



AGENDA REPORT  
February 26, 2019

**Request to Extend Existing EMS Billing Agreement with Advanced Data  
Processing, Inc. for 90 days**

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**SUBJECT:**

Request To Extend Existing Agreement With Advanced Data Processing, Inc, A Subsidiary Of Intermedix Corporation, For A Period Of Ninety (90) Days.

**FISCAL IMPACT:**

None - contract extension request. Funds already budgeted.

**DEPT/OFFICE:**

Fire Rescue

**REQUESTED ACTION:**

Fire Rescue Department requests approval to extend its current contract with Advanced Data Processing, Inc., a Subsidiary of InterMedix Corporation for a period of ninety (90) days to June 2, 2019, to facilitate the execution of the Request For Proposal (RFP) process. Advanced Data Processing/InterMedix performs patient billing services for the Department's ambulance services.

**SUMMARY EXPLANATION and BACKGROUND:**

As a result of a competitive RFP, Advanced Data Processing/InterMedix was selected to perform patient billing services for the Department's Emergency Medical Services (EMS). The agreement's effective start date was March 3, 2014; this was two year agreement commencing on the effective date with automatic renewals for three one-year periods. The agreement expires on March 2, 2019.

An administrative error drives this request. BOCC initially approved this contract in regular session on 29 April 2014 corresponding to the date entered into Contract Management System (CM) as the effective start and expiration date. When in fact the contract effective dates are a month earlier. This oversight drives the need for a 90 day extension to the current contract.

In order to provide sufficient time to conduct a competitive RFP process for EMS billing services, Fire Rescue is requesting approval to extend the current agreement for a period of ninety (90) days (through 2 June 2019) to facilitate the execution of the RFP process.

This action has been coordinated with the county attorney. Risk coordinated with original

contract - which this extends. Risk and CA will be involved in follow on RFP process.

**CLERK TO THE BOARD INSTRUCTIONS:**

Return signed extension to Public Safety Group.

**ATTACHMENTS:**

**Description**

- ▣ **Agreement Extending Contract**
- ▣ **Intermedix Contract Review/Approval Form**

BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS

## INITIAL CONTRACT REVIEW AND APPROVAL FORM

### SECTION I - GENERAL INFORMATION

1. Contractor: ADVANCED DATA PROCESSING/INTERMEDIX CORPORATION	
2. Fund/Account #:	3. Department Name: BCFR
4. Contract Description: EMS BILLING SERVICES	
5. Contract Monitor: AC ORLANDO DOMINGUEZ/PAMELA BARRETT	7. Contract Type:
6. Dept/Office Director: MARK SCHOLLMAYER, FIRE CHIEF	Select from pulldown:

### SECTION II - REVIEW AND APPROVAL TO ADVERTISE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

### SECTION III - REVIEW AND APPROVAL TO EXECUTE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barrett, Pamela <small>Digitally signed by Barrett, Pamela Date: 2019.02.07 08:27:25 -0500</small>	02/07/2019
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	Schverak, Christine <small>Digitally signed by Schverak, Christine DN: cn=Christine Schverak, o=Brevard County Date: 2019.02.11 13:39:34 -0500</small>	02/11/2019

### SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
Contract Type	<input type="checkbox"/>
Contract Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date	<input type="checkbox"/>
Contract Effective Date	<input type="checkbox"/>
Contract Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Tammy.Rowe@brevardclerk.us

February 27, 2019

**M E M O R A N D U M**

**TO:** Chief Mark Schollmeyer, Fire Rescue Director

**RE:** Item F.14., Extend Existing Emergency Medical Services (EMS) Billing Agreement with Advanced Data Processing, Inc. for Ninety (90) Days

The Board of County Commissioners, in regular session on February 26, 2019, approved and authorized the Chair to execute Amendment Extending Existing Contract for Emergency Medical Services Billing and Related Professional Services with Advanced Data Processing, Inc., a subsidiary of Intermedix Corporation, for a period of ninety (90) days. Enclosed is a fully-executed Amendment.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

Encl. (1)

cc: Contracts Administration

**AMENDMENT EXTENDING EXISTING CONTRACT**  
**FOR EMERGENCY MEDICAL SERVICES BILLING AND RELATED PROFESSIONAL SERVICES**

THIS CONTRACT AMENDMENT is made and entered into this 26<sup>th</sup> day of February, 2019, by and between the following Parties: Advanced Data Processing, Inc. a Subsidiary of InterMedix Corporation, and the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida.

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract on March 3, 2014, to perform patient billing services and related professional services for Fire Rescue's Emergency Medical Services (EMS) within Brevard County; and

**WHEREAS**, the Parties desire to extend the Contract term for an additional ninety (90) days to provide sufficient time to conduct a competitive request for proposal process for these services.

**NOW, THEREFORE**, the Parties mutually agree as follows:

1. The term of the previous Contract between the Parties is amended to extend the term from March 3, 2019 to a new expiration date of June 2, 2019.
2. With exception of the term extension, all the terms and conditions of the previous Contract remain in full force and effect with no modification.
3. Each Party warrants that the person signing on its behalf has been fully authorized by all required action to sign on behalf of and to bind that Party to this Contract Amendment.

**IN WITNESS WHEREOF**, the parties have executed this Contract Amendment on the date first written above.

ATTEST:

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

By: 

Scott Ellis, Clerk

By: 

Kristine Isnardi, Chair

(As approved by the Board on February 26, 2019)

Reviewed for legal form and content:

**ADVANCED DATA PROCESSING, INC., A SUBSIDIARY OF  
INTERMEDIX CORPORATION, A DELAWARE  
CORPORATION**

By: 

Christine M. Schverak,  
Assistant County Attorney

By: 

Printed Name Gary S. Long  
Title EVP, Chief Commercial Officer