



City of Mobile
Request for Proposals
RFP Number: 5974

BASIC LIFE SUPPORT (BLS) AMBULANCE SERVICES

The City of Mobile ("City") is seeking sealed proposals for the provision of Basic Life Support, emergency ambulance response for 911 emergency calls and related services within the City of Mobile and surrounding area.

Proposals Due: 5:00 p.m., August 28, 2025

Mailing address

City of Mobile
Procurement Department
PO Box 1827
Mobile, AL 36633

Delivery:

City of Mobile
Procurement Department
205 Government Street
4th Floor South Tower
Mobile, AL 36644

Phone (251)-208-7434

Questions may be sent by 1:00 p.m., August 15, 2025 to
Purchasing@CityofMobile.org

1.0 INTRODUCTION

The City of Mobile's Fire and Rescue Department (MFRD) manages the response to 911 medical emergency calls within the City. MFRD provides all Advanced Life Support (ALS) service with City resources, and primarily refers Basic Life Support (BLS) to commercial ambulance services that City Code and City Council permit to operate in the City. The City desires to improve the reliability and performance of Basic Life Support (BLS) ambulance services in the City by contracting with one or more highly qualified ambulance service providers who will meet or exceed measurable performance standards in exchange for performance-based compensation. The contracted service providers will retain their direct contract and billing relationship with the assisted person, but will receive 911 referrals and additional compensation from the City. This Request for Proposals (RFP) sets minimum qualifications, performance standards, and a compensation model, and asks for proposals from providers that will allow the City to select the best provider(s) to deliver this outcome. The City intends to contract with the selected provider(s) for one year, renewable for two additional one-year periods.

2.0 SCOPE OF SERVICES

2.0.1 Definitions.

2.0.1.1 *Basic life support (BLS)* shall mean the provision of life saving, stabilizing and supportive emergency medical procedures by EMTs and Paramedics that are simple and non-invasive in nature.

2.0.1.2 *Emergency medical technician (EMT)* shall mean ambulance personnel with current certification and licensure from the Alabama Department of Public Health as a basic or specially skilled emergency medical technician. This individual may also be referred to as an ambulance attendant.

2.0.1.3 *Emergency Vehicle Operator* shall mean an ambulance driver with all of the following qualifications; (1) valid driver license; (2) current emergency vehicle operations certificate from an approved course, maintained at all times in the emergency medical provider service's employee file; (3) current approved CPR card; (4) certificate of completion from a Department of Transportation Emergency Medical Responder Curriculum Course, or from the Alabama Fire College Emergency Care Provider Course.

2.0.1.4 *MFRD-CD* shall mean the central communications center from which all E-911 dispatches originate.

2.0.1.5 *Fire Chief* shall mean the chief of the fire department of the City of Mobile, Alabama or their duly authorized representative.

2.0.1.6 *Medical control physician* shall mean a physician licensed to practice medicine in the state, knowledgeable in the applicable medical protocols, radio procedure and general operating policies of the Alabama Department of Public Health (ADPH) and the City, from whom ambulance personnel shall take medical direction in person, by radio, or by remote communications device.

2.0.1.7 *State* shall mean the State of Alabama

2.0.1.8 *MFRD* shall mean Mobile Fire Rescue Department

2.0.2 Operational Standards

2.0.2.1 **Response time must not exceed 25 minutes from receipt of call.**
Time will start on acknowledgement of the call by the Vendor. Vendor will report on-scene time as the time the mission-capable ambulance and crew reach the call reporting address prepared to provide assistance.

2.0.2.2 Vendor must report on-scene arrival to the MFRD-CD. Should a ground ambulance's arrival at the scene not be reported, or cannot be established by other means, the response will be counted as not meeting the timeliness response standard.

2.0.2.3 No patient requesting medical transport to a local hospital will be denied transport, and no response will be delayed or refused based on an incident location unless there is a known life safety issue and the unit is staging awaiting MPD. Furthermore, if any member of the MFRD, MPD, or Crisis Intervention Team requests that a patient be transported, that request will be honored and the patient will be transported accordingly.

2.0.3 Multiple Contractors. In the event multiple Vendors are contracted, each will provide coverage on a rotating 24-hour basis. The changeover shall occur each day at 0700. The Vendor providing coverage for the day will be "Primary" and the Vendor(s) providing back up coverage will be "Secondary."

2.0.4 Special Event Standards

2.0.4.1 Pre-defined Events

2.0.4.1.1 All scheduled Mardi Gras parades except for the last four days (Saturday-Fat Tuesday) in the City of Mobile will receive (1) one unit from Vendor.

2.0.4.1.2 The final four parade days of Mardi Gras (Saturday-Fat Tuesday) will receive (2) two units from Vendor.

2.0.4.2 Multi-Vendor Contract

2.0.4.2.1 If multiple Vendors are contracted, the vendor who is not on their "primary" day will be responsible for any event requiring a single unit.

2.0.4.2.2 If an additional unit is required (e.g. final four days of Mardi Gras), the Vendor on their "primary" day will also be responsible for providing a unit.

2.0.5 Training and Readiness Standards. Vendor shall participate in at least one MCI drill annually and are encouraged to invite MFRD personnel to joint training. Vendor must document and demonstrate to City upon request at any time its training program and records.

2.0.6 Staffing Requirements. Vendor must maintain and provide annually to MFRD a roster of all of Vendor's response personnel. The roster must include full name, age, NREMT License Number and Level, Alabama EMT License Number and Level, and License Renewal date. All BLS unit personnel must hold a valid driver's license and be at least 18 years of age. Each BLS unit must be staffed by a minimum of two attendants. One of the persons must be at a minimum an Alabama licensed Emergency Medical Technician (EMT) and another person must be at a minimum an Alabama licensed Emergency Vehicle Operator (EVO). Patient care responsibility shall abide by section 420-2-1-.20 of the ADPH Administrative Code for Emergency Medical Services.

2.0.7 Equipment Standards. MFRD shall have the right to conduct periodic and/or unscheduled program audits, vehicle inspections, and patient care equipment inspections as often as it deems necessary for the purposes of monitoring the

effectiveness of this Agreement. The Vendor shall receive a full copy of each report finding. The Vendor agrees to cooperate fully with MFRD in the monitoring of the Agreement.

2.0.7.1 Vendor shall comply with City of Mobile Ordinance Chapter 6: *Ambulances and Other Medical Transportation* and the MFRD Policy 3080: *Private Ambulance Service Policy*.

2.0.7.2 Vendor must have and maintain a current Alabama Department of Public Health, Office of EMS, Service Plan

2.0.7.3 Vendor must adhere to ADPH OEMS and all applicable federal, state, and local requirements.

2.0.7.4 At least one (1) functional and well-maintained bariatric stretcher must be available and able to be deployed to an incident.

2.0.7.5 Vendor shall submit a report annually containing all the following information for all ambulances in use in the City of Mobile:

- 2.0.7.5.1 Unit#
- 2.0.7.5.2 Year
- 2.0.7.5.3 Make
- 2.0.7.5.4 Model
- 2.0.7.5.5 Vin #
- 2.0.7.5.6 Tag #
- 2.0.7.5.7 Mileage
- 2.0.7.5.8 Type
- 2.0.7.5.9 Design Description
- 2.0.7.5.10 Color Scheme

2.0.8 Reports. The Vendor must maintain a CAD system capable of timestamped documentation (minutes and seconds). All data must be downloadable and submitted monthly. "No Unit Available" calls must be logged within the CAD system.

2.0.8.1 The Vendor shall submit a Monthly Performance and Compliance Report by the fifth (5th) business day of each month to the MFRD District Chief of EMS. The report must include the following data points:

- 2.0.8.1.1 Total BLS responses
- 2.0.8.1.2 Call received, enroute, and on-scene timestamps
- 2.0.8.1.3 Responses exceeding 25 minutes
- 2.0.8.1.4 Incidents without BLS availability
- 2.0.8.1.5 Patient transports vs. refusals
- 2.0.8.1.6 Interfacility transfers
- 2.0.8.1.7 Standby and special event responses
- 2.0.8.1.8 Responses on non-MFRD days

2.0.8.2 The Monthly Report shall be submitted in an editable electronic format (e.g., .XLSX) use standardized terminology for response modes and dispositions, and contain:

- 2.0.8.2.1 Report Title Format: Vendor Name_Month_Year
- 2.0.8.2.2 Incident Number per Active 911 (i.e. F2506250001)
- 2.0.8.2.3 Unit ID
- 2.0.8.2.4 Times (Dispatch, Enroute, Staged, On-Scene, Transport)
- 2.0.8.2.5 Transport Destination (if applicable)
- 2.0.8.2.6 Address/ZIP/Lat-Long (if available)
- 2.0.8.2.7 Response Mode
- 2.0.8.2.8 Call Disposition
- 2.0.8.2.9 Dispatcher Comments

2.0.9 Performance Review Meetings. Meetings between MFRD and the Vendor may be conducted monthly but shall occur at least quarterly to review performance and address concerns. MFRD reserves the right to conduct unscheduled audits, inspections, and reviews. The Vendor shall receive copies of all audit findings and must cooperate fully

2.0.10 Complaints

2.0.10.1 Monthly Complaint Report - the Vendor shall provide a monthly written report of each complaint of service that the Vendor receives containing:

- 2.0.10.1.1 Name, address, and telephone number of the complainant
- 2.0.10.1.2 Nature of complaint
- 2.0.10.1.3 Exact status of ambulance and personnel involved on behalf of the Vendor.

2.0.10.2 The Vendor shall reply to all complaints of service received within one (1) week. If the Vendor believes that the complaint is due to the actions of MFRD (rather than the Vendor), then the Vendor shall refer the complaint to the MFRD District Chief of EMS.

2.0.10.3 All records and reports required to be prepared and maintained by the respondent shall be maintained and made available as herein required during the term of the Agreement and for a period of six (6) years following the termination of the Agreement.

2.0.11 Communications. All communication between MFRD-CD and Vendors shall be conducted via radio channels dedicated exclusively to private EMS service operations within the City of Mobile. In the event of radio trouble or failure, a recorded landline may be used to facilitate communications.

2.0.11.1 The designated channel(s) will be finalized at the execution of this agreement and will be established and maintained by the Mobile County Communications District (MCCD).

2.0.11.2 MCCD will maintain audio recordings of all MFRD-BLS radio traffic.

2.0.11.3 The channel(s) shall be used exclusively for communications between MFRD-CD and Vendor dispatcher centers.

2.0.11.4 Vendor dispatch centers must continuously monitor their MFRD-BLS channel.

2.0.11.5 MFRD-CD unit requests must be promptly acknowledged

2.0.12 Dispatching.

2.0.12.1 MFRD-CD will request BLS units directly via their MFRD-BLS radio channel.

2.0.12.2 If multiple providers are contracted, the following additional protocols will apply:

2.0.12.2.1 Vendors will rotate daily as the designated Primary and Secondary service providers.

2.0.12.2.2 Upon receiving an event requiring BLS transport, the MFRD-CD shall contact the Primary provider of the day and request a unit. If Primary does not have a unit available, the MFRD-CD shall contact a/the secondary provider and request a unit. If a BLS unit is not available, the MFRD-CD shall dispatch an MFRD Rescue Unit.

2.0.13 Status Reporting Responsibilities. Vendor dispatch centers are responsible for communicating accurate and timely status updates to MFRD-CD over their MFRD-BLS radio channel, including the following status changes:

2.0.13.1 En Route

2.0.13.2 On Scene

2.0.14 Data Integration and Accountability

2.0.14.1 MFRD-CD will record all received status updates into the MCCD Computer-Aided Dispatch (CAD) system.

2.0.14.2 If status updates are delayed or not received, CAD data will reflect prolonged enroute or response times.

2.0.14.3 Incomplete or late updates will negatively impact performance evaluations and contract compliance assessments

2.0.15 Monitoring and Quality Assurance

2.0.15.1 All MFRD-BLS radio traffic will be subject to periodic review.

2.0.15.2 MFRD-CD will use CAD data to assess each provider's response reliability, communication accuracy, and overall service delivery compliance

2.0.16 Alerting Software

2.0.16.1 MFRD-CD will provide Active911 subscriptions to Vendors for units assigned to MFRD on their designated Primary service days.

2.0.16.2 Vendors shall "tag" events in their CAD with the associated MFRD event number (i.e. F2506250001) provided through Active911.

2.1 COMPENSATION MODEL. The City will provide a Base Monthly Compensation Amount for services rendered under the contract, in accordance with all of the above standards, attaining a minimum of 75% of calls within the monthly period, and delivering service response on scene time of 24-minute or shorter. The City will determine this amount during the proposal review and selection process, and will use the same amount for all Vendor contracts. Proposers will propose a Base Monthly Compensation Amount in the Proposal which will be considered in the competitive scoring of proposals. The City will provide reduced incentive payments for monthly performance fail to meet the response standard at the following rates:

The Vendor will receive the full Base Fee for any month where at least 97% of the calls are answered and meet the 24-minute or shorter response time.

The Vendor will receive 75% of the Base Fee for any month where the Vendor answers at least 90% of the calls but less than 97% of the calls and meets the 24-minute or shorter response time.

The Vendor will receive 65% of the Base Fee for any month where the Vendor answers at least 80% of the calls but less than 90% of the calls and meets the 24-minute or shorter response time.

The Vendor will receive 50% of the Base Fee for any month where the Vendor answers at least 75% of the calls but less than 80% of the calls and meets the 24-minute or shorter response time.

The Vendor will receive no Fee for any month where less than 75% of Vendor calls during that month are answered or do not meet-the-less-than-24-minute response time.

2.1.1 Invoicing, Payments and Appeals.

2.1.1.1 Invoices with Reports documenting performance standards are due on or before the fifth (5th) business day of the month.

2.1.1.2 MFRD will adjust payment for the invoice from the Vendor to account for documentation discrepancies as necessary.

2.1.1.2 The City may elect in its own discretion to provide incentive compensation despite lower percentage attainment due to the following circumstances:

- 2.1.1.2.1 Multiple Unit Response for an Incident (three or more units)
- 2.1.1.2.2 Incorrect Location Provided by MFRD
- 2.1.1.2.3 Location Change Caused by MFRD
- 2.1.1.2.4 Delayed by Collision While Responding
- 2.1.1.2.5 Upgraded Response Priority by MFRD
- 2.1.1.2.6 Declared Disaster or State of Emergency

2.1.1.3 The Vendor may also request exemption for delays due to unforeseen and unavoidable circumstances not listed above. Requests must accompany the Monthly Performance and Compliance Report and are subject to MFRD's evaluation.

2.1.1.4 Initial appeals for exemption shall be directed to the MFRD District Chief of EMS by the fifth (5th) day business day of the month. The decision to grant or deny the appeal shall be delivered in writing to the Vendor within ten (10) business days of notification.

2.1.1.5 Should the Vendor desire to challenge a denial of appeal by MFRD District Chief of EMS, a final appeal for exemption may be submitted to the Fire Chief within five (5) business days of notification. The decision of the Fire Chief shall be delivered in writing within ten (10) business days of notification and shall be final

2.2 MINIMUM PROVIDER REQUIREMENTS. Any provider that will be considered for award this contract must meet the following requirements. The City reserves the right to determine whether any respondent meets these minimum requirements.

2.2.1 Be certified by the State of Alabama to provide ambulance services.

2.2.2 Be authorized to provide ambulance services in the City of Mobile through City Code, City certificate of authority, or demonstrate capability to obtain certificate of authority.

2.2.3 Have demonstrated the capacity by prior experience and performance to provide the capacity to safely, efficiently, effectively, and reliably perform the services required.

3.0 TERM AND TERMINATION. The initial term of agreement will commence upon date of execution of the Contract and will continue for a one-year period, renewable for two additional one-year periods upon the consent of both parties.

3.1 The City's goal is an overall BLS response rate of 97% or more of BLS calls to meet the 24-minute response rate. Vendors whose performance falls below the 97% compliance threshold for any given month, shall submit a written report to the MFRD Chief of EMS no later than the fifth (5th) calendar day of the following month. This report shall detail the reasons for the performance deficiency and outline the corrective actions the Vendor will implement to address and remedy the issue. The City of Mobile reserves the right to terminate this Agreement if the Vendor's compliance falls below 97% in any four (4) months within a contract year or in two (2) consecutive months.

3.2 The City reserves the right to terminate the Agreement immediately, without prior notice, in the event of gross misconduct, gross negligence, willful misconduct, or any action by the Vendor or its representatives that jeopardizes public safety, violates applicable laws or regulations, or constitutes a material breach of performance standards or contract terms.

3.3 The Vendor shall provide the City with no less than sixty (60) calendar days' written notice of its intent to withdraw from or terminate this Agreement. Such notice shall include the proposed effective date of termination and a transition plan to ensure continuity of services during the notice period

4.0 EVALUATION AND SCORING

4.1 The City will evaluate proposals in five areas, weighted as indicated below. The City has the option to interview some, all, or no candidates.

4.1.1 20 points: Technical and Personnel Resources: Review of resumes and qualifications of the personnel assigned to this project.

4.1.2 25 points: Execution Plan: How effectively and efficiently will the vendor's service plan provide the City's desired services? What facilities, reporting, training will vendor use?

4.1.3 20 points: Experience and References: Review of 3 references from other governmental agencies for similar scope of work.

4.1.4 15 points: Reporting:

4.1.5 20 points: Compensation Proposal.

5.0 PROPOSAL SUBMISSION

5.1 GENERAL FORMAT. The proposal will be the basis for negotiating the final contract documents and therefore must be signed by an individual authorized to commit your organization to the procedures and fee schedule contained in the proposal. Please try to keep proposals concise, ideally less than twenty pages.

Supplemental information and examples of report formats may be attached to the formal proposal.

5.2 PROPOSAL FORMAT

5.2.1 Proposals shall be organized according to the scoring criteria to provide the most effective review and scoring.

5.2.1.1 Please complete and sign the Cover Template provided in Exhibit A, which includes your quoted pricing for the services indicated (Project Cost).

5.2.1.2 Provide a Cover Letter describing your firm generally.

5.2.1.3 Provide a narrative summary of the Technical and Personnel Resources you will apply to the services requested. Include:

5.2.1.3.1 Identify a Project Manager as a primary contact with the City for the duration of the contract, and a consistent point of contact.

5.2.1.3.2 Identify the staff roles (including any and all subcontractors) that will provide the services defined in this RFP. If you have identified specific persons for the identified roles, please identify them and their qualifications. For roles without identified persons, please indicate the minimum qualifications for the persons you will place in those roles.

5.2.1.3.3 Identify the facilities and noteworthy equipment and protocol you intend to use.

5.2.1.4 Provide a narrative summary of the Execution Plan you intend to use to deliver the services requested. It is understood that the actual plan will be negotiated between the City and vendor, but City expects that vendor will have a preferred option to provide the most effective, efficient, and convenient services.

5.2.1.5 Provide a narrative summary of your Experience and References in providing similar services. Please indicate at least three prior customers for which you have provided similar services and indicate:

5.2.1.5.1 Name, location, point of contact

5.2.1.5.2 Scope of service provided

5.2.1.5.3 Performance results

5.2.1.6 Provide a sample narrative summary of a monthly performance and compliance report. Please include a sample of CAD export in editable electronic format to include items from section 2.0.8.2

5.2.1.7 Provide a copy of any additional terms you would require, or any objection to City expectations expressed in this RFP. In submitting a proposal, the Proposer should assume that the City will execute the contract attached to

this RFP without any changes. If the Proposer wants alternative or additional language or provisions to the attached contract, the Proposer should include with its proposal the complete language change(s) it is proposing and describe the cost savings or other benefit the City will receive for each change that it accepts.

5.3 PREPARATION AND SUBMISSION

5.3.1 Provide one signed written copy and one digital copy (flash memory drive or CD) of your proposal in a sealed envelope, to be received by the City by 5:00 p.m., August 28, 2025, marked

**City of Mobile Request for Proposals
BLS Ambulance Services
RFP # 5974
Due August 28, 2025.**

Packages may be mailed to
City of Mobile Procurement Department,
P.O. Box 1827,
Mobile AL 36633

Packages may be delivered to
City of Mobile Procurement Department,
205 Government Street,
4th Floor, South Tower,
Mobile, AL 36644

5.3.2 No fax or e-mail transmissions will be accepted. All proposals shall become the property of the City and will be subject to public disclosure. Proprietary information which does not bear on evaluation and which you wish to remain confidential should not be included in response materials.

5.3.3 Required written documents must be received before the stated deadline. Failure to submit one or more items will be grounds to reject the proposal from the review and selection process.

5.3.4 Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the proposal due date and time. Proposals received after the due date and time will be returned unopened.

5.4 COMMUNICATION WITH THE CITY

5.4.1 All Proposer communications (questions, requests for clarification or extension of time) concerning this RFP should be directed in writing via email to Purchasing@CityofMobile.org. Written questions ensure that all questions and replies are documented, and all potential proposers have the same information on

which to rely in preparing a proposal. The City will reply to questions received not later than 10-days before the submission due date and time.

5.4.2 CONE OF SILENCE. From the time of advertising, and until the final award by completion of a signed contract or purchase document issued by the City, there is a prohibition on communication by respondents (or anyone on their behalf) with the City staff and elected officials regarding this request for bids, proposals, or qualifications. This does not apply to communications directly with the Procurement Department staff during authorized question periods, or with designated City staff during pre-bid conferences, interviews, requests for clarification, and written contract negotiations. Breaking the established prohibition on communication may result in a disqualification of a submission.

5.5 COST OF PROPOSAL

The City will not be liable for any costs incurred by Proposers in the preparation and presentation of proposals submitted in response to the RFP or in the participation in demonstrations.

5.6 REJECTION OF PROPOSAL

The City reserves the right to reject any or all proposals at any time with no penalty and/or waive immaterial defects and minor irregularities in proposals.

5.7 PROPOSAL DISPOSITION

All material submitted in response to this RFP, except for proprietary material, shall become the property of the City upon delivery.

6.0 PROPOSAL EVALUATION

Written proposals will be evaluated and rated by an Evaluation Committee. Proposals receiving the highest ratings may be scheduled for an interview with the Evaluation Committee.

6.1 The Evaluation Committee may contact references to help verify the Proposer's ability to perform the scope of services outlined herein.

6.2 Contract negotiations will commence with the selected Proposer(s). Proposers not selected will be notified in writing of the selection outcome.

6.3 The City reserves the right to:

6.3.1 Request that Proposer's clarify its contents or to supply any additional material deemed necessary to assist in the selection process.

6.3.2 Negotiate the program scope, materials, and costs with the selected Proposer(s). If a contract cannot be negotiated with the selected Proposer, the City may cease negotiations and reserves the right to re-evaluate the next highest ranked Proposer(s).

6.3.3 Modify or alter any of the requirements herein and identify additional tasks to be accomplished prior to executing a formal contractual agreement.

6.3.4 Select the Proposer(s) with the best project approach and ability to meet the City's program needs regardless of cost.

6.3.5 Visit a Proposer's office or clinic facilities to meet with respondent's staff.

6.3.6 Reject any or all applications at any time without penalty.

6.3.7 Retain all original data and working papers generated during this RFP process.

7.0 OTHER PROVISIONS

7.1 Contract: The City will execute a contract which in its discretion most efficiently and effectively provides the services desired.

7.1.1 Insurance: Provider shall file certificates of insurance with the City of Mobile naming the City of Mobile as an additional insured. issued by a company licensed to do business in Alabama. The insurance policy will require endorsements to waive subrogation and prohibit modification or cancellation without 30 days' prior notice to the City of Mobile.

7.1.2. Provider will be required to provide verification of Enrollment in the E-Verify program. Additional information may be found at <http://immigration.alabama.gov/>.

7.1.3 Business Licenses: Provider will be required to have a Certificate of Authority to do Business in the State of Alabama from the Secretary of State, prior to contract award. Provider will be required to hold and maintain a City of Mobile business license. Upon notification by the City of intent to award, Provider will have 10 business days to provide the Alabama incorporation certificate or Certificate of Authority and the E-Verify numbers to the City before award can be completed.

7.1.4 Non-discrimination: Provider shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

7.1.5 Disadvantaged business enterprises: Provider shall make every reasonable effort in the use of subcontractors and major suppliers to have at least fifteen (15) percent participation by socially and economically disadvantaged business

enterprises (DBE). Provider shall indicate their intent to employ DBEs as subcontractors or suppliers in their qualification submission, if intending to use subcontractors.

EXHIBIT A Proposal Submission Template



BLS Ambulance Services
RFP # 5974
Due: 5:00 p.m., August 28, 2025

EXHIBIT A PROPOSAL SUBMISSION TEMPLATE – PLEASE SUBMIT WITH YOUR PROPOSAL

Business Name (as on W-9): _____

1. Provide a Cover Letter describing your firm.
2. Provide a narrative summary of the Technical and Personnel Resources you will apply to the services requested.
3. Provide a narrative summary of the Execution Plan you intend to use to deliver the services requested.
4. Provide a narrative summary of your Experience and References. Please indicate at least three prior customers for which you have provided similar services.
5. Provide a narrative summary of your Reporting. Please include samples of reports you will provide.
6. Provide a copy of any additional standard agreements or terms you would require, or any objection to City expectations expressed in this RFP. In submitting a proposal, the Proposer should assume that the City will insist on executing the contract attached to this RFP without any changes. If the Proposer wants alternative or additional language or provisions to the attached contract, the Proposer should include with its proposal the complete language change(s) it is proposing, and describe the cost savings or other benefit the City will receive for each change that it accepts.
7. Complete the following pricing sheet and signature page.
8. Provide one signed original and one electronic copy of your proposal in a sealed envelope marked:
City of Mobile Request for Proposals
BLS Ambulance Services
RFP # 5974
Due August 28, 2025
9. Send proposal to
City of Mobile Procurement Department,
P.O. Box 1827, (US Mail) (delivery to 205 Government St, Room 408S)
Mobile AL 36633



BLS Ambulance Services
RFP # 5974
Due: 5:00 p.m., August 28, 2025

PRICING SHEET

Proposer Name: _____

Proposed Base Monthly Compensation Amount \$ _____

SIGNATURE

I certify that the enclosed representations are true and accurate, I am authorized to act on behalf of the indicated Proposer, that on behalf of the Proposer, I understand and am willing to be bound by the performance specifications of this proposal and the responsive submissions accompanying this document, with the following exceptions as noted: (if None, write "None" below).

Provider Corporate Name : _____

By Authorized Agent (PRINTED): _____

Signature: _____

Title: _____

Address: _____

Phone: _____ Email _____

Point of contact (if other than above):

Name: _____ Title: _____

Phone: _____ Email _____