

Ambulance Request for Proposals Development Project Timeline – Revised July 6, 2009

November/December 2008

Activity	Description	Status
Field Provider Open Forums	<ul style="list-style-type: none"> Hold public forums for field EMTs, paramedics, and firefighters to share their suggestions for system improvements. 	Completed

April 2009 (PHASE 1) *EMS Agency Managed Activity*

Activity	Description	Status
County Fire Chiefs Orientation to Intended Process	<ul style="list-style-type: none"> Review basic components of the intended RFP development process and method to evaluate “best practices” Determine City Managers involvement in process. Schedule detailed walk-through of “boiler plate/abstract”. 	Completed – April 1, 2009
Health and Hospital Committee	<ul style="list-style-type: none"> Transmittal Presentation 	Completed – April 14, 2009
Discuss Service Provision Options for Sunnyvale	<ul style="list-style-type: none"> Review current standard operating practices. Evaluate potential service delivery options for 2011. 	Completed - April 16, 2009
Board of Supervisors	<ul style="list-style-type: none"> Transmittal Presentation 	Completed - April 2009
County Communications Draft Annex Completed	<ul style="list-style-type: none"> Review County Communications draft of Communications Center Annex, services, scope of intended work, etc. to add to template for stakeholder discussion. 	Extended to July 15, 2009

May 2009 (PHASE 1) EMS Agency Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> Detailed walk-through of “boiler plate/abstract”. 	Completed May 5, 2009
County Procurement	<ul style="list-style-type: none"> Schedule meeting to review intended timelines and review process needs for the Consultant RFP. Schedule meeting to review intended timelines and review process needed for EOA RFP. 	In progress.
County Counsel	<ul style="list-style-type: none"> Schedule meeting to review intended timelines and integration with County Counsel. 	Completed May 15, 2009
Workshop #1	<ul style="list-style-type: none"> Develop deliverables that may be associated with first responder funding eligibility. Discuss governance and contracting between cities and County. Identify Best Practice EMS Systems to invite for presentation. Identify key deliverables to include the evaluation of various first responder funding mechanisms. Establish workgroups. 	Completed - May 27, 2009 (Wednesday) 1300-1600 Hours Location: Santa Clara County Public Health Department A/B Conf Room – First Floor 976 Lenzen Avenue San Jose, CA 95126
EMS Chiefs and Directors Executive Session Meeting	<ul style="list-style-type: none"> Provide process update. 	Completed – May 28, 2009
Best Practices	<ul style="list-style-type: none"> Schedule presentations for July/August from recommended systems. Schedule site visits of best practice systems. 	Ongoing
Payer Mix Data	<ul style="list-style-type: none"> Receive and post current contractors payer-mix data. 	Received
Public Health & HHS Update	<ul style="list-style-type: none"> Monthly update to Public Health Administrator and Health and Hospital System 	Deferred to June 29, 2009

June 2009 (PHASE 1) EMS Agency Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	Postponed to July 1, 2009
Consultant	<ul style="list-style-type: none"> • Develop/finalize scope of work for consultant for July start date. • Solicit consultant services • Select consultant 	RFP for "Consultant RFP Writing Services" posted on June 16, 2009. Closes on July 1, 2009
EMS Committee (EMSCo.)	<ul style="list-style-type: none"> • Provide process update. 	Completed - June 11, 2009
Workshop #2	<ul style="list-style-type: none"> • Continue development of Abstract/Boilerplate components. • Start review/development of subcontract (first responders) Abstract/Boilerplate. • Focus on exploring Emergency Medical Dispatch/Medical Priority Dispatch System standards. • Finalize draft communications systems standards. 	Completed - June 10, 2009 (Wednesday) 1300-1600 Hours Location: Santa Clara County Public Health Department A/B Conf Room – First Floor 976 Lenzen Avenue San Jose, CA 95126
Best Practices	<ul style="list-style-type: none"> • Finalize local presentation details for July/August. • Finalize site visits for July/August. 	Scheduled for July 21, 2009 and August 26, 2009
Hospital Partners	<ul style="list-style-type: none"> • Meet with Hospital Council for input. 	Deferred to later date.
Individual City/District Meetings	<ul style="list-style-type: none"> • Schedule individual meetings with cities and fire district. 	Deferred to later date.
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	June 29, 2009 (AOB, Conference Room 210)
County Counsel	<ul style="list-style-type: none"> • Review development of ALS provider service agreements with fire departments. • Legal review. 	Draft "service agreements" created for providers review and comment.

July 2009 (PHASE 1) EMS Agency transitioning to Consultant Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	Completed July 1, 2009
Consultant	<ul style="list-style-type: none"> • Announce selection of consultant. • Review scope of work. • Begin work on deliverables. • Coordinate vendor work/process with County Procurement. 	RFP for “Consultant RFP Writing Services.” Bid closed on July 1, 2009. Selection committee to meet on July 13, 2009.
Workshop #3	<ul style="list-style-type: none"> • Integrate consultant. • Continue Abstract/Boilerplate work. • Focus on funding, fines and penalties, franchise fees, etc. 	July 15, 2009 (Wednesday) 1300-1600 Hours Location: Santa Clara County Public Health Department A/B Conf Room – First Floor 976 Lenzen Avenue San Jose, CA 95126
Best Practices	<ul style="list-style-type: none"> • Conduct local presentations from best practice systems. • Conduct best practice site visits. 	Presentations on July 21, 2009 (0900-1600 at the Santa Clara City Fire Department Training Center) <ul style="list-style-type: none"> • Paramedics Plus, Oklahoma City 0900-1200 • American Medical Response 1300-1600
Individual City/District Meetings	<ul style="list-style-type: none"> • Continued meetings. 	
Meet with Police Chiefs Association	<ul style="list-style-type: none"> • Schedule stakeholder meeting with Santa Clara County Police Chiefs Association 	
Schedule Open Forums	<ul style="list-style-type: none"> • Schedule two open forums for system stakeholders and/or citizen participation for September. 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	July 20, 2009

August 2009 (PHASE 1) Consultant Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	Deferred to September 2, 2009
Consultant	<ul style="list-style-type: none"> • Announce selection of consultant. • Review scope of work. • Begin work on deliverables. 	
Workshop #4	<ul style="list-style-type: none"> • Consultant assisted abstract review and development session. • Further exploration of funding mechanisms and system finance. 	August 12, 2009 (Wednesday) 1300-1600 Hours Location: Santa Clara County Public Health Department A/B Conf Room – First Floor 976 Lenzen Avenue San Jose, CA 95126
Best Practices	<ul style="list-style-type: none"> • Conduct local presentations from best practice systems. • Conduct best practice site visits. 	Presentations on August 26, 2009 (0900-1600 at the Santa Clara City Fire Department Training Center) <ul style="list-style-type: none"> • Boston EMS - 0900-1200 • San Diego FD - 1300-1600
Individual City/District Meetings	<ul style="list-style-type: none"> • Continued meetings. 	
Meet with Police Chiefs Association	<ul style="list-style-type: none"> • Schedule stakeholder meeting with Santa Clara County Police Chiefs Association 	
Schedule Open Forums	<ul style="list-style-type: none"> • Schedule two open forums for system stakeholders and/or citizen participation for September. 	
Palo Alto Fire EOA	<ul style="list-style-type: none"> • Develop draft cooperative assistance language with Palo Alto Fire to synchronize EOA operations. 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	August 10, 2009 (AOB, Conference Room 202)

September 2009 (PHASE 1) Consultant Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	September 2, 2009
Consultant	<ul style="list-style-type: none"> • Review financial sustainability and operational stability. • Draft RFP consistent with County Procurement standards. • Integrate Best Practices into draft abstract/boilerplate. 	
Workshop #5	<ul style="list-style-type: none"> • Final review of draft abstract with stakeholders (draft master agreement and subcontracts) • Consultant to review and provide final disposition of abstract for financial sustainability; operational stability; and development into an RFP. 	September 9, 2009 (Wednesday) 0800-1600 Hours (Date and Time Change) Location: Santa Clara County Public Health Department Conference Room 720 Empey Way San Jose, CA 95128
Open Forums	<ul style="list-style-type: none"> • Plan open forums for system stakeholders and/or citizens for October. 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD
EMS Chiefs and Directors Executive Session Meeting	<ul style="list-style-type: none"> • Provide process update. 	
Board of Supervisors	<ul style="list-style-type: none"> • 	TBD

October 2009 (PHASE 2) Consultant Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • Review financial sustainability and operational stability. • Draft RFP consistent with County Procurement standards. • Integrate Best Practices into draft abstract/boilerplate. 	
Workshop #6	<ul style="list-style-type: none"> • Report on financial stability of draft RFP • Report on operational stability of draft RFP • Stakeholder RFP Review Process Development 	<p>October 15, 2009 (Thursday) 1300-1600 Hours</p> <p>Location: Santa Clara County Public Health Department A/B Conf Room – First Floor 976 Lenzen Avenue San Jose, CA 95126</p>
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD
Health and Hospital System	<ul style="list-style-type: none"> • Project Update 	
Board of Supervisors	<ul style="list-style-type: none"> • Project Update 	
EMS Committee (EMSCo.)	<ul style="list-style-type: none"> • Project Update 	
Public Open Forums	<ul style="list-style-type: none"> • Conduct open forums for citizen input and information sharing. 	

November 2009 (PHASE 2) Consultant Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • Finalize process details with County Procurement • Finalize RFP solicitation process • Finalize RFP review process • Prepare solicitation advertising and announcements. 	
Workshop #7	<ul style="list-style-type: none"> • Consultant presentation of final RFP to stakeholders. 	<p>November 12, 2009 0900-1300 Hours (Date & Time Change)</p> <p>Location: Santa Clara County Public Health Department A/B Conf Room – First Floor 976 Lenzen Avenue San Jose, CA 95126</p>
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD

December 2009 (PHASE 2) Consultant Managed Activity

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • County Procurement RFP Approval for Release • Prepare for release in January 2010 • Submit Bidders Conference materials for approval 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD
Board of Supervisors	<ul style="list-style-type: none"> • 	TBD

January 2010 (PHASE 3) Consultant Managed Activity – RFP OPEN

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • Release RFP • Solicit Responses • Manage RFP process. • Brief EMS Agency 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD

February 2010 (PHASE 3) Consultant Managed Activity- RFP OPEN

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • Hold Bidders Conference • Manage RFP process. 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD

March 2010 (PHASE 3) Consultant Managed Activity- RFP OPEN

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • Hold Bidders Conference • Manage RFP process. 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD

April 2010 (PHASE 3) Consultant Managed Activity- RFP CLOSED

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
Consultant	<ul style="list-style-type: none"> • Lead Proposal Review Committee with County Procurement • Coordinate Committee Recommendation to EMS Agency • Final recommendations to County 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD

May 2010 (PHASE 3)

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
EMS Agency	<ul style="list-style-type: none"> • Notification of intent to award 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD
Health and Hospital Committee	<ul style="list-style-type: none"> • Notification of intent to award 	
Board of Supervisors	<ul style="list-style-type: none"> • Notification of intent to award 	

June 2010 (PHASE 3)

Activity	Description	Status
County Fire Chiefs Review	<ul style="list-style-type: none"> • Monthly Update 	
EMS Agency	<ul style="list-style-type: none"> • Contract negotiations 	
Public Health & HHS Update	<ul style="list-style-type: none"> • Monthly update to Dan Peddycord, Public Health Administrator and Amy Carta, Assistant Director, Health and Hospital System 	TBD