



**State of Oklahoma
Oklahoma State Department of Health
Procurement Division**

Solicitation

Solicitation #: 3400001430

Solicitation Issue Date: April 25, 2016

Brief Description of Requirement:

The successful bidder will submit a grant proposal on application forms provided by the Department for grants for one or more of the following allowable purposes: funding assessment activities, stabilization and/or reorganization of at-risk emergency medical services, development of regional emergency medical services, training for emergency medical directors, access to training front line emergency medical services personnel, capital and equipment needs. Bidders must demonstrate: 1) eligibility, 2) that the project is needed in the area to be served, 3) no alternative sources of revenue could be obtained, 4) economic feasibility, 5) project feasibility, 6) relationship between the proposed project and the overall EMS development needs in Oklahoma, 7) performance benchmarks and 8) other criteria as specified in OAC 310:642.

Questions Submission Deadline: Close of business, Monday May 9, 2016.

Response Due Date¹: May 27, 2016

Time: 3:00PM Central Time

Issued By and RETURN SEALED BID TO²:

Agency Name: Oklahoma State Department of Health

- U.S. Postal Delivery: 1000 NE 10th street, Oklahoma City, OK 73117
- Carrier Delivery: 1000 NE 10th street, Oklahoma City, OK 73117
Shipping/Receiving dock entrance-East side of building

Solicitation Type (type "X" at one below):

- Invitation to Bid
- X Request for Proposal
- Request for Quote

1. Shipping Location:

2. Contracting Officer:

Name: Susan Wiest, CPO
Phone: 405-271-4042
Email: susanw@health.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



**State of Oklahoma
Oklahoma State Department of Health
Procurement Division**

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: 3400001430

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision employee as to create a sole source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.
- A.3.3. It is the Bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the _____ Oklahoma State Department of Health Staff _____ located at 1000 NE 10th street _____ Oklahoma City, OK 73117 _____ at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
 - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.2. Solicitation, as amended (if applicable); and
 - A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the State prior to the closing date.

A.13. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:1115-7-32.

A.14. Award of Contract

A.14.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.

A.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.

A.14.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.15. Contract Modification

A.15.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.

A.15.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all

items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

- A.16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.17. Invoicing and Payment

A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.19. Audit and Records Clause

A.19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

A.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.20. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.21. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.22. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.23. Termination for Cause

A.23.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.

A.23.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.

A.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

A.24.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to

the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.

- A.24.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.25. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.26. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.28. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.29. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

SPECIAL PROVISIONS

All terms and conditions herein become the contract between the OSDH and the Contractor. The Contractor agrees to comply with all of these terms and conditions. Contractor understands and agrees that when any term and/or condition contained within this contract is, or becomes, applicable to the Contractor's officers and/or employees, Contractor agrees to ensure that its officers and employees (collectively, "organization") abide by the terms and/or condition applicable to organization.

Amendments, Unavailability or Redirection of Funding and Cancellation:

This contract may be terminated, in whole or in part, if the Contractor fails to comply with the terms and conditions of the contract or for other cause. In the event state or federal funds used to support this contract become unavailable, either in full or in part, due to reductions in appropriations, the OSDH may terminate or reduce the contract upon notice in writing to the Contractor by certified mail. The OSDH may also, based on its determination of agency need, increase or reduce contract amounts and send notification of such changes to the Contractor upon making such changes. The OSDH shall be the final authority as to the availability or redirection of funds. The effective date of such contract termination, increase or reduction shall be specified in the notice. All other modifications or amendments to this contract shall be in writing, dated and executed by both the Contractor and the OSDH. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the OSDH. With exception of the above, this contract shall be in force until the expiration date, or until 30 days after written notice has been given by either party of its desire to cancel without cause. Notification of cancellation shall be by Certified Mail to the business address of record. In the event this contract is canceled by either party, the OSDH shall be responsible for reimbursement for goods or services received or provided prior to cancellation date. In the event this contract is cancelled under this section, Contractor agrees to take all reasonable steps to minimize termination costs and to comply with the requirements in 2 CFR §200.343 and 200.344. . The OSDH agrees to reimburse Contractor for all work performed prior to the date of notice of termination of this contract for expenditures and non-cancelable commitments incurred in anticipation of performing under this contract. The OSDH shall not be responsible for reimbursement of unreasonable or unnecessary expenditures incurred after receipt of the cancellation notice.

Assignment and Delegation:

If the Contractor cannot perform the services as identified in this contract, in whole or in part, the Contractor will be responsible for subcontracting the services or making alternative arrangements for the provisions of the services. The Access to Records clause shall be included in any subcontract. The Contractor will be liable for all additional costs and expenses arising from such subcontract or substitution to cover performance. The subcontracting of services shall not relieve the Contractor of any responsibility for performance under this contract.

Contract Monitoring Plan:

As a Contractor with the OSDH, your contract will be monitored to ensure compliance with the Terms and Conditions outlined in this contract. Typical monitoring activities may include Contractor site visits, review of contractually required deliverables, invoice review, and verification of licensure and/or insurance required and other monitoring activities.

Following award, all communications related to this contract will be between the Contractor's Contact Person and the OSDH Contract Monitor. The OSDH Contract Monitor for this contract is:

Dale Adkerson
Administrative Program Manager-EMS
1000 N.E. 10th Street
Oklahoma City, OK 73117-1299
(405)271-4027
dalea@health.ok.gov

Entire Agreement:

This contract, including referenced attachments, represents all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

Event of Default:

In the event the Contractor fails to meet the terms and conditions of this contract or fails to provide services in accordance with the provisions of the contract, the State of Oklahoma at its sole discretion, may withhold payments claimed by the Contractor or may by written notice of default to the Contractor, cancel this contract. Cancellation due to default shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the Oklahoma Office of Enterprise and Management Services, Central Purchasing Division. This clause is an exception to the Cancellation clause.

Failure to Comply Statement:

The Contractor shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. The Contractor agrees that should it be in noncompliance, the OSDH may impose additional conditions as provided in 2 CFR §200.207; or, as provided in 2 CFR § 200.338, temporarily hold cash payments pending correction of the deficiency, disallow all or part of the cost of the activity or action not in compliance, suspend or terminate the contract in part or in whole, withhold further awards for the project or program, or take other remedies legally available. Compliance with the requirements shall be the responsibility of the Contractor, without reliance on or direction by the OSDH.

Invoicing:

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. name, address and FEI number of the Supplier,
2. invoice date,
3. period covered by invoice,
4. purchase order number,
5. any other data, reports, information or documentation required by other conditions of the contract,
6. detail of the services provided and be in accordance with the terms and conditions of this agreement,
7. for invoices involving payment for the Contractor's time, the invoice must be signed and contain the following statement: By my signature I attest that this invoice is an accurate and true representation of my time in relation to the services provided to the OSDH.

The invoice shall be submitted to:

OKLAHOMA STATE DEPARTMENT OF HEALTH
Emergency Systems
Dale Adkerson- Administrative Program Manager-EMS
OERSSIRF
1000 NE 10TH Street
Oklahoma City, Oklahoma 73117-1299

The State of Oklahoma has 45 days from presentation of a proper invoice to issue payment to the Supplier.

The OSDH may withhold or delay payment to any Contractor failing to provide required programmatic documentation and/or requested financial documentation.

The Contractor assures that all costs billed will be supported by documentation that will include, but not limited to, copies of paid invoices, payroll records and time reports as required by the costs principles applicable to their organization (See "Contractor Relationship" section of this Contract). The Contractor further assures that all billings will be based on actual costs incurred and paid.

If the Contractor is unable to support any part of their claim to the OSDH and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to OSDH for an amount equal to such unsupported part of the claim in addition to all costs, including legal, attributable to the reviewing and discovery of said part of claim. Liability under this paragraph shall be determined within two years of the discovery of such misrepresentation of fact or fraud by the Contractor.

Mandatory Requirements:

The OSDH has established certain mandatory requirements that must be included in the RFP response. The use of the terms “shall”, “must” or “will” (except to indicate simple futurity) in this RFP indicate a mandatory requirement or condition, which by failure to meet or provide will be cause for the bid response being deemed non-responsive. The word “should” or “may” in this RFP indicate desirable attributes of conditions and are permissive in nature. Deviation from or omission of such a desirable feature will not by itself cause a bid to be non-responsive.

Oklahoma Taxpayer and Citizen Protection Act of 2007

By signing the solicitation, the Contractor warrants and attests its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal and State laws and regulations related to the immigration status of employees. The Contractor shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish copies of the statements with their Bid. These warranties shall remain in effect through the entire term, including all renewal periods, of the Contract.

All contractors or subcontractors are prohibited by State law from entering into a contract with a public employer for the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (EEV) available at www.dhs.gov/E-Verify.

Procurement Integrity:

The Contractor certifies they have not entered into this contract with this or any other Oklahoma state agency that would result in a substantial duplication of the services or duplication of the end product rendered by the Contractor or its employees.

Statement of Responsibility and Liability:

The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The OSDH shall be responsible for the acts and omissions to act of its officers, and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act, Title 51, O.S., 2001, §§151 et seq.

The Contractor shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

The Contractor agrees to hold harmless the OSDH of any claims, demands and liabilities resulting from any act or omission on the part of the Contractor and/or its agents, servants, and employees in the performance of this contract. It is the express intention of the parties hereto that this contract shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

Tobacco Free Policy:

Contractor, while performing the duties under this contract shall comply with the smoke free requirements on state property pursuant to 21 O.S. § 1247. For other tobacco products, including e-cigarettes, use of such products is prohibited pursuant to the Governor’s Executive Orders 2012-01 and 2013-43.

Questions:

Any questions regarding this solicitation must be sent in writing/email to OSDH/Procurement and received by close of business May 9, 2016. Questions received after this time will not be answered. An amendment listing all questions and answers will be posted to the OSDH website. Questions may be faxed to 405-271-1789 or emailed to: susanw@health.ok.gov

SOLICITATION SPECIFICATIONS:

Contract Period

The contract period will be July 1, 2016 through June 30, 2017. There will be the option to renew for one (1) additional contract period (July 1 through June 30) for a no-cost extension of the contract. Renewals will be based on the needs of OSDH and the needs of the Contractor.

Contractor Relationship

In accordance with the Office of Management and Budget (OMB) Circular A-133, the relationship between the OSDH and the Contractor for this contract is that of a **vendor**.

Purpose

The successful contractors will submit a grant proposal on application forms provided by the Department for grants for one or more of the following allowable purposes: funding assessment activities, stabilization and/or reorganization of at-risk emergency medical services, development of regional emergency medical services, training for emergency medical directors, access to training front line emergency medical services personnel and/or capital and equipment needs.

Duties of the Contractor:

Contractor will:

1. Make the purchases and/or provide the services necessary to achieve the established benchmarks described in the RFP proposal.

2. Provide quarterly progress reports, due: 10/31/16, 1/31/17, 4/30/17, 7/31/17 and a final completion report summarizing the success of the project to OSDH within 3 months of completion.
3. Submit a completed invoice (**no more than**) one time per month on a form prescribed by OSDH. See Attachment D.

Duties of the OSDH:

OSDH will:

1. Conduct on-site inspections to evaluate and review information received on each project for the established benchmarks.
2. Review invoices submitted, to ensure the expenditure is tied to progress towards meeting a benchmark prior to approval of the invoice for payment.
3. Complete a final review and evaluation of each project within 6 months of the completion of the project.

Mandatory Qualifications

1. The Contractor must be any person or organization licensed, certified or approved by the Department as part of the EMS system, such as EMS personnel, certified emergency medical response agencies, licensed ambulance services, approved training institutions, approved emergency medical dispatch agencies, approved medical directors or any combination thereof, or their associations or sponsoring organizations, such as EMS districts, cities or counties that operate certified emergency response agencies or licensed ambulance services, or education systems operating EMS training institutions.
2. Contractors must demonstrate that the proposed project is for a qualified purpose as defined in 63 OS § 1-2512.1.
3. Contractors must possess all necessary and incidental legal rights and privileges necessary to the project commencement and operation.

INSTRUCTIONS TO BIDDER:

1. In order to be considered for selection, Bidder must submit a complete response to this RFP in the format described in the instructions listed below. The RFP will be signed and dated.
2. Bidder will complete the OERSSIRF Application form per instructions included in Attachment A.
3. Bidder will respond to each item showing how they meet or exceed the requirement.
4. List the name, phone number and email address where the Bidder may be contacted for additional information.

5. Bidder must submit an original and nine (9) copies of their complete proposal. The RFP/Solicitation number MUST be on the outside envelope or box containing the proposals.
 - a. If mailing proposals, Bidders must allow sufficient time to ensure delivery by the date specified. Proposals that are not received on time will be deemed non-responsive.
 - b. Proposals submitted in person should be taken to the east side of the building, enter through the shipping/receiving gate and through the shipping/receiving dock door, past the security guard desk to the shipping/receiving window on the right. There the proposals will be stamped in and receipt given showing date and time of delivery.
6. If Bidders intend to use sub-contractors in the performance of this contract, Bidders shall so state in their proposal and identify the sub-contractors to be used.
7. Bidder may attend a pre-proposal meeting, scheduled for 5/2/16, for general instruction. Additional information regarding time and location will be posted on the OSDH website.
8. Proposal is to be submitted in the following format:
 - a. Single-sided pages.
 - b. Attachment A will not exceed 55 pages. This limit includes the completed Attachment A sections 1 through 8 and the documents that support the contents of Attachment A.
 - c. Single staple or binder clip in upper left-hand corner.
 - d. No notebooks, folders, and/or bound copies.
 - e. Each section tabbed with section number or section title.
9. Entities submitting more than one proposal shall assign a unique letter and title to each proposal (example: EMS Agency (Proposal A) Communications Project, EMS Agency (Proposal B) Centralized Dispatch Project, etc.)
10. Attachment A must be submitted in the following order, with each Section **tabbed** with Section number or Section title according to the following order: (See page 8 for total proposal package order of documents for submission).
 - a. Section 1- Project Proposal Information, Inclusions, and Requirements,
 - b. Section 2- Qualified Entity and Statutory Purpose,
 - c. Section 3- Population Density and Multiple Jurisdictions,
 - d. Section 4- Number of EMT's in Proposed Project Area,
 - e. Section 5- Budget,
 - f. Section 6- Funding Request and Matching Funds,
 - g. Section 7- Distance to Trauma Center and Self Score for Proposed Project,

- h. Section 8- Previous Awards and Benchmark Evaluations,
- i. Section 9- Benchmarks and Timelines for Benchmarks

EVALUATION CRITERIA

1. Project Description Requirements:
 - a) Comprehensive narrative description of project
 - b) Geographic area and relationships between participating organizations
 - c) Timeline with benchmarks for performance and assessments
 - d) Budget spreadsheet

2. General Approval Requirements:
 - a) Compliance with the law
 - b) Eligibility and qualified purpose
 - c) Need of the project and is it sufficient to service such a need
 - d) Alternative source of revenue or lack of
 - e) Economic viability, feasibility and cost effectiveness
 - f) Relationship to Statewide EMS needs, public interest and welfare
 - g) Limit of \$500,000 in OEERSSIF grant assistance in a 12-month period

Request for Proposal Submission Package Order and Checklist

1. ___ OERSSIRF Attachment A – Sections One through Eight (with supporting documents/narratives/explanations)
(Sections One through Eight, the supporting documents and narrative/explanations for each section are the only sections that apply to the 55 page limit.)

2. ___ OERSSIRF Attachment A – Section Nine

3. ___ Solicitation Request Page

4. ___ Form 070SA Solicitation Deadline Page

5. ___ Form 076SA Responding Supplier Information Page

6. ___ Form 004SA Certificate for Competitive Bid and/or Contract Page

7. ___ General Provisions (Pages 4-8)

8. ___ Special Provisions/Specifications (Pages 1-9)

9. ___ Solicitation Amendment(s) if any, posted to website prior to Bid closing date. Note: these must be signed and dated.
10. ___ Certificate of Insurance, including Workman's Compensation, automobile, medical malpractice and/or general liability.
11. ___ Emergency Medical Service credentials; such as license, certificate, etc.



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
3400001430	04/21/2016		1
Payment Terms	Date	Time	Quote Open
0 Days	04/21/2016	02:55 PM	05/27/2016 03:00 AM
Requisition Number		Reference:	
		A004958 OERSSIRF FY17	

Ship To: OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	85101705 / 1000004684 SERVICE:Health related services (for human services see class 952)	1	MOR		

The successful bidder will submit a grant proposal on application forms provided by the Department for grants for one or more of the following allowable purposes: funding assessment activities, stabilization and/or reorganization of at-risk emergency medical services, development of regional emergency medical services, training for emergency medical directors, access to training front line emergency medical services personnel, capital and equipment needs. Bidders must demonstrate: 1) eligibility, 2) that the project is needed in the area to be served, 3) no alternative sources of revenue could be obtained, 4) economic feasibility, 5) project feasibility, 6) relationship between the proposed project and the overall EMS development needs in Oklahoma, 7) performance benchmarks and 8) other criteria as specified in OAC 310:642.

Contract Period: July 1, 2016 through June 30, 2017.

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

ATTACHMENT A - 2017 APPLICATION FOR OKLAHOMA EMERGENCY RESPONSE SYSTEMS STABILIZATION AND IMPROVEMENT REVOLVING FUND

SECTION 1 - General Information and Project Requirements

1. Name of Individual , Agency, or Qualified Entity	
Mailing Address	
Business Telephone	
2. Project Contact Name	
Telephone Number	
Email Address	
3. Project # (if >1 submitted)	
5. Requested OERSSIRF Funds	
6. Dedicated Matching Funds	
7. Total Cost of Project	
8. Person Completing Application	
<i>NAME: PRINT</i>	
<i>SIGNATURE</i>	
<i>DATE</i>	

Each application is a single response to the Request for Proposal for the OERSSIRF Fy 2017 Solicitation. The responses can not be considered as part of a larger project area or goals unless there are documents within the proposal that establishes the multi-jurisdictional support.

Agency/Entity Demographics

The information below can help members of the review panel gain a better understanding of your agency or entity. A score is not assigned to any of the information. If an item does not apply to your agency or entity, NA is an acceptable response. Submission of the information is VOLUNTARY.

1. How many Licenses or Certifications are owned and operated by the agency/entity submitting this application?
2. Level of agency certification or licensure: (EMRA, BLS, ILS, or PLS):
3. Number of permitted ambulances owned by the agency/entity:
4. Total number of responses (runs) by the agency/entity in CY 2014:
5. How is your agency/entity funded: Charges, Sales Tax, Property Tax, Utility Assessment, Donations, etc?
6. Latest annual operating budget for t agency/entity:
7. Number and Types of Employees:
Full Time employees \geq 40 hours / week:
Part Time employees \leq 39 hours / week:
Volunteers (employees compensated \leq minimum wage/hour for their duties):
Number of Emergency Medical Responders:
Number of Basic EMTs:
Number of Intermediate EMTs:
Number of Paramedics:

The application will be reviewed prior to scoring to ensure the guidance below was followed.

<p>1. Statutory Eligibility (63 O.S. 1-2512.1) The applicant must possess all necessary and incidental legal rights and privileges necessary to start and complete the project. The application must reflect the eligibility of the applicant as well as the statutory purpose(s) of the project. The statutory purpose(s) must be documented in Section 2 of the application. Applications that do not address one or more statutory purposes will not be accepted.</p>
<p>2. Local Need, Support and Priority (310: 642 -3-1 (C)(3)) (a) The application must show the project is needed in the area to be served and how it will meet the area's needs. (b) The application must show local support for; interest in; and commitment to the proposed project. Letters expressing support from legal entities such as government agencies, fire and police departments, and businesses in the area to be served shall be included as appropriate.</p>
<p>SECTION 1 - General Information and Project Requirements - Continued</p>
<p>3. Availability of Other Funding (310:642-3-1 (C)(4)) The application must show that due diligence was performed to ensure no funding sources other than OERSSIF could be found for financing the project. All activities and efforts by the applicant to find alternative sources of funding must be documented as a narrative in the application. These activities and efforts may include attempts to seek tax dollars, (property or sales), changes in billing practices, fund-raisers, community donations, or any other actions designed to secure funds.</p>
<p>4. Economic and Project Feasibility (310:642-3-1 (C)(5) and (6)) The application must show the project is economically viable, feasible, and cost-effective. The application must list in Section 6 everything that is required to complete the project and show that everything is readily available on the open market. Spreadsheets must be provided that show projected costs and purchasing timetables. Attestations from appropriately credentialed individuals as to the cost-effectiveness of the project shall be provided with the application. These individuals may include local bankers, CPAs, business managers, purchasing managers, etc. The credentials of these individuals will be provided with the application.</p>
<p>5. Statewide Needs and Public Interest (310:642- 3-1 (C)(7)) The application must show how the proposed project will serve the public interest and welfare by describing the project's relationship(s) to the overall overall EMS development needs within the State of Oklahoma, as identified in a formal needs assessment. Needs assessments may include reports from Bishop and Associates, the National Highway and Safety Administration, the OSU Cooperative Extension Service or other credible reports regarding EMS. The needs assessment used to show relationships must be identified in the application. Attestations of the benefits of the project to the public interest and welfare shall be included. Individuals providing such attestations can be senior emergency medical personnel or figures of importance in the local or surrounding areas who have no involvement with the project. Such personnel may include ER doctors, hospital administrators, fire and police chiefs, mayors, city managers, directors of other EMS agencies, etc.</p>

SECTION 1 - General Information and Project Requirements - Continued

Applications containing more than 55 pages will not be reviewed, and will be returned to the applicant.
The 55 page limit includes application pages 1-15 and the documents that support the application contents, attestations, assertions, descriptions, and purpose.
Documents that support the timeline, benchmarks, or are required to establish project legal and contractual requirements are not included in the 55 page limit.

SECTION 2 - Qualified Entity and Statutory Purpose					
Qualified Entity (check applicable boxes): O.A.C. 310:642-1-3:					
EMS Personnel			Emergency Medical Dispatch		
Certified Emergency Medical Response Agency			Approved Medical Director		
Licensed Ambulance Service			Association		
Approved Training Institution			Sponsoring Agency (see below)		
<p>A sponsoring agency can be an EMS district; a city or county operating a certified emergency response agency; a licensed ambulance service; an education system operating EMS training Institutions, etc.) Please explain qualifying relationship or criteria below:</p>					
Statutory Purpose(s) (enter appropriate points for all applicable purposes) (63 O.S. § 1-2512.1)					
Funding Assessment Activities	50 points		Training for Emergency Medical Director	50 points	
Stabilization and/or Reorganization of At-Risk Emergency Medical Service(s)	100 points		Access to Training for Front Line Emergency Medical Services Personnel	100 Points	
Development of Regional Emergency Medical Service(s)	50 points		Capital and Equipment Needs	50 points	
	Score				
<p>In narrative form, describe how accomplishment of the project objectives will ensure the applicable statutory purpose(s) are satisfied.</p>					

SECTION 2 - Qualified Entity and Statutory Purpose - Continued

SECTION 3 - Population Density and Multiple Jurisdictions Population Density

Source Document for Population Density by Zip Code is: <http://www.census.gov/geo/maps-data/data/gazetteer2014.html>

Link to Population Density by Zip Code: http://www.ok.gov/health/Protective_Health/Emergency_Systems/EMS_Division/OERSSIRF_-_Oklahoma_Emergency_Response_Systems_Stabilization_and_Improvement_Revolving_Fund/index.html

The population density of the proposed project area shall be determined by the zip codes within the proposed project area. Use the above link to go to the OERSSIRF page has a document detailing the population density for all reported zip codes in Oklahoma. The source document for this information is the U.S. Census Bureau. (see link above) To determine the population density for this project, identify all zip codes and their population density in the proposed project area and enter the information below. The score for this part of the application shall be that associated with the zip code in the proposed project area with the lowest population density. If this application is proposing a state-wide project, the population density will be 54.7 persons per square mile.

Zip Code	Population Density	Zip Code	Population Density
Statewide Project:		54.7	

Scoring Criteria		
Less than 10/sq mile:	100 Points	
10/sq. mile to 29.9/sq mile:	50 points	
30/sq mile to 79.5/sq mile:	40 points	
79.6/sq mile to 199.9/sq mile	30 points	
200/sq mile to 999.9/sq mile	20 points	
1,000/sq mile to 4,999.9/sq mi	10 points	
Greater than 5,000/sq mile	0 points	
Score		

Multiple Jurisdictions

If more than one community, county or other jurisdiction will benefit from this project, attach a map that highlights each such jurisdiction. Provide a list of the jurisdictions and describe the benefit to each one. For every listed jurisdiction, include documents that verify their inclusion in; and support for, the project.

Jurisdictions	Points	
Two Cities or Towns	25	
Three Cities or Towns	50	
County-Wide	100	
Multi-County	150	
State-Wide	200	
Score		

SECTION 3 - Population Density and Multiple Jurisdictions - Continued

Use this page to provide any additional information relating to Population Density and Multiple Jurisdictions. Maps and other supporting documents may be included here.

SECTION 4 - Number of EMTs in Project Area

The number of EMT's in the project area shall be the sum total of EMTs in the zip codes within the proposed project area. Use this link (document) below to determine the number of EMT's in a zip code. <https://www.ok.gov/health2/documents/Copy%20of%20number%20of%20EMS%20individual%20by%20zip%20code.pdf>

Zip Code	Number of EMT's			
			0-24	60 points
			25-49	40 points
			50-99	20 points
			more than 100	0 points
			Score	
		Statewide Projects:		
		0 points are awarded for number of licensed EMT's. State total is:		
		If the project has multiple jurisdictions, the number of EMTs will be determined using the map from section 3.		
		<p>The zip code list for this RFP is a report generated from the EMT licensure database on . April 20, 2016</p>		
	Total # of EMTs in all zip codes			

SECTION 5 - Distance to Level I- II Trauma Center

A Level I Trauma Center is located in Oklahoma City. Two Level II Trauma Centers are located in Tulsa. The addresses for the trauma centers are: 1) OU Medical Center, 700 NE 13th Street, Oklahoma City, OK 2) St John Medical Center, 1923 South Utica Ave, Tulsa, OK 74104, and 3) St Francis Hospital, 6161 South Yale, Tulsa, OK 74136. Determine the physical address in the project area that is most distant from the nearest trauma center. On the MapQuest site (<http://classic.mapquest.com/maps>) enter that physical address as the "START" and the address of the nearest Level 1 or Level II trauma center as the "END", then click "GET DIRECTIONS". Enter the mileage from "START" to "END" in the block below. Print the MapQuest map and include it in this application.

Distance to a Level 1 or II Trauma Center:

Statewide projects shall use the following mileage: **291.49**

Scoring Criteria:	Points
0 to 25 miles	0 Points
25 to 49 miles	10 Points
50 to 74 miles	20 Points
75 to 99 miles	30 Points
100 miles to 124 miles	40 Points
125 miles to 149 miles	50 Points
Greater than 150 miles	100 Points
Score	<input type="text" value=""/>

SECTION 6 - Proposed Expenditures (Project Budget)

Describe all goods and services to be purchased with OERSSIRF funds and matching funds. Assign a separate item number to each one. Enter the statutory purpose of each item, the estimated receive date of the item, and the associated benchmark number. Attach copies of any bids received and label the bid with the corresponding item number. Ensure total cost does not exceed project costs shown in Section 1. See the example on the form.

Item #	Description	Statutory Purpose	Receive Date (Estimated)	Bid attached ?	Quantity	Cost per Unit	Total Cost	Benchmark	
<i>Example</i>	<i>Handheld radios</i>	<i>capital</i>	<i>12/31/2020</i>	<i>yes</i>	<i>10</i>	<i>500</i>	<i>\$5,000.00</i>	<i>1</i>	
Total Cost									

REMEMBER: An application with more than 55 pages will not be reviewed.

The limit applies to the pages of the application and the documents that support the contents of the application.

Addendums required by statute or provided for clarification are not included in the limit of 55 pages.

SECTION 7 - OERSSIRF Funding and Percentage of Encumbered Matching Funds

An applicants requested amount is the amount requested from the OERSSIRF fund. Please calculate the total cost of the project, then subtract any encumbered matching funds.

Example: \$100,000 total cost of project with \$25,000.00 encumbered matching funds available = an OERSSIRF funding request of \$75,000.00

Points are awarded based on the OERSSIRF funds requested.

Requested OERSSIRF Funds	Points	Total Cost of Project	OERSSIRF Funds Requested	Score
\$20,000 to \$39,999	50 Points			
\$40,000 to \$59,999	30 Points			
\$60,000 to \$79,999	20 Points			
\$80,000 to 100,000	10 Points			
\$100,001 to \$200,000	20 Point Deduction			
\$200,001 to \$300,000	30 Point Deduction			
\$300,001 to \$400,000	40 Point Deduction			
\$400,001 to \$500,000	50 Point Deduction			
Any project over \$500,000.00 shall be denied				

The encumbered **matching funds percentage shall be calculated as follows:** % of matching dollars = total encumbered matching dollars divided by total project amount. Applicant shall identify the calculation methodology. Entities providing matching funds shall provide documentation that verifies a commitment to provide matching funds and the amount to be provided. There are two types of matching funds: 1) "In Hand", which are funds set aside to accomplish the goals and benchmarks of the project; and 2) "In Kind" contributions, dedicated to the completion of the proposal. Each type of contribution must be identified through attestations, estimates, or other documents. Attach all documents associated with matching funds to the proposal.

Percentage of Encumbered Matching Funds	Score
---	-------

Encumbered Matching Funds	Points	Encumbered Matching Funds	Points
10% of project costs	10 Points	50% of project costs	50 Points
20% of project costs	20 Points	60% of project costs	60 Points
30% of project costs	30 Points	70% of project costs	70 Points
40% of project costs	40 Points	80% of project costs	80 Points
		90% of project costs	90 Points

SECTION 7 - OERSIRF Funds Requested and Matching Funds - Continued

This page, with additional pages attached as needed, is used to verify requested funding and/or matching funds criteria.

SECTION 8 - Previous Awards/Previous Benchmark Evaluations

If a qualified applicant has been approved for one or more OERSSIRF grants in the past, points shall be deducted; unless the previous proposal(s) was for an assessment of the need to establish an EMS agency or the stabilization of an at-risk EMS. (O.A.C. 310:642-5-1 (H))

Criteria	Points to be Deducted	
One (1) OERSSIRF funded project more than twelve (12) month in the past, or FY 11 to FY 15	deduct 50 Points	
One (1) OERSSIRF funded project in the preceding (12) month period, or FY 16	deduct 80 points	
Two (2) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11 to FY 15	deduct 80 Points	
More than one (1) OERSSIRF funded project in the preceding (12) month period, or FY16	deduct 100 Points	
Three (3) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11, to FY 15	deduct 100 Points	
Four (4) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11 to FY 2015	deduct 150 Points	
Five (5) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11 to FY 2015	deduct 175 Points	
Unevaluated or not receiving a refund from previous OERSSIRF Funding project	deduct 50 points	

Previous Benchmark Evaluations

The benchmark score established through the OSDH evaluation required by O.A.C. 310:642-9-1 (a) for OERSSIRF projects completed in previous fiscal years shall earn the following points. Applicants shall submit copies of letters verifying the OSDH benchmark ratings.

Ratings	Points per Rating	Number of Benchmarks that Received this Rating	Total Points
Significantly Improved	add 100 Points		
Improved	add 50 Points		
Not Improved	deduct 50 Points		
Worsened	deduct 100 Points		

For Total Points, multiply Points per Rating times Number of Benchmarks.

Score	
-------	--

REMEMBER: An application with more than 55 pages will not be reviewed.

The limit applies to the pages of the application and the documents that support the contents of the application.

Addendums required by statute or provided for clarification are not included in the limit of 55 pages.

SECTION 9 - Applicant Self Scoring for this Proposal/Application

Statutory Purpose(s)	
Population Density	
Multiple Jurisdictions	
Number of EMTs in Project Area	
Distance to Trauma Center	

OERSSIRF Funds Requested	
Matching Funds	
Previous Funds Awarded	
Previous Benchmark Scores	
Score	

Applicant Self Score Totals		Points
Total Score from Page 13		
Deduct points from Previous Funding Awards	(-)	
(Add or Deduct) points from Previous Benchmark Evaluations, if applicable	(+ or -)	

SECTION 10 - Benchmarks and Timelines

A benchmark is a standard by which something can be measured or judged; a point of reference for evaluating performance. Benchmarks must be stated in measurable terms. Benchmark regulatory reference is: 310:642-7-1. Content Proposal (b) Each proposal shall include a section setting forth the criteria that will be used to evaluate the success of the project. The criteria shall include:

- (1) Specific, objective metrics for evaluation of the project. For example: a percentage decline in response time or improvement in the number of available EMTs within a region, measured against the same metric at the start of the project.
- (2) A clear methodology and a description of data sources for computing the performance measures proposed in the project plan, for example, comparing responder response times or the total number of EMTs in a region against the same metric at the end of the project.
- (3) Benchmark measures for each of the following assessment levels:
 - (A) Significantly improved.
 - (B) Improved.
 - (C) Not Improved.
 - (D) Worsened.

Please define and describe your benchmarks in the space below. Additional pages may be included. Examples of benchmarks for each statutory area can be found at the end of this package. The examples do not need to be returned with the applications. **Benchmarks cannot extend into the next fiscal year or contract period. Benchmarks are to be**

completed by the end of the contract period.

SECTION 10 - Benchmarks and Timelines - Continued

BENCHMARK EXAMPLES FOR STATUTORY AREAS

Funding Assessment Activities

Our current funding sources include:

The funding assessment activities will allow the agency to attain the following benchmarks.

Significantly Improved: Will be demonstrated by the establishment of new funding sources or districts that were not in place before the requested funds were awarded.

Improved: Will be demonstrated by new funding sources being identified and documented plans completed to establish the sources or districts

Not Improved: Will be demonstrated by documented planning to find new funding sources that were not in place before the requested fund: were awarded.

Worsened: Will be demonstrated by this portion of the project not being initiated.

Stabilization and/or reorganization of at-risk emergency medical service

Significantly Improved: Will be demonstrated by altering our service in the following ways: (say how and when service alterations will be done and how the alterations will

Improved: Will be demonstrated by altering our service in the following ways: (say how and when service alterations will be done and how the alterations will stabilize or reorganize your agency).

Not Improved: Will be demonstrated by providing information regarding how we will alter our service.

Worsened: Will be demonstrated by not completing this portion of the project.

Development of regional emergency medical services

Funding for the development of regional emergency medical services will allow the agency to attain the following benchmarks.

Significantly Improved: Will be attained by the creation of one agency serving the project area.

Improved: Will be attained by establishment of a plan and timeline to establish a single agency that serves the proposal area

Not Improved: Will be attained by the discussion and review of proposals to meet the goal of a single agency to serve the project area.

Worsened: Will be attained by failing to develop a plan or have discussions to attain a single agency to serve the service area

Training for emergency medical directors

Funding for the Medical Director training will allow the agency to attain the following benchmarks:

Significantly Improved: Will be demonstrated by a 20% increase in the input, services, and feedback provided to the agency by the medical director

Improved: Will be demonstrated by a 15% increase in the input, services, and feedback provided to the agency by the medical director.

Not Improved: Will be demonstrated by not showing an increase in the input, services, and feedback provided to the agency by the medical director

Worsened: Will be demonstrated by showing a decrease in the input, services, and feedback provided to the agency by the medical director.

Access to training front line emergency medical services personnel

Funding for training of front-line personnel will allow the agency to attain the following benchmarks:

Significantly Improved: Will be demonstrated by an increase of X number of licensed personnel.

Improved: Will be demonstrated by an increase of x number of licensed personnel

Not Improved: Will be demonstrated by having trained x number of personnel

Worsened: Will be demonstrated by not having anyone trained to become licensed.

Capital equipment and needs

Funding for capital equipment and needs will allow the agency(s) to attain the following benchmarks:

Significantly Improved: Will be demonstrated by placing this equipment in service.

Improved: Will be demonstrated by receiving the equipment at the agency .

Not Improved: Will be demonstrated by ordering the equipment for the agency

Worsened: Will be demonstrated by not ordering or obtaining the equipment described in the proposal.



Brad Henry
Governor

**NOTIFICATION FROM GOVERNOR BRAD HENRY
REGARDING SUBMITTED AGENCY RULES**

On January 12, 2010, the Oklahoma State Department of Health pursuant to its legal authority to adopt rules found at 63 O.S. §§ 1-104 and 1-2512.1, adopted rules through emergency rulemaking.

On January 13, 2010, the rules and all necessary documentation required by Section 253 of Title 75 of the Oklahoma Statutes were submitted to the Office of the Governor for approval or disapproval.

On February 2, 2010, I hereby approve the following rules submitted:

- | | |
|-------------|-------------|
| 310:642-1 | 310:642-5 |
| 310:642-1-1 | 310:642-5-1 |
| 310:642-1-2 | 310:642-7 |
| 310:642-1-3 | 310:642-7-1 |
| 310:642-3 | 310:642-7-2 |
| 310:642-3-1 | 310:642-9 |
| 310:642-3-2 | 310:642-9-1 |



Governor Brad Henry

Attest:



Secretary of State

**TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH CHAPTER
642. EMERGENCY RESPONSE SYSTEMS STABILIZATION AND
IMPROVEMENT REVOLVING FUND**

"Unofficial Version"

Subchapter	Section
1. General Provisions	310:642-1-1
3. Proposals	310:642-3-1
5. Scoring	310:642-5-1
7. Disbursement	310:642-7-1
9. Evaluation	310:642-9-1

[Authority: Oklahoma State Board of Health; 63 O.S. §§ 1-104 et seq.; 63 O.S. 2008, § 1-2512.1.]

[**Source:** Codified 7-25-2010]

SUBCHAPTER 1. GENERAL PROVISIONS

Section

- 310:642-1-1. Purpose
310:642-1-2. Program Description
310:642-1-3. Definitions

310:642-1-1. Purpose

The rules in this chapter are promulgated to:

- (1) Define the process for appropriate distribution of the Oklahoma Emergency Response Systems Stabilization and Improvement Revolving Fund (OERSSIRF) pursuant to 63 O.S. 2008, § 1-2512.1.
- (2) Provide standards for monitoring and enforcement of the provisions of the statute and these rules.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2537, eff 7-25-2010]

310:642-1-2. Program Description

The Oklahoma Emergency Response Systems Stabilization and Improvement Revolving Fund program is authorized by 63 O.S. 2008, § 1-2512.1. This law authorizes the Department to distribute funds for specified purposes. This Chapter interprets and implements the law authorizing the expenditure and distribution of funds by the Department. The Department's rules applicable to OERSSIRF expenditures shall be construed so as to consider only the OERSSIRF expenditures program administered by the Department.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2537, eff 7-25-2010]

310:642-1-3. Definitions

The following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"**Applicant**" means a qualified entity that submits a proposal for OERSSIRF funds.

"**Department**" means the Oklahoma State Department of Health.

"**Emergency Medical Services System**" means the network of emergency medical dispatchers (EMDs), certified emergency medical responders (EMRs), licensed emergency medical technicians (EMTs), certified emergency medical response agencies (EMRAs), licensed ambulance services, EMS medical directors, recognized training institutions, and communications centers that work together to deliver prompt, effective pre-hospital emergency medical care to the citizens of Oklahoma.

"**Qualified entity**" means any person or organization licensed, certified or approved by the Department as part of the EMS system, such as EMS personnel, certified emergency medical

response agencies, licensed ambulance services, approved training institutions, approved emergency medical dispatch agencies, approved medical directors or any combination thereof, or their associations or sponsoring organizations, such as EMS districts, cities or counties that operate certified emergency response agencies or licensed ambulance services, or education systems operating EMS training institutions.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2537, eff 7-25-2010]

SUBCHAPTER 3. PROPOSALS

Section

- 310:642-3-1. Proposal review and disposition
310:642-3-2. Applicable law, deadline for proposals, eligible project costs, maximum award

310:642-3-1. Proposal review and disposition

(a) **General procedures.** The general procedure to be followed in the funding proposal, review and consideration process for financial assistance under the OERSSIRF program shall be as follows:

(1) **Pre-proposal conference.**

(A) All potential applicants are encouraged to participate in a pre-proposal conference. The Department shall summarize available funding, areas of need identified by any state assessment, and the status of previous OERSSIRF-funded projects.

(B) At the pre-proposal conference, preliminary matters may be generally discussed to familiarize all concerned parties with the proposal period, requirements and procedures.

(2) **Proposal.** An applicant shall initiate proposal review and consideration by submission to the Department of applicant's proposal for financial assistance. A proposal shall be submitted by the qualified entity using forms described in 310:642-7-1 (relating to content of application), within the application period specified in OAC 310:642-3-2 (relating to deadlines for filing.)

(3) **Scoring and selection.** Eligible proposals shall be scored by the following process.

(A) A public meeting shall be scheduled for the purpose of scoring the eligible OERSSIRF proposals and awarding the funds that have been identified by the Department as the balance available for distribution on the last day of the preceding calendar year.

(i) A nine (9) person review panel shall be selected by lot each year from volunteers present at the awards meeting.

(ii) Each panel member so selected will sign an attestation stating the volunteer has no financial or other direct personal interest in any of the project proposals before the Department.

(iii) Only a single representative from a professional or business entity may serve on the review panel at the same time.

(iv) If a selected volunteer is determined by Department staff to have any such interest in the selection, the volunteer will be disqualified and another name shall be selected by the same method, until nine members are empanelled.

(B) The panel shall be seated and the reviews will begin under the direction of Department staff.

- (i) Department staff will distribute proposals and scoring tools, collect the completed scoring tools for each proposal from the panelists, and tally the scores for each proposal at the end of the process.
- (ii) The tallied scores shall be posted as soon as the totals are computed.
- (C) The project with the highest score of total points shall be selected for funding, and the projected cost of the project deducted from the balance of the fund.
- (D) The project with the next highest score of total points shall be selected for funding, and the cost deducted from the balance of the fund and continuing in like manner until insufficient funds remain to fund the next highest-scoring project.
- (E) Any remaining funding shall be retained by the fund and distributed the next year.
- (b) **Criteria applicability.**
- (1) The criteria set forth in subsections (c) and (d) of this Section shall constitute guidelines and standards for proposal review and consideration by the Department.
- (2) The criteria and standards set forth in subsections (c) and (d) of this Section shall be applied to each proposal without exception.
- (c) **General approval standards and criteria.** The Department shall be under a continuing obligation to ensure the following standards and criteria are satisfied before any proposal is approved for funding and may determine compliance with these standards and criteria during preliminary review, scoring and selection or during a post selection review:
- (1) **Compliance with applicable law.** The proposed project must be found to be in compliance with 63 O.S. § 1-2512.1, and applicant must possess all necessary and incidental legal rights and privileges necessary to project commencement and operation.
- (2) **Eligibility.** The applicant must be a qualified entity and the proposed project must be for a qualified purpose as defined in 63 O.S. § 1-2512.1.
- (3) **Local need, support and priority.** The applicant shall demonstrate that the project is needed in the area to be served and is sufficient, as proposed, to serve such needs. Applicant shall demonstrate local support, interest and commitment in and to the proposed project.
- (4) **Availability of other assistance.** Applicant shall demonstrate appropriate due diligence to ensure no alternative sources of revenue could be obtained and utilized for project financing.
- (5) **Economic feasibility.** The applicant shall demonstrate the overall economic viability and feasibility of the project.
- (6) **Project feasibility.** The applicant shall demonstrate that the project is feasible and cost effective.
- (7) **Statewide needs and public interest.** The applicant shall demonstrate the relationship between the proposed project and the overall EMS development needs within the State

of Oklahoma and show that proposed project will serve the public interest and welfare.

(d) **Criteria for denying a proposal.** The Department may deny a proposal for OERSSIRF funding for any of the following reasons:

- (1) The applicant is not an eligible entity.
- (2) The project does not serve the goals of 63 O.S. § 1-2512.1.
- (3) Insufficient availability of funding.
- (4) The proposal is received after the deadline.

(e) **Department action.**

(1) After reviewing and considering the submitted proposal, the Department may take one of the following actions:

(A) The Department may approve and fund the proposal as submitted.

(B) The Department may reject and deny the proposal based upon any applicable criteria described in subsection (d) of this Section.

(2) Upon approval of a proposal, the Department may authorize the execution of all necessary funding documents and instruments, and may accordingly authorize and provide for disbursements and such further or additional action as may be necessary to complete and implement the approved transaction.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2537, eff 7-25-2010]

310:642-3-2. Applicable law, deadline for proposals, eligible project costs, maximum award

(a) The Department shall administer proposals for OERSSIRF funds in accordance with any provisions of law applicable to such proposals and OERSSIRF funds.

(b) To be considered for and receive funding from funds available for OERSSIRF in any given fiscal year, an application must be completed in accordance with this Chapter and filed by the applicant and received by the Department on or before the thirtieth (30) calendar day after the issuance of the Request for Proposals (RFP). Any application not properly completed and filed shall not be considered for or funded from funds that may become available during that fiscal year.

(c) The Department shall issue a Request for Proposals (RFP) for the OERSSIRF each year. The submission period, including time for questions, shall not be less than thirty (30) calendar days. The Department shall identify qualified staff to ensure questions received through the RFP process are answered and posted appropriately.

(d) An OERSSIRF proposal submitted for consideration in a prior fiscal year that was not approved for funding in that prior fiscal year may be submitted again in any year.

(e) For purposes of evaluating, approving and funding proposals for OERSSIRF funds, categories of project costs which are eligible for assistance shall include those project costs described in 63 O.S. § 1-2512.1:

- (1) Funding assessment activities,
 - (2) Stabilization and/or reorganization of at-risk emergency medical services,
 - (3) Development of regional emergency medical services,
 - (4) Training for emergency medical directors,
 - (5) Access to training front line emergency medical services personnel,
 - (6) Capital and equipment needs.
- (f) No qualified entity shall receive more than \$500,000 in OERSSIF funding assistance in any twelve (12) month period, or for any single project.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2539, eff 7-25-2010]

SUBCHAPTER 5. SCORING

Section

310:642-5-1. OERSSIRF funding priority point system

310:642-5-1. OERSSIRF funding priority point system

Proposals shall be ranked based on the total number of points awarded by the Department consistent with this Chapter.

(1) The following formula shall be used to rank funding proposals: $T = S + M + D + H + E + AR + PM + PG + PE$, where:

- (A) T = Total points
- (B) S = Statutory purposes
- (C) M = Multiple jurisdictions
- (D) D = Population density
- (E) H = Distance to the nearest level I or II trauma center
- (F) E = Number of project-area EMTs
- (G) AR = Amount of funding requested
- (H) PM = Project matching
- (I) PG = Previous funding assistance
- (J) PE = Previous funding evaluation

(2) Points may be awarded as described below:

(A) **Statutory purposes (S)**: Points shall be awarded for each of the relevant statutory purposes of the proposal as follows:

- (i) Funding assessment activities: 50 points
- (ii) Stabilization and/or reorganization of at-risk emergency medical services: 100 points
- (iii) Development of regional EMS: 50 points
- (iv) Training for emergency medical directors: 50 points
- (v) Access to training front line emergency medical services personnel: 100 points
- (vi) Capital and equipment needs: 50 points

(B) **Multiple jurisdictions (M)**: Points shall be awarded for projects addressing the EMS needs of multiple jurisdictions, as follows:

- (i) Two cities or towns: 25 points
- (ii) Three cities or towns: 50 points
- (iii) County wide: 100 points
- (iv) Multi-county: 150 points
- (v) State wide: 200 points

(C) **Population density (D)**: Points shall be awarded for projects encompassing areas of lowest per-mile population density as recorded by the United States Census Bureau, as follows:

- (i) 5,000.0 to 8,968.1: 0 points
- (ii) 1,000.0 to 4,999.9: 10 points
- (iii) 200.0 to 999.9: 20 points
- (iv) 79.6 to 199.9: 30 points
- (v) 30.0 to 79.5: 40 points
- (vi) 10.0 to 29.9: 50 points
- (vii) Less than 10.0: 100 points

(D) **Distance to trauma center (H):** Points shall be awarded for project areas where the average distance between the furthest and closest points within the project area to a trauma center classified by the State of Oklahoma or the American College of Surgeons as level I or II, as follows:

- (i) 0-25 miles: 0 points
- (ii) 25-49 miles: 10 points
- (iii) 50-74 miles: 20 points
- (iv) 75-99 miles: 30 points
- (v) 100-124 miles: 40 points
- (vi) 125-149 miles: 50 points
- (vii) 150 miles and over: 100 points

(E) **EMTs (E):** Points shall be awarded for proposals encompassing project areas with fewer resident licensed EMTs at any level of licensure as recorded by the Department as follows:

- (i) 100 or more resident EMTs: 0 points
- (ii) 50-99 resident EMTs: 20 points
- (iii) 25-49 resident EMTs: 40 points
- (iv) 0-24 resident EMTs: 60 points

(F) **Amount of funding requested (AR):** Points under this category for amount of funding requested are determined as follows:

- (i) \$400,001 to \$500,000: -50 points
- (ii) \$300,001 to \$400,000: -40 points
- (iii) \$200,001 to \$300,000: -30 points
- (iv) \$100,001 to \$200,000: -20 points
- (v) \$80,000 to \$100,000: 10 points
- (vi) \$60,000 to \$79,999: 20 points
- (vii) \$40,000 to \$59,999: 30 points
- (viii) \$20,000 to \$39,999: 50 points
- (ix) Any AR greater than \$500,000 shall be denied

(G) **Project matching (PM).** If the proposal proposes the use of matching funds, points shall be awarded consistent with the following formula:

- (i) 90% of the requested funds: 90 points
- (ii) 80% of the requested funds: 80 points
- (iii) 70% of the requested funds: 70 points
- (iv) 60% of the requested funds: 60 points
- (v) 50% of the requested funds: 50 points
- (vi) 40% of the requested funds: 40 points
- (vii) 30% of the requested funds: 30 points
- (viii) 20% of the requested funds: 20 points
- (ix) 10% of the requested funds: 10 points

(H) **Previous funding assistance (PG).** If a qualified entity has been approved for one (1) or more OERSSIF proposals from the Department for projects awarded in the past, points shall be deducted from the proposal according to all of the following provisions that apply unless the previous proposal was for an assessment of the need for the establishment of EMS or stabilization of an at-risk EMS:

- (i) One (1) funded project in the preceding twelve (12) month period: -80 points.

- (ii) More than one (1) OERSSIRF project in the preceding twelve (12) month period: -100 points.
 - (iii) One (1) OERSSIRF funded project more than twelve (12) months in the past: -50 points.
 - (iv) Two (2) OERSSIRF funded projects more than twelve (12) months in the past: -80 points.
 - (v) Three (3) OERSSIRF funded projects more than twelve (12) months in the past: -100 points.
 - (vi) Four (4) OERSSIRF funded projects more than twelve (12) months in the past: -150 points.
 - (vii) Five (5) or more OERSSIRF funded projects more than twelve (12) months in the past: -175 points.
 - (viii) If the qualified entity has received a previous OERSSIRF funding for a project that remains un-evaluated or for which any refund has not been paid as of August 31st of the year following the approved completion date of the project, the proposal will be given -50 points for each such funded project.
- (I) **Previous funding evaluation (PE).** The project score established through the Department's evaluation required by OAC 642-9-1(a) for each previously completed OERSSIRF project shall earn the following points:
- (i) Significantly Improved: 100 points
 - (ii) Improved: 50 points
 - (iii) Not Improved: -50 points
 - (iv) Worsened: -100 points

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2539, eff 7-25-2010]

SUBCHAPTER 7. DISBURSEMENT

Section

- 310:642-7-1. Content of proposal
310:642-7-2. Disbursement of funds

310:642-7-1. Content of proposal

(a) The proposal shall be submitted using the forms provided by the Department. The proposal form shall include the following sections:

- (1) Proposal Information, including the name of the contact person, mailing address, e-mail address, phone number and type of qualifying applicant entity.
- (2) Instructions, including an outline of the legal requirements and the priority point system.
- (3) A section requiring a narrative description of the proposed project.
- (4) A section enumerating the requirements of the OERSSIRF statute, requiring a description of the proposed project's compliance with each section.
- (5) A section requiring a narrative description of the proposed project's compliance with each of the priority point criteria.
- (6) A checklist allowing evaluation of compliance with solicitation requirements.

(b) Each proposal shall include a section setting forth the criteria that will be used to evaluate the success of the project. The criteria shall include:

- (1) Specific, objective metrics for evaluation of the project. For example: a percentage decline in response time or improvement in the number of available EMTs within a region, measured against the same metric at the start of the project.
- (2) A clear methodology and a description of data sources for computing the performance measures proposed in the project plan, for example, comparing responder response times or the total number of EMTs in a region against the same metric at the end of the project.
- (3) Benchmark measures for each of the following assessment levels:
 - (A) Significantly improved.
 - (B) Improved.
 - (C) Not Improved.
 - (D) Worsened.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2540, eff 7-25-2010]

310:642-7-2. Disbursement of funds

(a) **Action following Department approval and prior to disbursement of funding.**

- (1) **Notification of approval.** Upon approval of an OERSSIRF

proposal, the Department shall furnish to the applicant a written notice of approval. The notice shall advise the applicant that the funds approved shall be made available to the applicant by the Department for such purposes and upon conditions as provided in paragraph (2) of this subsection (relating to additional conditions prior to disbursement of funds).

(2) **Additional conditions prior to disbursement of funds.**

(A) Applicant shall establish a special and separate federally insured fund or account within applicant's accounting system in and through which the proceeds shall be administered and accounted for by the applicant.

(B) Unless otherwise provided and approved by the Department, applicant shall submit to the Department all plans, specifications and benchmark completion reports for the project for Department approval, all of which shall be complete and in sufficient detail as would be required for submission of the project to a contractor for bidding or contracting the project. If not previously provided, applicant shall provide Department with a written and verified statement setting forth:

(i) The amount of funds necessary for release and disbursement at closing needed for commencement of the project, and

(ii) The reasonable availability of all other revenue or funding sources needed to finance and complete the project.

(C) Applicant and Department, and all other necessary parties, shall have executed all necessary and incidental instruments and documents, including but not limited to a vendor agreement.

(3) **Department action on request for withdrawal of funding.**

If, prior to disbursement of the monies to the applicant, the project bids exceed the estimates or it otherwise develops that the OERSSIRF proposal amount approved by the Department, when combined with any other sources of funding, will be insufficient to complete the approved project, then the applicant may file a written request to decline funding and withdraw its proposal for the current fiscal year.

(b) **Disbursement of funding to applicant; action following disbursement.**

(1) **Disbursement contingent on completion of conditions; reduction from approved amount.** At the time of and upon compliance by the applicant with the applicable requirements in subsection (a) of this Section, the Department shall disburse the approved amount of OERSSIRF funds to the applicant for the approved project.

(2) **Disbursement in whole or part; timing.** Funds may be disbursed to the applicant in installments or in lump sum, and may be disbursed prior to, during, or upon, completion of the project, all as deemed appropriate by the Department under the project circumstances presented. The Department shall conduct on-site inspections to confirm completion of benchmarks

described in the project plan.

(3) **Post-disbursement requests for increases in funding amount.** If after disbursement of the monies to the applicant it develops that the applicant needs more money for the project than the OERSSIRF amount disbursed by the Department, the Department may evaluate remaining funds and at its discretion may increase funding no more than 10% over the original proposed amount.

(4) **Post-disbursement action regarding unexpended funding.** If following completion of the project the applicant needed less money for the project than disbursed by the Department, the applicant shall return the unexpended amount to the Department. Unused funding shall be returned to the fund and made available during the next funding year.

(5) **Reports.** The Department may require quarterly or biannual progress reports and may at any time perform on-site inspections.

(A) Applicants shall provide all requested documents at the time of the inspection, or as required by the Department.

(B) Department staff shall report any suspected misappropriation of funds to the appropriate law enforcement authority.

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2540, eff 7-25-2010]

SUBCHAPTER 9. EVALUATION

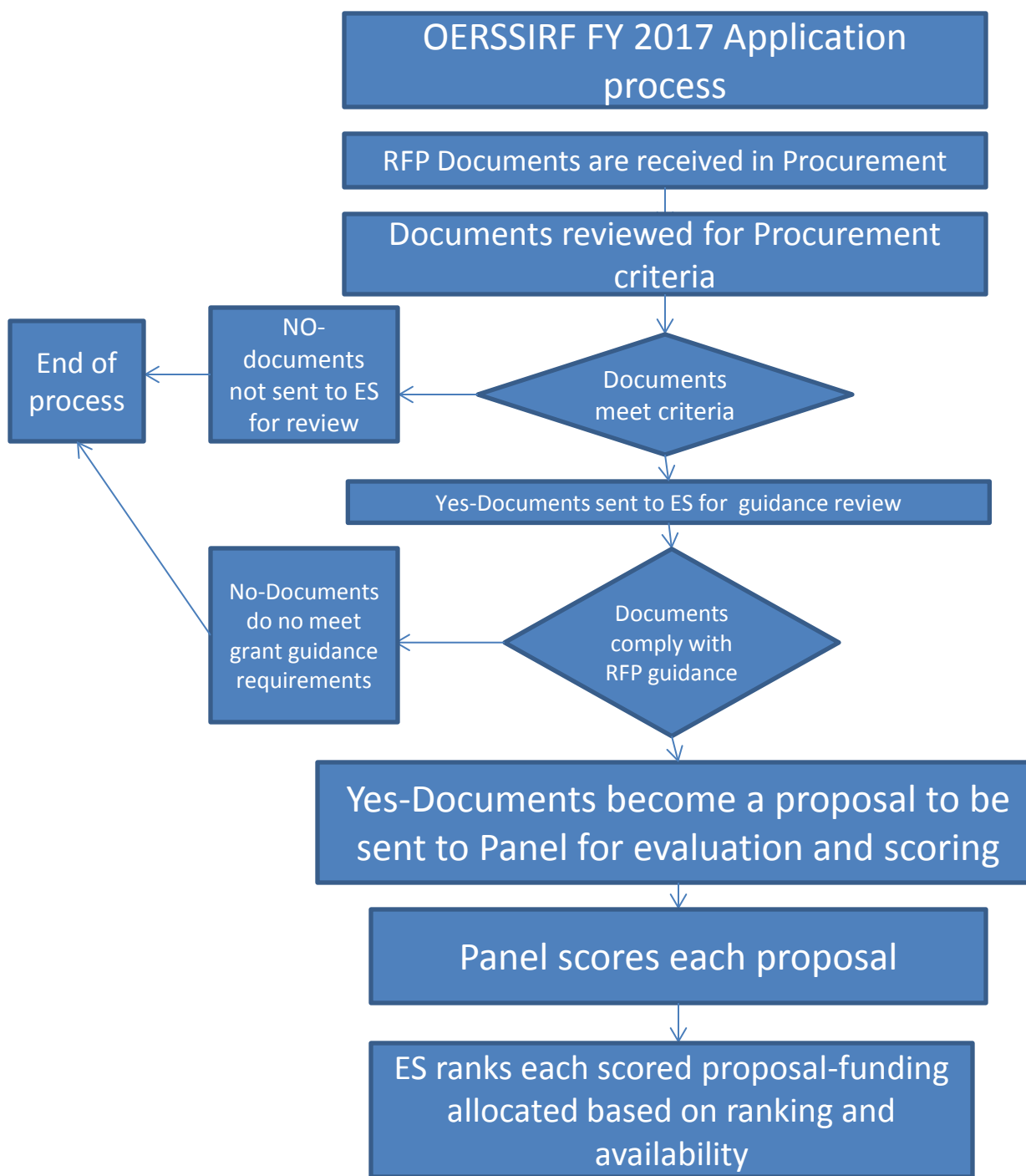
Section

310:642-9-1. Evaluation of Projects

310:642-9-1. Evaluation of Projects

The Department shall perform an evaluation of the project within six (6) months of its completion, summarizing its effectiveness using benchmark measures identified in the proposal as required by 310:642-7-1(b)(3)(relating to content of proposals).

[**Source:** Added at 27 Ok Reg 697, eff 2-2-2010(emergency); Added at 27 Ok Reg 2541, eff 7-25-2010]



FY2015 OERSSIRF INVOICE

Purchase Order Number: _____

FEI Number: _____

Send to: Oklahoma State Department of Health
 Protective Health Services/Emergency Systems
 Attention: Dale Adkerson, EMS Director
 1000 Northeast 10th Street
 Oklahoma City, OK 73117-1299

Contact Name: _____

Agency Name: _____

Street Address/PO Box #: _____

City/State/Zip Code: _____

Telephone #: _____

Email Address: _____



Item Number	Date Ordered	Date Received	Number and Name of Budgeted Item ¹	OERSSIRF Funds Spent	In-Hand Funds Spent	In-Kind Funds Spent ²
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Comments:	SUBTOTALS	\$0.00	\$0.00	\$0.00
	TOTAL	\$0.00		
	MINUS IN HAND AND IN KIND FUNDS	\$0.00		
	TOTAL DUE AGENCY	\$0.00		

Submitted by: _____
(PLEASE PRINT)

Signature: _____ Date _____

¹ From OERSSIRF Proposal Budget Form (page 9 of FY2015 OERSSIRF application) . Example: "CP 1061422 Bi/Pap S/T M Series budgeted as Transport Ventilator".
² Identify source of In-Kind Funds in the Comments block.

Guidebook for the Oklahoma Emergency Response System Stabilization and Improvement
Revolving Fund (OERSSIRF) - Fiscal Year 2017

This guidebook is an attempt to provide any interested party the information relevant to the OERSSIRF program. While the document is detailed, it is not meant to limit any submission or proposal that will “Stabilize and Improve” EMS in Oklahoma.

Any potential conflicts between the information in the Guidebook and the application sections are unintentional. If conflicts exist, follow the application instructions.

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Introduction

What is the Oklahoma Emergency Response System Stabilization and Improvement Revolving Fund, or OERSSIRF?

OERSSIRF was created through statute for the purposes of:

1. Funding Assessment Activities,
2. Stabilization and/or reorganization of at-risk emergency medical services,
3. Development of regional emergency medical services,
4. Training for emergency medical directors,
5. Access to training frontline emergency medical services personnel,
6. Capital and equipment needs.

The following individuals or organizations can apply for these funds?

Any person or organization or any combination of:

1. licensed, certified or approved by the Department as part of the EMS system, such as EMS personnel, certified emergency medical response agencies, licensed ambulance services,
2. approved training institutions,
3. approved emergency medical dispatch agencies, approved medical directors
4. or their associations or sponsoring organizations, such as EMS districts, cities or counties that operate certified emergency response agencies or licensed ambulance services,
5. or education systems operating EMS training institutions.

How are the funds awarded, earned, or won?

- This is a competitive scoring process. The Department must release it through a "Request for Proposal" (RFP) process because of the scoring process.
- Each response is a submission to the Department to enter into a contract with the Department.
- After the scoring process, the "Contracts" are awarded to the entities that scored higher in the ranking of scores.
- These are contracts, and the expectation is that the vendor will complete the terms in the contract.
- Invoices will then be submitted from the Vendors to the Department periodically, so that reimbursement can be made.

Application and process changes for FY 2017

Changes to the application and the process are identified throughout the document. The changes are highlighted in **YELLOW**. Areas of “added” importance are highlighted in **GREEN**.

A summary of the changes are:

1. The Guidebook has been updated. .
2. Number of EMT’s is based on zip codes. The report is dated April 20, 2016.

OERSSIRF Key Terms

Application means the section of the solicitation that is used for scoring purposes.

At risk is not defined within the regulation, but is part of the scoring process. If the applicant asserts they are at risk, then adequate documentation is required for the reviewer to be able to award points for at risk categories

Benchmark refers to the measurement of success from the proposal. The agency defines how success will be measured, and the Department will review the grant activities to determine what benchmark should be awarded.

Deliverables means these are the items within the proposals that the qualified entity states will be accomplished if awarded. Each deliverable will need a way of measuring success

Department means The Oklahoma State Department of Health

Matching Funds means encumbered or assigned funds that are dedicated to the completion of the proposal. For OERSSIRF, there are two types of matching funds: 1) funds encumbered to the project and 2) donated labor, time, material, or donated money dedicated to the completion of the project

OERSSIRF Regulations mean Oklahoma Administrative Code 310:642

OERSSIRF Statute means O.S. Title 63 § 1-2512.1

Request for Proposals also known as the RFP means the process by which the Department is able to solicit vendors to provide goods or services to the Department.

Response to the RFP means documents received as a response to the RFP. The initial documents are reviewed for essential criteria. If the initial response is complete, then the completed proposals are then sent to the panel for review.

Reviewers’ means the panel of volunteers that will be used to review the proposals submitted to the Department. There are nine reviewers on the panel.

Solicitation means the request for the RFP

“The applicant asserts- the reviewer validates”- is a statement used during the review process. Each application is an assertion or statement that the applicant has earned the points declared within the proposal. Reviewers will score the applications based on the contents, and their understanding of the contents. The contents of the response must support the assertions. If the contents do not support the assertions, then the individual reviewers cannot validate the assertions.

Vendors means the qualified entity that is awarded a contract

Considerations and tips regarding how to respond to the solicitation

- Read the guidebook
- Read all directions for the solicitation and application
- Please read the attachments
- Prepare a list of documents you will need to send.
- Ensure you know who will need to sign the solicitation
- Consider what you need that will “Stabilize and Improve” Emergency Medical System in your community, or region.
- **When you are listing and detailing your needs, determine how you will measure success.**
- Use the application fields to answer questions and provide narratives
- Always remember, as a response to the RFP, you are asserting how you will “Stabilize and Improve” EMS in your area and Oklahoma. Use the fields next to the point values to not only serve as a check list and a way to show the reviewers what you are asserting. After reading the assertions, the review panel will validate your assertions and provide a score.
- Do not assume the reviewers will understand what you are submitting. The narrative of the proposal is as important as the documents provided. The narrative will explain what you will use the money for, and explain the supporting documents. The supporting documents are used to validate the assertions made in the application and narrative.
- **If the applicant is working with another agency or entity to complete a deliverable, (e.g. as an agency working with a dispatch center for improvement), be sure to include letters of support or commitment from your “partners”. This deliverable will also need to be detailed in the benchmarks.**
- Nine (9) copies and the original are required to be submitted. An application will not be sent forward for review if the original and nine copies are not submitted.

Process

A “RFP” is released because the Department is “Soliciting” responses and proposals from “Qualified Entities” to “Stabilize and Improve” the Emergency Medical Services within the State of Oklahoma.

The “Response” from a “Qualified Entity” to the “Solicitation” contains what will be done to “Stabilize and Improve” EMS in Oklahoma.

Prior to the RFP closing date, a pre-proposal conference will be held to provide an open forum to provide information to potential applicants.

In this conference, questions may not be answered, but they will be collected for the purposes of responding in accordance with State of Oklahoma Procurement Statutes and Regulations.

The application process is:

1. Responses are received in Procurement before the RFP closes
2. The response must include nine (9) copies and the original
3. Documents are reviewed for Procurement Criteria
4. Documents are reviewed for Emergency Systems Criteria
5. Documents that do not have Procurement or Emergency Systems Criteria are not sent to the review panel
6. Documents that contain all required criteria are proposals that are submitted to the panel for review and scoring
7. Each scored proposal is then ranked and awards are based on rankings

What does this mean?

Before a response will be considered for review, the Department will evaluate each submittal to determine if it includes the following:

- A. Is the response from a legal and qualified entity?
- B. Does the response contain the required signatures for the solicitation?
- C. Does the response include appropriate statutory purposes?
- D. Does the response include complete responses for Local need, support, and Priority with Statewide needs and public interest
- E. Does the response include complete responses regarding the availability of other funding or other assistance
- F. Does the response include complete responses regarding economic and project feasibility?
- G. Does the response include a section setting the criteria that will be used to evaluate the project?
- H. Does the criterion include specific, objective (measurable) metrics (numbers or data)?
- I. Does the criterion include a clear methodology and a description of the data sources used to compute or determine the performance measures within the project?
- J. Are Significantly Improved, Improved, Not Improved, and Worsened, measurements included in the criteria?

If the answer is no to any single section, then the response will not be sent to the review panel, based on the following regulations:

O.A.C. 310:642-3-1-(b)

Criteria applicability

(1) The criteria set forth in subsections (c) and (d) of this Section shall constitute guidelines and standards for proposal review and consideration by the Department.

(2) The criteria and standards set forth in subsections (c) and (d) of this Section shall be applied to each proposal without exception.

O.A.C 310:642-7-1 Content of proposal

(b) Each proposal shall include a section setting forth the criteria that will be used to evaluate the success of the project. The criteria shall include:

(1) Specific, objective metrics for evaluation of the project. For example: a percentage decline in response time or improvement in the number of available EMTs within a region, measured against the same metric at the start of the project.

(2) A clear methodology and a description of data sources for computing the performance measures proposed in the project plan, for example, comparing responder response times or the total number of EMTs in a region against the same metric at the end of the project.

(3) Benchmark measures for each of the following assessment levels:

(A) Significantly improved.

(B) Improved.

(C) Not Improved.

(D) Worsened.

OERSSIRF Sections (Attachments A and B)

General Directions:

Each section asks for specific information. The information is provided in the narrative space, and supported by any required documentation. In the sections that have awardable points, the applicant is asked to complete the self-score section. These self-scores assists the reviewers to look for specific information in the narrative and documents. It also serves as a type of checklist for the person completing the application. More specific directions are below.

Part 1: Solicitation Package (Part B)

The Solicitation Package is part of the finished contract and must be submitted with the OERSSIRF Application. There are three parts that are required. They are the OMES Solicitation, the Solicitation Request, and the Special Provisions.

The OMES Solicitation

- Page 1: gives submission deadlines, details and the topic of the RFP
- Page 2: must be completed by the person authorized to obligate the Supplier to a contract (The person who can make business decisions and enter into contracts for the applicant is the person that needs to sign this document)
- Page 3: must be completed by the person authorized to obligate the Supplier to a contract (The person who can make business decisions and enter into contracts for the applicant is the person that needs to sign this document)
- Page 4- 8- General terms and Conditions- A must read. (This describes the business arrangements between the vendor and the State)

Special Provisions

- Page 1 to 8 Special Provisions, Solicitation Instructions, Terms of the Contract- A must read. (This describes specific requirements the applicant must complete to submit a complete response)

Solicitation Request- Document providing the authority for the Department to solicit RFPs.

Amendments to the Solicitation Package

When amendments to the Solicitation Package are required, the amendments will be released on the website. It is up to the Supplier to check the website throughout the open bidding period for any amendments to add to their proposal. The Amendments are required to be submitted as well.

Part 2- OERSSIRF Application (Attachment A)

Section 1: Project Proposal Information, Inclusions, and Requirements

Submitting Agency, Entity, or Individual is asking for the Name of the Qualified Entity submitting the response.

Mailing Address is the address of the qualified entity that correspondence from the office can be mailed to.

Business Telephone is the telephone number to contact the qualified entity submitting the response.

Project Contact Name is the name of the person representatives from the Department can contact when discussing the response.

Telephone Number is the phone number of the contact person

Email Address is the email address of the contact person

Project # is needed if the entity is submitting more than one proposal. Please number them as project 1, project 2, etc.

Total cost of project is how much money will be spent IN TOTAL to complete all the deliverables within the submission. This is the amount of money requested from OERSSIRF and matching funds the entity contributes.

Requested OERSSIRF Amount is how much money is needed from OERSSIRF to complete all the deliverables. This is the amount of money to accomplish the deliverables minus any matching funds.

Person completing application is the person that completes the application.

Signature is from the person that has the responsibility to ensure the deliverables is completed.

Date signed is when the signature was affixed to the response.

Statement:

Each application is a single response to a Solicitation for Request for Proposals released for FY 2017. A single response cannot be considered as part of a larger project area or goal unless there are documents within the proposal that establishes the multi-jurisdictional support.

Also, any partnerships that occur between different organizations, such as a Private Ambulance Service and a City Police Department will need to have agreement letters showing the goal.

This type of partnership may not qualify as multi-jurisdictional. However, letters detailing this partnership would show an example of community support.

What does this mean?

- The RFP's that are funded are a contract with the Department.
- These qualified entities are asking to become vendors with the State of Oklahoma to provide "Stabilization and Improvement" activities for the State of Oklahoma.
- The stated goals, purpose, and deliverables within each proposal are the vendors responsibility to complete.
- If qualified entities are working together to accomplish a single goal, then documentation from the different jurisdictions or qualified entities must be included with the response.

Statutory Eligibility

The Applicant must possess all necessary and incidental legal rights and privileges for project commencement and completion. The application must reflect the eligibility of the applicant as well as the statutory purpose(s) of the project. The statutory requirements must be documented in Section 2 of the application. Proposals that do not meet statutory requirements will be returned to the applicant.

What does this mean?

- The applicant must be a qualified entity.
- The applicant is only able to request funds to accomplish one or more of the six statutory purposes for OERSSIRF Funding
- If an applicant requests funding for a purpose that is not included in the six statutory purposes, then the entire proposal will be rejected and returned to the applicant.

Local need, support, and priority with statewide needs and public interest

- (a) The applicant must show the project is needed and sufficient to meet the needs in the area.
- (b) The application must show how the proposed project will serve the public interest and welfare by demonstrating the relationship between the project and the overall EMS development needs within the State of Oklahoma, as identified in a needs assessment.
- (c) Needs assessments may include reports from Bishop and Associates, National Highway Transportation and Safety Administration, OSU Cooperative Extension Service, or other reports regarding EMS.
- (d) The application must show local support for, interest in, and commitment to the proposed project. Letters expressing support from legal entities such as cities, counties, and companies in the area to be served shall be included as appropriate. The application will be reviewed prior to scoring to ensure guidance was followed.
- (e) Attestations of the benefits of the project to the public interest and welfare shall be provided by an appropriately credentialed consultant or other expert. Credentials of financial consultant(s) and expert(s) shall be submitted with the attestation(s). Applicant shall not be considered an expert or financial consultant for the purpose of attesting to project need. The application will be reviewed prior to scoring to ensure guidance was followed.

What does this mean?

- How did you determine what you needed?
- Detail the document(s) used to determine what you needed.
- Describe how the requested items will meet your needs and “Stabilize and Improve” EMS in Oklahoma.
- Does the applicant have support from the community (ies) that will potentially benefit from the funds?

Availability of other funding

The applicant must demonstrate due diligence was performed to ensure no alternative funding sources could be obtained and utilized for financing the project. All measures and efforts by the applicant to find alternative sources of funding must be documented in the application. Efforts to determine alternative revenue must be documented in a narrative summary. Identify all measures and efforts to seek alternative funding sources. This may include attempts to seek tax dollars, (property or sales), changes in billing practices, or other activities designed to secure funding. The application will be reviewed prior to scoring to ensure guidance was followed.

What does this mean?

- Has the applicant sought other funding methods?
- Has the applicant detailed why other funding methods were not successful or effective?
- Why is this funding the only way to “Stabilize and Improve” your EMS agency?

Project Feasibility

The application must demonstrate the project is feasible and cost-effective. The project description shall establish all items to be purchased for the project are readily available on the open market and identified in Section 7. Spreadsheets must be provided that demonstrate purchasing timetables and costs for all project items. Appropriately credentialed consultant or other expert attestations to the feasibility and cost-effectiveness of the project shall be provided. Credentials of financial consultant(s) and expert(s) shall be submitted with attestations. Applicants shall not be considered an expert or financial consultant for the purpose of attesting to project feasibility and cost-effectiveness. The application will be reviewed prior to scoring to ensure guidance was followed.

What does this mean?

- How will the deliverables meet the needs in the assessment?
- Will this be a cost-effective way of meeting these needs?
- The consultant or other person providing the expert attestations must include their credentials that entitle them to make these statements?
- The applicant cannot attest to their own feasibility and effectiveness?

Agency/Entity Demographics

You are asked **BUT NOT REQUIRED** to provide the following information. The information can help members of the review panel gain a better understanding of your agency or entity. A score is not assigned to any of the submitted information. If an item does not apply to your agency or entity, you may submit an NA.

1. Level of licensure or certification: (EMR, BLS, ILS, or PLS)
2. How many agencies licenses or certification are owned and operated by the applicant submitted this proposal
3. Total number of responses for CY 2014
4. How is your agency/entity funded: charges, sales tax, property tax, utility assessment, donations, etc.?
5. Latest annual operating budget for the licensed or certified agency/entity
6. Number of permitted ambulances owned and operated by the applicant
7. Number and type of employees:
 - Full Time – or greater than 40 hours per week
 - Part Time- or less than 40 hours per week
 - Volunteers- (paid less than minimum wage for duties performed)
 - Total number of Emergency Medical Responders,
 - Total number of Emergency Medical Technicians
 - Total number of Intermediates,
 - Total number of Paramedics

What does this mean?

- You are not required to respond to these questions
- These may be helpful to the reviewers to understand the operations, advantages, and disadvantages of your service area
- These will not be scored, and cannot be part of the final score
- These questions are for information only
- NA, or not applicable is a valid answer

Applications containing more than 55 pages will not be reviewed, and will be returned to the applicant.

The 55 page limit includes application pages 1-15 and the documents that support the application, contents, attestations, assertions, descriptions, and purpose. Documents that support the timeline, benchmarks, and documents required to establish project legal and contractual requirements are not included in the 55 page limit.

What does this mean?

- Count your pages
- The pages that do count include pages 1-15 and their supporting documents
- The pages the state requires for the contract do not count against the 55 pages
- Timeline and benchmark documents do not count against the 55 page limit
- Documents that establish your legal and statutory eligibility do not count against the 55 page limit
- Use the fillable spaces and blank pages to provide your narrative to make your assertions.
- Consider combining or limiting who you obtain your support letters from, focusing on the one that will meet the requirements for the response.

Section 2

These next sections are asking

1. Who or what is responding to the RFP and

2. Why is the response being submitted?

Narrative spaces are available to respond to these questions.

Qualified Entity and Statutory Purpose

What does this mean?

- EMS Personnel- an individual with a license or certification may apply for funding
- Certified EMRA- must have a certification from the Department
- Licensed Ambulance Service- must have a license from the Department
- Approved Training Institution must have approved through the Department
- Approved Emergency Medical Dispatch agencies are any organizations that provide EMD to areas in Oklahoma
- Approved Medical Directors are any medical directors affiliated with Oklahoma agencies
- Associations or sponsoring organizations include:
 - State Associations relating to EMS
 - EMS Districts, such as regional or funding districts
 - Cities or Counties that own operate and provide emergency medical response and transportation
 - Educational systems operating EMS training institutions

Statutory Purpose

What does this mean? What can the money to be used for?

- Funding assessment activities-
 - Does the qualified entity need to use a consultant to evaluate the existing system?
 - Does the entity need funds to professionally assess and determine the best solutions for the area?
 - Will the entity pay for and receive an assessment to determine their needs?
- Stabilization and/or reorganization of at-risk emergency medical services-
 - How is your entity at risk?
 - What is the entity at risk from?
 - Does the entity need funds to restart a failing service?
 - Does the entity seek to implement solutions identified an assessment?
 - Does the entity need money to remain open?
- Development of Regional Emergency Medical Services?
 - Will the money be used to create a system of different agencies, entities, communities or other partners to create a system that addresses a larger or expanded area?
 - Will the money be used to include different agencies and entities into an existing system, expanding services in an area?
- Training for Medical Director
 - Does the medical director seek formal training to become a better or more effective medical director?
- Access to training for front line emergency medical services personnel
 - Will the money provide training be used to either initial training for new personnel?

Will the money provide training be used to increase the level of licensure for existing personnel?

Will the money provide training be used to improve current skills within current licensure?

Will the money provide training assist the entity in maintaining current licensure?

- Capital and equipment needs

Will the funding be used to purchase equipment that needs to be replaced?

Will the funding be used to upgrade existing equipment?

Will the funding be used to buy supplies to support equipment purchases?

Application considerations:

If an applicant is seeking points for a statutory purpose, a deliverable and benchmark needs to be associated with the statutory purpose.

If the applicant “asserts” that an application will be used for several statutory purposes, the persons on the review panel will “validate” the contents of the application to award a score.

Section 3 Population Density and Multiple Jurisdictions

The population density of the proposed project area shall be determined by the **zip codes** within the proposed project area. This link is to a document that shows the square miles and population for each zip code in Oklahoma

http://www.ok.gov/health/Protective_Health/Emergency_Systems/EMS_Division/OERSSIRF_-_Oklahoma_Emergency_Response_Systems_Stabilization_and_Improvement_Revolving_Fund/index.html

The source document for this information is the U.S. Census Bureau. The link for the source document is: <http://www.census.gov/geo/maps-data/data/gazetteer2014.html>

To determine the population density for this project, identify all zip codes and their population in the proposed project area and enter the information below. The score for this part of the application shall be that associated with the zip code in the proposed project area with the **lowest population density**.

If this application is proposing a state-wide project, the population density will be 54.7 persons per square mile, which is the state-wide average.

Multiple Jurisdictions

If more than one community, county or other jurisdiction will benefit from this project, attach a map that highlights each such jurisdiction. Provide a list of the jurisdictions and describe the benefit to each one. For every listed jurisdiction, include documents that verify their inclusion in; and support for, the project.

What does this mean?

- In previous solicitations, the Department was only able to determine population based on county density. This year, we have been able to create a table that takes the population

is a zip code and the size of each zip code to create the population density for that zip code. (Formula- population /square miles = population density)

- There are hundreds of zip codes in Oklahoma. The table is in numeric order
- Include all the zip codes that will be included in your proposal.
- Reviewers will be able to access the table as well to verify your assertions.
- Zip codes listed will also be used to verify the assertions of multiple jurisdictions
- The multiple jurisdiction assertion may be supported by the following types of documents:
 - A. A map
 - B. A description in the narrative detailing how the different jurisdictions will benefit from the proposals.
 - C. Letters of support from the City or Town leadership. This may include any obligations they will incur for the success of the proposal.
 - D. County Commissioners. This may include any obligations they will incur for the success of the proposal.
 - E. Response agencies that rely and will benefit from the proposal. This may include any obligations they will incur for the success of the proposal.

Section 4 Number of EMTs in Project Area

The number of EMT's in the project area shall be the sum total of EMTs in the zip codes within the proposed project area. This link (document) is a report created April 20, 2016 showing the number of EMT's in each zip code in Oklahoma.

<https://www.ok.gov/health2/documents/Copy%20of%20number%20of%20EMS%20individual%20by%20zip%20code.pdf>

What this means?

- Using information provided by the Department- add the number of EMT's that are licensed within the proposal area
- The zip codes in this section should match the zip codes listed in other sections

Section 5 Distance to a Level I or II trauma center

A Level I Trauma Center is located in Oklahoma City. Two Level II Trauma Centers are located in Tulsa. The addresses for the trauma centers are: 1) OU Medical Center, 700 NE 13th Street, Oklahoma City, OK 2) St John Medical Center, 1923 South Utica Ave, Tulsa, OK 74104, and 3) St Francis Hospital, 6161 South Yale, Tulsa, OK 74136.

Determine the physical address in the project area that is most distant from the nearest trauma center. On the MapQuest site (<http://classic.mapquest.com/maps>) enter that physical address as the "START" and the address of the nearest Level 1 or Level II trauma center as the "END", then click "GET DIRECTIONS". Enter the mileage from "START" to "END" on the OERSSIRF application. Print the MapQuest map and include it in this application.

What this means?

- What is the closest trauma center to your proposal area?
- In your proposed area, what is the farthest point from the trauma center with an address?

- Use that address and the address of the closest trauma center to determine the distance from the trauma center?
- This copy of the directions, map, or other verification of the distance will need to be included.

Section 6 Proposed Expenditures

Describe all goods and services to be purchased with the requested funding. Assign a separate item number to each one. Enter the statutory purpose of each item; the estimated receive date of the item, and the associated benchmark number. Attach copies of any bids received and label the bid with the corresponding item number. Ensure total cost does not exceed funds requested in the proposal. See the example on the form.

What does this mean?

- This is a summary of what you will purchase through OERSSIRF funds.
- It is also a type of checklist to make sure that you include all the plans from the narrative are on this form.

Section 7 OERSSIRF Funding and Percentage of Encumbered Matching Funds

The applicant requested amount is the amount requested from the OERSSIRF fund. Please calculate the total cost of the project, and then subtract any encumbered matching funds. The difference should equal the amount of funds requested.

What this means?

- Is the applicant putting any matching funds into the project completion? If yes, determine the value of the matching funds. (See the guidance regarding matching fund percentages below).
- Establish the budget for the proposal
- How much money will the entire project require?
- What is the value of the matching funds?
- Project Budget – Matching Funds = How much money does the applicant needs from the OERSSIRF fund to complete the entire project?

Percentage of Encumbered Matching Funds

The encumbered matching funds percentage shall be calculated as follows: Total encumbered matching funds divided by total requested OERSSIRF funds = % of the project funding that depends on matching funds. Proposals that depend on encumbered matching funds shall include documentation (on letterhead, if possible) that clearly shows 1) a commitment to provide the matching funds, 2) who is providing the funds, 3) the amount to be provided, and 4) the purpose(s) to which the funds are committed.

The only matching funds that may be counted for points are: 1) funds set aside (encumbered) to accomplish the goals and benchmarks of the project; and 2) donated labor, time, material, and/or money dedicated to completion of the project. Attach all documents associated with matching funds to the application.

What this means:

- Matching funds are dedicated to the project objective
- Matching funds can be money dedicated from a budget (encumbered) or donated to be used for the project.
- Examples of donated matching funds include-
 - a- land donated for a building- the value of the land is the value of the donation to the matching fund percentage;
 - b- Labor - a contractor is willing to donate 20% of the cost of labor from the cost of the building. The amount of money that 20% equals is the value of the matching fund; or
 - c- material donated from a supplier could also be used in the matching fund percentage
- Clear documentation is required showing the type of matching fund being included and the source
- The formula to determine the percentage of matching funds is: $\text{Matching fund total} / \text{total requested OERSSIRF Funds} = \text{percentage of project matching funds.}$

Section 8 Previous Awards/Previous Benchmark Evaluations

If a qualified applicant has been approved for one or more OERSSIRF grants in the past, points shall be deducted; unless the previous proposal(s) was for an assessment of the need to establish an EMS agency or the stabilization of an at-risk EMS.

Within the definitions of the regulation- at risk is not defined.

As part of the scoring process beginning in 2012, if five reviewers awarded points for an agency being at risk, then points for the previous proposal will not be deducted. Otherwise, points for previous awards will be deducted.

What does this mean?

- If you have never been awarded OERSSIRF funding- this section does not apply to you
- If you have been OERSSIRF funding in the past, review previous awards and benchmark letters to determine the best score for your proposal.

Section 9 Benchmarks and Timelines for Benchmarks and Evaluations

As part of each proposal, the qualified entity is to include how success will be measured for the proposal.

The regulation states:

Regulation Reference: O.A.C. 310:642-7-1-(b)

(b) Each proposal shall include a section setting forth the criteria that will be used to evaluate the success of the project. The criteria shall include:

(1) Specific, objective metrics for evaluation of the project. For example: a percentage decline in response time or improvement in the number of available EMTs within a region, measured against the same metric at the start of the project.

(2) A clear methodology and a description of data sources for computing the performance measures proposed in the project plan, for example, comparing responder response times or the total number of EMTs in a region against the same metric at the end of the project.

(3) Benchmark measures for each of the following assessment levels:

(A) Significantly improved.

(B) Improved.

- (C) *Not Improved.*
- (D) *Worsened.*

What does this mean?

- Benchmarks are required.
- Benchmarks will include a specific and measurable outcome and a description of how the outcome was measured to determine the level of improvement.
- Levels of improvement include Significantly Improved, Improved, Not Improved, and Worsened.

Questions and considerations:

- What do I need to stabilize and improve EMS?
- How did you determine what was needed?
- Why do I need this item or items?
- How are you going to measure success- for the significantly improved, improved, not improved and worsened levels?
- What information are you going to compare and use to show the goals were met- and the deliverables stabilized and improved the system?
- The process or the summary regarding why the deliverable is needed will need to include your current status.
- The process and methods to determine our status can be documented in the application.

Step one:

Determine your needs to “stabilize and improve” EMS within the application.

How did you determine your needs? Did you:

- Review agency records?
- Work with staff to identify needs?
- What “numbers” determined your needs?
- If awarded, we will see these numbers change and improve.

These are your specific objective metrics.

Example:

The current status is X, and Y is needed to stabilize and improve our current status. The amount of change between X and Y determines your success level.

Also, X and Y will need a time frame reference. (Between MM/DD/YYYY and MM/DD/YYYY - This occurred to bring us to X. Through the funding, Y will be attained by MM/DD/YYYY)

Levels of success:

- The current status is known, or X
- A solution has been selected to fix the current status,
- The solution will move us to Y by a certain date.
- Significantly improved will be attained if Y is 10 times better than X

- Improved will be attained if Y is 5 times better than X
- Not improved will be attained if X and Y are the same
- Worsened will be attained if Y is less than X

Another example or way to describe this process:

- What do I need the money for? (goal)
- What is my current status? (why do I need this goal)
- How do I know if I met my goal? (the benchmark and level of success)

(Goal or Need)- We need a new ambulance to because our old one is costing too much money to fix.

(Current status) The current ambulance cost the city \$15,000 to keep it running over the last two years. Based on what the unit maintenance history and current needs, it will cost another \$10,000 over the next 18 months.

(Success) If we get the new ambulance, it will save the City in maintenance costs to use the savings for other EMS related items. The savings will amount to a minimum of \$8,000.00 over the next 12 months.

Another example or way to describe this process:

The need identified is more personnel are needed.

Why are more personnel needed?

To continue the viability of the agency and decrease the number of times we relied on mutual aid and other agencies to respond to our area.

The applicant will use the funding to Increase the number of licensed personnel through training courses.

Specific and objective Metric:

Between 2013 and 2014- our agency used mutual aid 25 times because we lacked the personnel to respond to all of our requests for service.

After training, the agency will have increased our staff members by 5 licensed personnel

By the end of the contract period, mutual aid requests will be decreased by 50%.

Different objective levels are needed for each of the benchmark levels.

The section of evaluation will also need to include how the beginning and ending points for measurement were identified and calculated.

Based on the previous example, the data needed to measure this could include dispatch records, OKEMSIS records, and documents from the other agency.

Additional Points to consider

It is up to the applicant to identify how to measure the success and effectiveness of the program, but the application must include the following information:

- Each deliverable must have a way to measure success.
- Each measurement must have a beginning point, or current status.
- The current status must identify how the current status was measured or documented.
- The benchmark (Significantly Improved, Improved, Not Improved, and Worsened) must identify a level of success in a clear objective way.
- The way to measure success must be identified.

This section of the application must meet the minimum requirements from this regulation:

If this section is not submitted in a clear and complete manner, the response will not be evaluated.

See page describing process.

Guidance Checklist
(This is not required to be returned with the application.)

- The guidebook has been reviewed.
- The responses must be returned to the Department by: _____
- The changes and amendments to the application have been reviewed and returned.
- The instructions for the Solicitation have been reviewed.
- The supporting documents for the solicitation have been included.
- The solicitation has been signed by the appropriate person.
- The application has been complete.
- The qualified entity requirements have been met.
- Documents and narrative describing the “Need and Support” for the RFP are included.
- The question regarding the “Availability of other funding” has been answered.
- The attestations regarding “Project Feasibility” have been included.
- The “Demographic” questions have been answered to the applicant’s satisfaction.
- The appropriate “Statutory Purpose” fields have been included.
- The zip codes for the proposal area to determine “Population Density” have been included with supporting documents.
- A description and supporting documents for “Multiple Jurisdictions” have been included.
- The zip codes for the proposal area to determine the “Number of EMT’s have been included.
- The documents and narrative that supports the “Distance to a Trauma Center” have been included.
- A list or explanation of the “Proposed Expenditures” or items to be purchased has been included in Section 6. Supporting documents have also been included.
- If the response includes “Matching Funds”, those have been calculated and explained.
- Previous awards and benchmark letters have been included.
- The benchmark requirements for all the identified statutory purposes have been included.
- Each “Deliverable” or item that the contract will be used for has a benchmark measurement that includes, but not limited to:
 - what the current status is,
 - what the purchase will do to improve the current status,
 - numeric value that will measure how much improvement was completed.

While the Guidance Checklist is not required to be returned, the checklist(s) within the Solicitation documents is required to be submitted.