

SUBJECT: Award of proposal number 22-128P to Thomas Check, MD, LLC, for the contract amount of \$171,000.00 per year to perform the duties as the Emergency Services Medical Director.

AGENDA OF: June 7, 2022

ASSEMBLY ACTION:

*Adopted with Assembly member
McKee opposed 6-7-22 (Bm)*

MANAGER RECOMMENDATION: Present to the assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *MB*

Route To:	Department/Individual	Initials	Remarks
	Purchasing Officer	<i>Ch</i>	
	Emergency Services Director	<i>KB</i>	
	Finance Director	<i>CX</i>	
	Borough Attorney	<i>ER for N.S.</i>	
	Borough Clerk	<i>Bm for Jkm</i>	

ATTACHMENT(S): Fiscal Note: Yes X No
Scope of Services (2p)

SUMMARY STATEMENT: On April 8, 2022, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified Medical Doctors to provide services as the Department of Emergency Services Medical Director. Services will include providing training, certifications and acting as a representative of the Borough at periodic meetings.

In response to the advertisement, one proposal was received. A proposal evaluation team made up of Borough Emergency Services staff evaluated the proposals and determined the sole proposer Thomas Check, MD, LLC as the most advantageous firm for the Borough.

The term length for this agreement is for five years subject to annual appropriation of funds by the Borough Assembly. The Emergency Services Department will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Award of **PROPOSAL NUMBER 22-128P** to **THOMAS CHECK, MD, LLC** for the contract amount of **ONE HUNDRED SEVENTY ONE THOUSAND DOLLARS AND 00/100 CENTS (\$171,000.00)** per year subject to annual appropriation of funds by the Borough Assembly for five years to **PERFORM THE DUTIES AS THE EMERGENCY SERVICES MEDICAL DIRECTOR.**

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: June 7, 2022

SUBJECT: Award of proposal number 22-128P to Thomas Check, MD, LLC for the contract amount of \$171,000.00 per year to perform the duties as the Emergency Services Medical Director.

ORIGINATOR: Purchasing

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$171,000</u>	FUNDING SOURCE <u>Emergency Svcs. Operating Budget</u>
FROM ACCOUNT # <u>100.100.134 426.900</u>	PROJECT #
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Lind White</u>	CERTIFIED BY:
DATE: <u>5-19-22</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Personnel Services						
Travel						
Contractual	<u>171.0</u>	→				
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING	<u>171.0</u>	→				

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund	<u>171.0</u>	→				
State/Federal Funds						
Other						
TOTAL	<u>171.0</u>	→				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

DEPARTMENT:

APPROVED BY:

Cherrie Kendall

PHONE:

DATE:

DATE:

5/19/2022

SCOPE OF SERVICES

22-128P, EMERGENCY SERVICES MEDICAL DIRECTOR

This solicitation will result in a contract for the services of a medical director to perform the services as described in the following narrative. The contract is expected to begin July 1, 2022 and run for a period of five years with an option to renew for an additional years subject to Borough Assembly Approval.

I. These functions must be performed by a single individual. If the request for proposal (RFP) is bid by a group, there must be a single individual within the group designated as the "Lead Medical Director" who will perform these functions:

1. Act as the designated Medical Director and Sponsoring Physician of record for the Matanuska Susitna Borough (MSB) Emergency Medical Services (EMS) Division ("MSB-EMS").
2. The Medical Director may select a Relief Medical Director, subject to Borough approval. The Relief Medical Director may temporarily act as Medical Director in the Medical Director's absence.
3. The Medical Director will act as the sponsoring physician of record for all MSB-EMS personnel authorized to perform medical care.
4. The Medical Director will work with MSB-EMS command staff to evaluate personnel regarding medical knowledge, patient care, documentation, communication, teamwork and leadership to optimize patient outcomes.
5. The Medical Director will be the physician of record for MSB-EMS sponsored certification classes.
6. The Medical Director will collaborate with MSB-EMS command staff to periodically design, revise, edit, condense and certify the Medical Standing Orders / Protocols under which MSB-EMS personnel practice.
7. The Medical Director will ensure the availability of online medical control.
8. The Medical Director will assist MSB-EMS command staff with interpretation of data for quality assurance purposes.
9. The Medical Director will hold current valid DEA certificate(s) and a current valid license to practice medicine in Alaska.
10. The Medical Director will sign to authorize purchase of controlled substances, other medications and medical supplies requiring physician signature.
11. The Medical Director may electronically sign documents where acceptable.
12. The Medical Director may make recommendations for the use of new devices, techniques or procedures, in conjunction with or separate from ongoing Standing Order/Protocol revision.

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13. The Medical Director will collaborate with the MSB-EMS training department to design, deliver and evaluate training for MSB-EMS personnel.

14. The Medical Director will collaborate with the MSB-EMS quality assurance manager to facilitate optimal patient care.

15. The Medical Director will be the physician of record for the dispatch center, providing medical oversight of Priority Medical Dispatch and pre-arrival procedure instructions.

16. The Medical Director will maintain a close working relationship with Mat-Su Regional Medical Center's administration and Emergency Department physician staffing group to facilitate communication and to optimize patient care.