

MEMO

TOWNSHIP OF HILLSBOROUGH

DATE: March 24, 2017

TO: Mayor Carl Suraci
Deputy Mayor Gloria McCauley
Committeeman Greg Burchette
Committeeman Frank DelCore
Committeeman Doug Tomson

FROM: Nancy Costa, CFO/Tax Collector/QPA

RE: Award of Contract for Emergency Medical Services

On February 8, 2017, the Township of Hillsborough received proposals for Emergency Medical Services. There was one (1) respondent – Robert Wood Johnson Health Network, One Robert Wood Johnson Pl., P.O. Box 2601, New Brunswick, NJ 08903.

After the proposals have been evaluated, N.J.S.A. 40A:11-4.5(d) requires the purchasing agent prepare a report evaluating and recommending the award of a contract.

The proposal submitted by Robert Wood Johnson Health Network was reviewed and the bid has been deemed fully responsive based on the criteria set forth in the Request for Proposals for Emergency Medical Services prepared by the Township of Hillsborough. The Scope of Services as well as the Terms and Conditions set forth in the Request for Proposals have been met by Robert Wood Johnson Health Network in their response dated February 7, 2017.

The response received from Robert Wood Johnson Health Network was reviewed by the purchasing agent and the Township Attorney and was found to have met the legal requirements set forth in the specifications. An evaluation team reviewed the response from Robert Wood Johnson Health Network based on the “Evaluation Criteria of Bidder Proposals” set forth in the Request for Proposals and found the response to meet the stated criteria.

The Cost Proposal for Emergency Medical Services as submitted by Robert Wood Johnson Health Network is as follows:

-Year 1 through 5 - Annual Fee for the provision of Emergency Medical Services within the Township seven (7) days per week, twenty four (24) hours per day as set forth in the Request for Proposals for years 1-5 – Zero Dollars

-Year 1 through 5 – Hourly Fee for the provision of Standby Emergency Medical Services within the Township of Hillsborough as set forth in the Request for Proposals for years 1-5 – Zero Dollars

Based on the evaluation done by the purchasing agent, the Township Attorney and the Evaluation Team, Robert Wood Johnson Health Network is the most responsive and responsible bidder for the provision of Emergency Medical Services for the Township of Hillsborough. It is recommended that the Township Committee adopt a Resolution awarding a contract to Robert Wood Johnson Health Network for the provision of Emergency Medical Services for the Township of Hillsborough in accordance with the Request for Proposals for Emergency Medical Services issued by the Township and the February 7, 2017 Response submitted by Robert Wood Johnson Health Network.

Respectfully submitted,

Nancy R. Costa, CCFO, CMFO, CTC, RPPO
CFO/Tax Collector/QPA
Township of Hillsborough