



Request for City Council Committee Action

Date October 17, 2005

To Ways & Means/Budget Committee
Referral to None

Prepared by Anthony Lopez, Phone 335-6031
Approved by John Moir _____

Subject Acceptance of Proposal for Emergency Medical Services for Events at the Minneapolis Convention Center

Presenters in Committee Anthony Lopez, Executive Director, and Jeff Johnson, Guest Services Manager

Recommendation

That the proper City Officers be authorized to enter into contract with MedEvent, Inc. for providing exclusive emergency medical services for specific events at the Minneapolis Convention Center, effective January 1, 2006, at an estimated annual cost of \$100,000, payable from the Convention Center Operations Fund and Agency 0760-MCC. This cost will be offset by revenue in the amount of \$100,000.

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

On June 9, 2005, the Permanent Review Committee (PRC) approved the request of the Convention Center to issue a Request for Proposal (RFP) for exclusive emergency medical services at the Convention Center. This was approved by City Council action on August 5, 2005. The scope of services includes providing specific emergency medical services for Convention Center clients, guests and staff of the Convention

Center, being responsible for providing a safe and healthy environment for clients, guests and staff of the facility. In addition, the vendor will be responsible for providing basic life support services to clients, guests, and staff, while awaiting intervention by the local medical jurisdiction. The scope of services includes job categories for the following: 1) Lead Emergency Medical Technician (EMT) responsible for all duties of an EMT plus leadership duties and end of day/event data reports, and 2) an EMT for staffing first aid locations and responding to medical needs as called upon or as the need arises.

Proposals were sent to three vendors. Three proposals were received. An evaluation committee was comprised of our Executive Director, Manager of Event Services, Manager of Guest Services, and a Guest Services Supervisor. Proposals were reviewed according to criteria contained in the RFP:

- Quality, thoroughness and clarity of proposal; qualifications;
- Qualifications, experience and number of staff;
- How well the scope of services meets objectives;
- Financial responsibility and capacity;
- Organization and management approach;
- Small and underutilized business participation;
- Cost of services;
- Insurance coverage.

As a result of these negotiations, this is to request that the proper City Officers be authorized to enter into contract with MedEvent, Inc., according to the terms negotiated, at an estimated annual cost of \$100,000 to be offset by revenue.

/smc