exceptions to the RFP Describe any exceptions taken to the RFP or the Contract provided under the Attachments Tab. Such exceptions will be taken into

consideration during evaluation and may impact evaluation results. If no exceptions are included with the Proposal, the terms and conditions will not be subject to negotiation and shall be deemed accepted by the Successful Respondent.

4. Evaluation Process: Proposals will be evaluated by a selection committee. The evaluation process will be comprised of the steps detailed below. The City reserves the right to accept a Proposal other than the lowest total expense offered. The following factors will be considered in the evaluation of individual Proposals. The City's Selection Committee will score each Proposal on a 100-point scale. The purpose of scoring the Proposals is to establish a prioritized order in which to continue further discussions. The following are the criteria and points associated for each that the committee will be using:

A. Completeness of the Proposal (30 points total)

- Response to RFP provisions (5 points)
- Respondent 's references (20 points)
- Respondent 's presentation (5 points)

B. Management Qualifications (70 points total)

- Respondent's plan (60 points)
- Value-added Proposals within the submittal (10 points)

5. Award of Contract: The recommendation by the selection committee to the City Council to award the Contract will be based upon the Proposal which is most advantageous to the City. All Proposals shall remain firm for ninety (90) calendar days after the Proposal opening. Refer to the Evaluation Process and Evaluation factors sections within this document.

6. Modifications: The City may institute changes or modifications to the Work and will notify all participants in a timely manner by an addendum to this RFP.

7. Rejection of Proposals: The City reserves the right to reject any and all Proposals received in response to this solicitation if determined not to be in the best interest of the City. Once received, the Proposals shall become the property of the City and are subject to public disclosure under the Nevada Public Records Act. Respondents are not entitled to recover any Request for Proposal preparation costs or other damages should the City not make an award or fail to successfully negotiate the Contract.

8. Incorporation of Proposal into the Contract: The contents of the RFP and the selected Respondent's Proposal shall be incorporated, in total, into the Contract. In the event there is a conflict between the RFP and the Contract, the terms of the Contract will prevail.

EXHIBIT "B"

**FORM A
CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS**

1. DEFINITIONS

"City" means the City of North Las Vegas.

"City Council" means the governing body of the City of North Las Vegas.

"Contracting Entity" means the individual, partnership, or corporation seeking to enter into a contract or agreement with the City of North Las Vegas.

"Principal" means, for each type of business organization the following: (a) sole proprietorship – the City of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

2. INSTRUCTIONS

The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted. An Officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Certificate, and such signing shall be notarized.

3. INCORPORATION

This Certificate shall be incorporated into the resulting Contract or agreement, if any, between the City and the Contracting entity. Upon execution of such Contract or agreement, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the Contract or agreement, and/or a withholding of payments due the Contracting Entity.

Block 1 Contracting Entity	Block 2 Description
Name	RFP 2019-003 EMS Transport Billing
Address	
Telephone	
EIN or DUNS	

BLOCK 3	TYPE OF BUSINESS
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other:	

EXHIBIT "C"
(CONTINUED)
FORM B
CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

BLOCK 4 DISCLOSURE OF OWNERSHIP AND PRINCIPALS

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS (Continued)

	FULL NAME/TITLE	BUSINESS ADDRESS	BUSINESS PHONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 5 above. A description of such disclosure documents must be included below.

BLOCK 5 DISCLOSURE OF OWNERSHIP AND PRINCIPALS – ALTERNATE

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

Name

Date

Subscribed and sworn to before me this _____ day of _____, 2018

Notary Public

EXHIBIT "C"

QUALIFICATIONS AND EXPERIENCE RESPONDENT

Name: _____

1. Respondent shall provide a brief description of the Responder's qualifications, certifications, experience, and number of years in operation.

2. Provide three (3) examples of contracts similar in size and scope that have been completed in the past five (5) years. The City reserves the right to verify references for the companies identified. Ensure references have given permission to be contacted by the City.

Example Contract 1:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years):

Year of Base Contract Award: _____ Year Contract Completed:

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

EXHIBIT "C"
QUALIFICATIONS AND EXPERIENCE RESPONDENT
(CONTINUED)

Example Contract 2:

Company Name: _____
Company Address: _____
Point of Contact: _____ Phone Number: _____
E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

Example Contract 3:

Company Name: _____
Company Address: _____
Point of Contact: _____ Phone Number: _____
E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

EXHIBIT "D"

**AFFIDAVIT OF REJECTION OF COVERAGE
FOR WORKERS' COMPENSATION UNDER NRS 616B.627 AND NRS 617.210**

In the State of Nevada, County of Clark, _____, being duly sworn,
deposes and says:

1. I make the following assertions pursuant to NRS 616B.627 and NRS 617.210.
2. I am a sole proprietor who will not use the services of any employees in the performance of this Contract with the City of North Las Vegas.
3. In accordance with the provisions of NRS 616B.659, I have not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS, relating thereto.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS.
5. In accordance with the provisions of NRS 617.225, I have not elected to be included within the terms, conditions and provisions of chapter 617 of NRS.
6. I am otherwise in compliance with the terms, conditions and provisions of chapter 617 of NRS.
7. I acknowledge that the City of North Las Vegas will not be considered to be my employer or the employer of my employees, if any; and that the City of North Las Vegas is not liable as a principal contractor to me or my employees, if any, for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of this Contract.

I, _____, do here swear under penalty of perjury that the assertions of this affidavit are true.

Signed this _____ day of _____, 20_____

Signature _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20_____,
by _____ (name of person making statement).

Notary Signature

EXHIBIT "E"
NON-COLLUSION AFFIDAVIT



Your Community of Choice

CITY OF NORTH LAS VEGAS

Non-Collusion Affidavit

State of _____ County of _____
_____ being first duly sworn deposes that:

- (1) He/She is the _____ of _____, the Firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Firm nor any of its officers, partners, City, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm, or person to submit a collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of North Las Vegas or any person interested in the proposed Contract or agreement; and
- (5) The Proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the Firm/team or any of its agents, representatives, City, employees, or parties including this affiant.

(Signed): _____
Title:

Subscribed and sworn to before me this _____ day of _____ 201__

Notary Public

My Commission expires: _____

EXHIBIT "F"
WRITTEN CERTIFICATION



CITY OF NORTH LAS VEGAS

WRITTEN CERTIFICATION PURSUANT TO NRS 332.065(3)

Pursuant to NRS 332.065(3), a governing body or its authorized representative shall not enter into a contract with an estimated value in excess of \$100,000 with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Respondent agrees and certifies that it does not currently boycott Israel and will not boycott Israel during any time in which it is entering into, or while in contract, with the City. If at any time after the signing of this certification, the Respondent decides to engage in a boycott of Israel, the Respondent must notify the City in writing.

AUTHORIZED SIGNATURE NAME (TYPE OR PRINT) LEGAL NAME OF
RESPONDENT

AUTHORIZED SIGNATURE

DATE

TITLE