



State of Oklahoma
Oklahoma State Department of Health
Procurement

Amendment of
Solicitation

Date of Issuance: June 1, 2017

Solicitation No. 3400001523

Requisition No. _____

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

OSDH-Procurement
1000 NE 10th street
Oklahoma City, OK 73117
or

Personal or Common Carrier Delivery:

OSDH-Procurement
1000 NE 10th street
Oklahoma City, OK 73117

Susan Wiest
Contracting Officer

405-271-4042
Phone Number

susanw@health.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

1. Questions and Answers
2. Revised Attachment A dated 6/1/17
3. Revised OERSSIRF Guidebook Version 4

These documents are attached to this amendment.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**) _____ Date _____

Authorized Representative Name (**PRINT**) _____ Title _____ Authorized Representative Signature _____

OERSSIRF FY 2018	Questions and Responses	
Number	Question	Response
1	Why is the number of EMT's on the application?	When the rules were being written, the goal was to have scores weighted toward the rural agencies. The number of EMT's was seen as a way weigh scores to the rural agencies.
2	Does the number of EMT's on the application continue with that goal?	This question remains within the regulations for the OERSSIRF program. Therefore, it remains as part of the conversation.
3	Do smaller dollar values of proposals receive more weight or more priority in the review process?	The regulations for OERSSIRF detail how many points can be awarded for dollar amounts. Regarding the dollar value of grants, they range from \$30,000 to \$300,000.
4	Regarding zip codes for EMT - if a zip code is not listed, does that mean there is zero licensed persons in that zipcode?	Yes
5	Regarding zip codes for population density, if a zip code isn't listed, does it have a zero population density?	Yes, it will have a zero population density, in that is a zipcode that does not have permanent residents. If a zipcode is included in the proposal with zero population density, then an explanation regarding the reason why that population density should be scored vs. the population density of a zip code with permanent residents.
6	Is the "hard deadline" for ending the RFP established in statute?	It is part of the RFP process and authority under statute to establish the deadline for receiving the RFP.
7	Where are the statutorily authorized entities that can be awarded contracts?	Section 2 of the Application (Page 4 of Attachment A)
8	Where are the statutory purposes that are authorized in the statute and regulation?	Section 2 of the Application (Page 4 of Attachment A)
9	Are matching funds required?	No.
10	If a project was funded in the previous year but not yet reviewed required to have -80 points deducted?	Yes. Based on 310:642 -5-1 (H) (i) states: "One (1) funded project in the preceding twelve month period: -80 points." Example We are accepting RFP responses for FY 2018. The Preceding 12month period would be FY 2017. Therefore, previous awarded proposals have -80 points deducted.
11	Is the only deduction for the previous year?	No, the regulations have deductions for five or more awards as -175 points.
12	Is this the paperwork I need to fill out to apply for this grant, and do I need to fill out multiple applications if I am requesting funds for more than one project.	Yes and Yes
13	Is this something that effect OGE?	Not directly. This is an announcement for qualified entities to apply for a grant from the Department to "Stabilize and Improve" ems response in Oklahoma. As an EMRA you are a qualified entity, and are eligible to apply.

OERSSIRF FY 2018	Questions and Responses	
Number	Question	Response
14	Under the bidder general information do I put my SSN, and what would be my supplier ID. Second how do I Register with the secretary of state.	Enter the FEI number for your EMS service first, you will not have a Supplier ID# if your ems service has never done business with the State of Oklahoma in the form of a contract. It is the number assigned in the PeopleSoft payment system when a vendor registers.
15	Where can I find our FEI number, plus I just asked our administrator about registering with the Secretary of State and she has no idea what I'm talking about. Will that link take me to a place to register?	You might try contacting your board secretary or other board staff who would have record of the FEI number. It is also called the tax ID # if that helps. Go to the link I provided for registration and questions regarding that process.
16	Page 2 asks for "total number of responses in CY 2014." Is that correct that you want 2014?	The corrected application will be posted as an amendment
17	page 2 of Section 1 of the OERSSIRF application, it's asking for CY 2014 run data. That was the same request as last year's form. Should we be submitting CY 2015 data?	The corrected application will be posted as an amendment
18	Section 2 under "Statutory Purposes", "Development of Regional EMS" lists 100 points, but OAC 310:642-5-1 (2) (A) (iii) shows 50 points as the allowable.	The corrected application will be posted as an amendment
19	Section 3, "population density": the self score won't allow us to total the points.	The corrected application will be posted as an amendment
20	Section 5 self scoring boxes won't allow us to check the checkbox.	The corrected application will be posted as an amendment
21	Matching Fund % is not a fillable box	The corrected application will be posted as an amendment
22	*In section 8 it says to get score from page 13. There is not scoring on page 13.	The corrected application will be posted as an amendment
23	Section 9... Self Score is not a fillable box	The corrected application will be posted as an amendment
24	B/U comcenter in Tulsa—desks, chairs, computers..I believe we get the radio via HPP. Probably around 20 grand. Ballistic vest cache—instead of putting each size vest on each truck times the number of medics (s), put a cache of vests with the supervisors. If a hostage/active shooter scene evolves, he or he will be there anyway. Won't protect the medic on the individual shooting, but have to make some compromise between cost and benefit. Would either of those be allowable?	The statute and the regulations do not include specific projects or items that can be purchased with OERSSIRF Funds. Each response or application will need to identify specific items are needed. The reviewers will validate the assertions with the supporting documentation and assign a score to the response.
25	We have reviewed the grant a few times and wanted to verify that in Section 1 where it asks for CY2014 total number of responses, you are wanting CY2014, as last year's grant asked for the same CY responses.	The corrected application will be posted as an amendment
26	Do I add all zip codes that are in our ambulance district even though they belong to cities outside our district to the population density section. Example: The City of Blackwell has there own zip code and ambulance district but some people with a Blackwell zip code live in our ambulance district. Does their zip code get added to our population density since it comes into our area? The same question for the EMT's in the project area.	It is the responsibility to identify the zip codes for both population density and number of EMT's to be included in the proposal. If multiple jurisdictions are included in the proposal, letters of support may be required to validate the response.
27	Do all additional information have to be placed in the box provided or can we as an example write "see next page for additional information" and use another page for additional information or does it all have to be in the box provided?	The space provided within the application is for the convenience of the entity providing the response. If it is more convenient to insert the narrative or other supporting documents on inserted pages, that is acceptable. The 55 page limit still applies.

OERSSIRF FY 2018	Questions and Responses	
Number	Question	Response
28	Do you need the total cost of the our project because I am only getting base quotes from vendors who are not really wanting to do a full quote unless they know we get the grant and they get the work. Should we try to figure what the total cost will be or try to get the total cost of our project?	The budget asks for two subtotals to determine the Total Cost of the Project. The totals are: Matching Total and Amount of OERSSIRF Request. These two amounts determine the total cost of the budget.
29	Has the question page been completed for the OERSSIRF grant?? I believe there was date but I didn't write it down or can't it if there is.	This document is the response to the questions received as part of the RFP.
30	Also, in the guidebook for Section 6 it says to describe everything being purchased. Yet, on the application it is for matching funds. It appears the sections in the guidebook do not match the application. Will that be addressed in the q/a page??	The corrected application will be posted as an amendment
31	We are wanting to do 2 projects, can each project and the 9 copies be in their own envelope or do i need to fit all 20 copies in one	Each project is a separate proposal and should be packaged separately.

ATTACHMENT A - FY 2018 APPLICATION FOR OKLAHOMA EMERGENCY RESPONSE SYSTEMS STABILIZATION AND IMPROVEMENT REVOLVING FUND-	
SECTION 1 - General Information and Project Requirements	
1. Name of Submitting Entity	
2. Project # (if > one proposal is submitted)	
3. Total Project Amount (matching + request \$ =)	
4. Requested OERSSIRF Amount	
6. Mailing Address of Entity	
7. Entity Phone#	
8. Entity Contact Name	
9. Entity Contact Phone Number	
10. Entity Contact Email Address	
11. Person Completing Application	
NAME: PRINT	
SIGNATURE	
DATE	
TELEPHONE NUMBER	
Application will be reviewed prior to scoring to ensure application guidance was followed.	
1. Statutory Eligibility (63 O.S. 1-2512.1)	
<p>The proposed project must comply with 63 O.S. 1-1512.1. 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 statutory purposes of the project. These requirements must be documented in Section 2 of the application.</p> <p>Proposals that do not meet the statutory requirements will be returned to the applicant.</p>	
2. Local Need, Support and Priority (310: 642 -3-1 (C)(3))	
<p>(a) Applicant must demonstrate the project is needed in the area to be served, as supported by "needs" identified by any State assessment. The project description must clearly show how the project will appropriately address the identified need(s) and include the assessment referencing the the project need(s).</p> <p>(b) Applicant must demonstrate local support, interest, and commitment to the proposed project. Letters from the involved legal entities (cities, counties, and companies) shall be included, as appropriate.</p>	
3. Availability of Other Assistance (310:642-3-1 (C)(4))	
<p>Applicant must demonstrate due diligence to ensure no alternative sources of revenue could be obtained and utilized for project financing. Efforts to determine alternative sources of revenue must be documented in a narrative summary. Identify all measures and efforts to seek alternative funding sources.</p> <p>Application will be reviewed prior to scoring to ensure guidance was followed.</p>	

SECTION 1 - General Information and Project Requirements - Continued

4. Project Feasibility (310:642-3-1 (c) (5) and (6))

Applicant shall not be considered an expert or financial consultant for the purpose of attesting to project feasibility and cost-effectiveness.

Application will be reviewed prior to scoring to ensure guidance was followed.

"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:"

Applicant 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.

5. Statewide Needs and Public Interest. (310:642- 3-1 (C)(7))

Applicant 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. Needs assessments may include reports from Bishop and Associates, National Highway Transportation and Safety Administration, OSU Cooperative Extension Service, or other reports regarding EMS. 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. Real and potential conflicts of interest will need to be declared in the attestation with steps taken to address the conflicts.

Application will be reviewed prior to scoring to ensure guidance was followed.

6. Agency Demographics

You are asked, **BUT NOT REQUIRED**, to provide the following information about your agency. A score will not be assigned to any of the submitted information. However, the information could be useful to the panelists when they review your application. If some of the requested information is not applicable to your agency, enter NA. In cases where more than one response to a question is applicable, check all that apply.

Level of Agency Licensure	EMRA		BLS		ILS		PLS	
Permitted Ambulances Owned/Operated by the Agency								
Number of Stations/Substations Operated by the Agency								
Total Number of Responses in CY2016								
How the Agency is Funded	Charges		Sales Tax		Property Tax			
	Utility Assessment				Subscriptions			
	Other							
FY 2016 Agency Operating Budget								
Number and Types of Agency Employees	Full Time Employees ≥ 40 hours per week							
	Part Time Employee 39 hours per week							
	Volunteer Employees (Compensated ≤ minimum wage for duties performed)							
	Number of Emergency Medical Responders							
	Number of Emergency Medical Technicians							
	Number of Intermediates							
	Number of Paramedics							
Number of EMRAs Sponsored by the Agency								

SECTION 1 - General Information and Project Requirements - Continued

Use this page, with additional pages as required, to create a narrative that speaks to **ALL** the requirements in Number 1 - 5 above.

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, documents that support the application contents, attestations, assertions, descriptions, and purpose. Documents that support the timeline and benchmarks and documents 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)			
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. Explain qualifying relationship or criteria below:					
Statutory Purpose(s) (check all applicable activities) (63 O.S. § 1-2512.1)					
	Value	✓		Value	✓
Funding Assessment Activities	50 points		Training for Emergency Medical Director	50 points	
Stabilization and/or Reorganization of At-Risk Emergency Medical Service	100 points		Access to Training for Front Line Emergency Medical Services Personnel	100 Points	
Development of Regional Emergency Medical Services	50 points		Capital and Equipment Needs	50 points	
Applicant Self Score					
In narrative form, describe the project statutory purpose(s) and any included documents that verify the qualifications of the applying entity. Continue on the next page, if needed.					
Each vendor must maintain documentation that the deliverable was completed by the vendor.					

SECTION 2 - Qualified Entity and Statutory Purpose - Continued

In narrative form, describe the project statutory purpose(s) and any included documents that verify the qualifications of the applying entity.

SECTION 3 - Population Density and Multiple Jurisdictions

Population Density

Source document for population density by zip code: <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](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/mile:	100 Points	
10/mile to 29.9/mile:	50 points	
30/mile to 79.5/mile:	40 points	
79.6/mile to 199.9/mile	30 points	
200/mile to 999.9/mile	20 points	
1,000/mile to 4,999.9	10 points	
Greater than 5,000/mile	0 points	
Applicant Self Score		

Multiple Jurisdictions

If more than one community, county or other jurisdiction will benefit from the project, list them all and describe the benefits. **Attach a map and highlight jurisdictions benefitting from the project. For every jurisdiction included in the proposal, documents that verify their inclusion and/or support must be submitted .**

Jurisdictions	Points	✓
Two Cities or Towns	25	
Three Cities or Towns	50	
County-Wide	100	
Multi-County	150	
State-Wide	200	
Applicant Self 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 EMT's in each zip code within the defined project area. The total number of EMT's within the project area shall be determined using the information below:

Zip Code	# EMTs	Zip Code	# EMTs	Zip Code	# EMTs	Zip Code	# EMTs

Number of EMTs in Project Area

Scoring Criteria:		
EMTs in Area	Points	✓
0-24	60 points	
25-49	40 points	
50-99	20 points	
greater than 100	0 points	
Applicant Self Score		

Statewide Projects: 60 points awarded because the number of EMTs in Oklahoma (8,443) divided by the number of zip codes with licensed EMTs (648) is an average of 13.0293 emt's in each zip code.

If the project has multiple jurisdictions, the number of EMTs will be verified using the map from section 3.

SECTION 5 - Distance to 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 Medical Center, 700 NE 13th Street, Oklahoma City, OK 73104; 2) St. John Medical Center, 1923 South Utica Avenue, Tulsa, OK 74104; and 3) St. Francis Hospital, 6161 South Yale, Tulsa, OK 74136. Determine the most distant point (with a physical address) in the project area from the nearest trauma center. MapQuest site (<http://classic.mapquest.com/maps>), On the MapQuest site (<http://classic.mapquest.com/maps>), enter that physical address in the "Start" and the nearest Level I or Level II Trauma Center address as the "End" and click "Get Directions". address as the "End" and click "Get Directions". Enter the mileage from "Start" to "End" in the block below. Print the map from MapQuest and include with the application.

Distance to a Level 1 or II Trauma Center:

Statewide projects shall use the following mileage: 291.49

Distance to Level I or II Trauma Center:

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	

Scoring Criteria:	Points	✓
100 miles to 124 miles	40 Points	
125 miles to 149 miles	50 Points	
Greater than 150 miles	100 Points	
Applicant Self Score		

SECTION 6 - OERSSIRF Funds Requested and Matching Funds

Applicants should request funding equal to the total cost of the project minus the amount of any dedicated matching funds.

Example: \$100,000 total cost of project- \$25,000.00 matching funds = funding request of \$75,000.00

Points (plus and minus) are awarded based on the amount of funds requested.

Amount of funding requested	Points	✓	Total Amount of the Project
\$20,000 to \$39,999	50 Points		
\$40,000 to \$59,999	30 Points		Total amount of requested funds
\$60,000 to \$79,999	20 Points		
\$80,000 to 100,000	10 Points		Applicant Self Score
\$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			

Matching fund formula: Total encumbered matching dollars / total project amount = % of matching dollars

Example: \$25,000.00 (total encumbered matching dollars / \$100,000 (Total project amount = 25% matching dollars.

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, that have been received to complete the proposal. In-kind matching funds will be required to have a monetary value for budgeting purposes.

In kind matching funds are services or goods that are donated to the grantee agency by a third party. Note that one division/department within an agency/organization CANNOT donate goods or services to another division/department with that same agency/organization.

Examples of "In kind" matching funds or contributions include: 1) Personnel time given to the project (no cash payment for time); 2) Person on loan from another organization/corporation; 3) Use of existing equipment; 4) Use of existing laboratory equipment or facilities; 5) donations from a third party- (excluding cash)

The matching fund allocation will need to be detailed in the proposed expenditures in Section 8 of this application.

Failure of the applicant to clearly detail the budget, to include matching funds and expenditures, may result in the application being rejected.

Project Matching Funds	Points	✓	Project Matching Funds	Points	✓	Applicant Self Score:
10 to 19.99% of requested funds	10 Points		50 to 59.99% of requested funds	50 Points		
20 to 29.99% of requested funds	20 Points		60 to 69.99% of requested funds	60 Points		
30 to 39.99% of requested funds	30 Points		70 to 79.99% of requested funds	70 Points		
40 to 49.99% of requested funds	40 Points		80 to 89.99% of requested funds	80 Points		
			90 to 99.99% of requested funds	90 Points		
In Hand matching funds:	\$		Divided by			
In Kind matching funds:	\$					
Total Matching Funds:	\$					
			Total project Amount	\$		
			Matching fund %	%		

SECTION 6 - OERSSIRF 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 7 - 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))

To help ensure accurate scores for these two scoring elements, Department staff will provide to the panel a draft score for the respondent. The panel will review the response to the RFP, The Department staff draft score, and the documentation that supports the preliminary score.

Criteria	Points to be Deducted	√
One (1) OERSSIRF funded project more than twelve (12) month in the past, or FY 11, 12, 13, 14, 15 and 16.	50 Points	
One (1) OERSSIRF funded project in the preceding (12) month period, or FY 17.	80 points	
Two (2) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11, 12, 13, 14, 15 and 16.	80 Points	
More than one (1) OERSSIRF funded project in the preceding (12) month period, or FY 17	100 Points	
Three (3) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11, 12, 13, 14, 15 and 16.	100 Points	
Four (4) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11, 12, 13, 14, 15 and 16.	150 Points	
Five (5) OERSSIRF funded projects more than twelve (12) month in the past, or FY 11, 12, 13, 14, 15 and 16.	175 Points	
Unevaluated or not receiving a refund from previous OERSSIRF Funding project	50 points	

Previous Benchmark Evaluations

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

Ratings	Points per Rating	Number of Benchmarks letters 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

Applicant Self Score

draft score for previous awards	
draft score for previous benchmarks	
Draft total point deduction or addition for previous awards	

SECTION 8 - Proposed Expenditures

Describe all goods and services to be purchased with the requested funding. As a contracted vendor, these are your deliverables to the Department. 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.

Item #	Description	Statutory Purpose	Bid attached	Quantity	Cost per Unit	Total Cost	Amount matching fund	Amount OERSIRF Request	Estimated Delivery Date	Benchmark
<i>Example</i>	<i>Handheld radios</i>	<i>capital</i>	<i>yes/no</i>	<i>10</i>	<i>500</i>	<i>5,000</i>	<i>2500</i>	<i>2500</i>		<i>1</i>
					Totals					

Applicants submitting an invoice to the Department for reimbursement of deliverables must include documentation the vendor received the deliverable.

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)		OERSIRF Funds Requested	
Population Density		Matching Funds	
Multiple Jurisdictions		Previous Funds Awarded	
Number of EMTs in Project Area		Previous Benchmark Scores	
Distance to Trauma Center			
Applicant Self Score Totals		Points	
Total Score (Section 9)			
Deduct any points from Previous Funding Awards (Section 7)		(-)	
(Add or Deduct) points from Previous Benchmark Evaluations, if applicable (Section 7)		(+ or -)	
		Total Score	

SECTION 9 - Benchmarks and Timelines for Benchmarks

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 will be completed by the end of the contract period.**

BENCHMARK EXAMPLES FOR STATUTORY AREAS- Refer to OERSSIRF Guidebook

SECTION 9 - Benchmarks and Timelines for Benchmarks - Continued

QUARTERLY REPORT FORM

The form below documents progress toward achievement of the project benchmarks. It shall be completed with an entry for each benchmark and submitted as a Quarterly Report by 30 days after the last day of the quarter, until all benchmarks have been met. Submit the Quarterly Report to: OSDH Emergency Systems, att: Dale Adkerson, 1000 NE 10th St., OKC, OK 73117. (email at dalea@health.ok.gov)

[illegible]

Report for Quarter 2 (10/01/2014 - 12/31/2014)	Progress	Timeline Met yes/no	Date Complete
Activity			
Order/receive all components of repeater system	All components ordered; partially received. Delay in shipment	NO	

Report for Quarter (4/01/2015 - 06/30/2015)			
Activity	Progress	Timeline Met yes/no	Date Complete
Order/receive all components of repeater system	All components ordered; partially received. Delay in shipment	NO	

Guidebook for the Oklahoma Emergency Response System Stabilization and Improvement
Revolving Fund (OERSSIRF) - Fiscal Year 2018 (Version 4)

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 "vendors" 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
- The terms of the contract are the deliverables.
- Invoices will then be submitted from the Vendors to the Department periodically, so that reimbursement can be made.
- The vendor must be able to show documentation that the deliverable was completed by the vendor.

Application and Process for FY 2018

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. Each vendor must maintain documentation that the deliverable was completed by the vendor.

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.

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Vendors are the qualified entity that is awarded a contract.

Considerations 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 vendor 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.
- If the vendor is working with another agency in a type of cooperative agreement, then each vendor must receive a service, item or product from the cooperative agreement.
- 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.

Solicitation and RFP Award 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.

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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 contain all required criteria are proposals that are submitted to the panel for review and scoring
6. 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) 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, and
O.A.C 310:642-7-1 Content of proposal***

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 too.

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

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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 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.

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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

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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)

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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

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- 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 may include:
 - EMS districts,
 - Cities or counties that operate certified emergency response agencies or licensed ambulance services, or education 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?
 - How will the funds be used to address the risks?
 - 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](http://www.ok.gov/health/Protective%20Health/Emergency%20Systems/EMS%20Division/OERSSIRF%20-%20Oklahoma%20Emergency%20Response%20Systems%20Stabilization%20and%20Improvement%20Revolving%20Fund/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

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- 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 document is a report created March 8, 2017 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 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: Matching fund total/total project budget = percentage of project matching funds.
(example \$150,000.00 is the total budget. \$50,000 match is encumbered, and the vendor requests \$100,000.00 is requested from OERSSIRF. $\$50,000/\$150,000 = 33.33\%$)

Section 7 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 8 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.

Each vendor will need to receive each deliverable to be reimbursed for the expense.

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 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.

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(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)

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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.

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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.