

Barbara Carter-Lansaw

From: Barbara Carter-Lansaw
Sent: Thursday, May 4, 2023 9:09 AM
To: Roderick.bennett@sosmmc.com; SassonV@hillsboroughcounty.org; Alison.leung@ufl.edu; bluebooch23@yahoo.com; drmikelo@hotmail.com; ajameson@pinellas.gov
Cc: Patrick Taylor; Kelly Trout
Subject: Interim Medical Director Request for Quote
Attachments: Medical Director Scope.docx; Form-11-Request-for-Quote.doc

Importance: High

Good morning all,

Hernando County Florida Fire Rescue (Brooksville/Spring Hill Area) is requesting quotes for an Interim Medical Director for up to Nine (9) months or until Hernando County Board of County Commissioners approves a new Medical Director through the Request for Proposal process.

Please review the attached medical director scope for detailed duties, responsibilities, requirements, reporting and required qualifications.

“Reply All” with any questions or concerns.

Email back to me ONLY once you have entered your quote on the first page of the form provided, along with the second page filled out.

Provide all required Certificates and Degrees as stated in the attached scope of work when providing your quote for Interim Medical Director position.

Thank you in advance for your quote,



Barbara Carter-Lansaw | Accounting Clerk III

Hernando County Fire Rescue

Direct: (352) 754-4829

Administration: (352) 540-4353

15470 Flight Path Drive, Brooksville, Florida, 34604

Email Address: bcarterlansaw@co.hernando.fl.us

Website Link: <https://www.hernandocounty.us/firerescue>



REQUEST FOR QUOTE

HERNANDO COUNTY BOARD OF
COUNTY COMMISSIONERS
PURCHASING & CONTRACTS DEPARTMENT
352-754-4020, FAX 352-754-4199
15470 Flight Path Dr.,
BROOKSVILLE 34604

THIS IS NOT
AN ORDER

Date: May 4, 2023

Quotation No: _____
Project Name: Interim Medical Director
Requesting Department: HCFR

Name: Hernando County Fire & Emergency Services

Address: 15470 Flight Path Drive
Brooksville, Fl. 34604

Contact Person: Patrick Taylor, Deputy Chief Email: ptaylor@co.hernando.fl.us

Quote Due Date: May 22, 2023

Illegible Quotes risk opportunity for award. See reverse side for Terms, Conditions applicable to any Orders resulting from this Quotation.

ITEM	QUAN	DESCRIPTION	PART NO.	Unit PRICE	EXTENDED PRICE
1		<p>Interim Position of Medical Director with Hernando County Florida Fire Rescue for up to Nine (9) months or until Hernando County Board of County Commissioners approves a new Medical Director through the Request for Proposal process.</p> <p>Provide all required Certificates and Degrees as stated in the attached scope of work when providing your quote for Interim Medical Director position.</p> <p><u>See attached scope of work</u> for detailed duties, responsibilities, requirements, reporting, And required qualifications.</p>		Per Month	\$

All Quotes shall be FOB Destination

Delivery Date or Start of Work: _____

Create a continuation sheet if necessary.

It is hereby certified and affirmed that the bidder will accept any awards made to him as a result of this quotation.

The award may be all or partial being in the best interest of Hernando County.

Quote validity is 60 days unless noted otherwise.

Contact Person Submitting Quote: _____

Firm Name: _____

Address:

_____ City: _____ State: _____ Zip: _____

Telephone/Fax No: _____ Email: _____ Date _____

PRINT/TYPE NAME: _____

TITLE: _____ SIGNATURE: _____

PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by vendor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a vendor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the vendor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The vendor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the vendor under this contract. The vendor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the vendor. The vendor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F. O. B. shipping point. **VENDOR IS TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE.** Delivery must actually be effected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the vendor, Hernando County may procure the articles or services covered by this order from other sources and hold the vendor responsible for any excess occasioned thereby.

MATERIAL SAFETY DATA SHEET

The vendor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

OSHA REQUIREMENT

The vendor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

LEGALLY AUTHORIZED WORKFORCE

VENDOR represents and warrants that VENDOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

INSURANCE

Unless otherwise specified, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless limits have been lowered) and with insurers and under forms of policies satisfactory to COUNTY.

<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation Employer's Liability	Statutory requirements at location of work \$100,000 each accident \$100,000 by employee \$500,000 policy limit
(b) Commercial General Liability (County must be listed as additional Insured and must contain a Waiver of Subrogation)	\$2,000,000 General Aggregate \$2,000,000 Products-Comp. Ops Agg. \$1,000,000 Each Occurrence \$ 50,000 Fire Damage \$ 5,000 Medical Expense
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury (2.) Property Damage	\$1,000,000 Combined Single Limit (owned, hired and non-owned) \$1,000,000 Per Person or \$1,000,000 Per Accident \$1,000,000

Medical Director Scope

Section #1 – Requirements and Qualifications.

- 1) Has completed the course of study and all required internships, externships, fellowships, or any other practical training necessary to obtain, and shall have received, from a properly accredited university or college, the degree of Medical Doctor ("M.D.") or Doctor of Osteopathic Medicine ("D.O.") in conformance with Rule 64J-1.004(3)(a) of the Florida Administrative Code (hereinafter "F.A.C.").
- 2) Has completed the criteria for, and shall have received, board certification in Emergency Medicine by the American Board of Emergency Medicine (ABEM) or the American Osteopathic Board of Emergency Medicine (AOBEM); and possesses an ACLS certificate of successful course completion in emergency medicine in conformance with Rule 64J-1.004(3)(c) F.A.C.
- 3) Has and maintains throughout the term of this agreement, a valid, current and unencumbered license to practice medicine issued by the State of Florida under Florida Statutes Chapter 458 or 459 (hereinafter "F.S."), free of any disciplinary action against Medical Director, including, but not limited to, revocation, revocation and reinstatement, suspension, limitation, restriction, reprimand or warning by the State of Florida or any of its regulatory agencies, or by any relevant professional organization.
- 4) Has and maintains throughout the term of this agreement, board certification in Emergency Medicine as stated above, free of any disciplinary action including, but not limited to, revocation, revocation and reinstatement, suspension, limitation, restriction, reprimand, or warning by the State of Florida or any of its regulatory agencies, or the relevant professional organization issuing such certification, including, but not limited to, the ABEM or AOBEM.
- 5) Has and maintains throughout the term of this agreement, active participation in regional or statewide physician group involved in pre-hospital care and hold an ACLS certificate or equivalent, in conformance with Rule 64J-1.004(3)(d) F.A.C.
- 6) Will satisfy all other relevant requirements or qualifications as may be imposed by Florida law, prevailing medical standards, professional organizations, licensing and certifying entities, training standards, or COUNTY, from time to time.
- 7) Shall provide, upon request, documentation pertaining to any requirement or qualification, and fully cooperate with COUNTY in its efforts to obtain information to determine and confirm compliance with said requirements and qualifications in conformance with Rule 64J- 1.004(3) F.A.C.
- 8) Shall maintain membership in the Florida Association of EMS Medical Directors.

Medical Director Scope

Section #2 – Duties and Responsibilities

1) The agreement holder shall designate a physician to be Medical Director to supervise and assume direct responsibility for the medical performance of the Hernando County Fire and Emergency Services Paramedics and Emergency Medical Technicians. Medical Director shall have the authority in deciding the method in which to perform his/her duties and responsibilities which shall include at a minimum those required under state law or administrative regulation:

a) Medical Direction

- i) Develop and implement medically correct protocols for Hernando County Fire Rescue ALS certified personnel responding to the scene of a medical emergency. Such protocols shall address requirements for evaluation and treatment of injuries commonly sustained in scenarios including, but not limited to automobile collision, smoke and fire, industrial accident, cardiopulmonary disease or failure, accidental poisoning, etc.
- ii) Develop medically correct standing orders or protocols which permit ALS procedures when communication cannot be established with a supervising physician or when any delay in patient care would potentially threaten the life or health of the patient. Rule 64J-1.004(4)(a) F.A.C.
- iii) Develop and issue standing orders and protocols for Paramedics and medical transport, to ensure that each patient is transported to a facility that offers a type and level of care appropriate to the patient's medical condition, if available within the service region. Rule 64J-1.004(4)(a) F.A.C.
- iv) Be available for immediate response to a phone consultation to advise Paramedics regarding all emergency medical treatment activities undertaken by or with other emergency responder agencies, such as law enforcement agencies operating within Hernando County, as requested by the COUNTY, in accordance with F.S. Section 401.435. Provide a contact phone number for medical control purposes.
- v) Provide continuous 24-hour-per-day, 7-day-per-week medical direction which shall include, in addition to the development of protocols and standing orders, direction to Paramedics and other EMS personnel as to availability of medical direction "off-line service" to resolve problems, system conflicts, and provide services in an emergency as that term is defined by Section 252.34(3), F.S. Rule 64J-1.004(4)(a) F.A.C.
- vi) Supervise and assume direct responsibility for the medical performance of Paramedics. F.S. Section 401. 265..
- vii) Supervise the preparation of records and reports as may be required from time to time by the Florida Department of Health or Hernando County, regarding any aspect of the performance of emergency medical services by Paramedics.
- viii) Provide or oversee periodic refresher training to Paramedics and ensure their compliance with proper standards for preparing medical documentation of patient care rendered in connection with emergency medical services.
- ix) Develop, implement, and participate in a patient care quality assurance system to assess the medical performance of Paramedics in conformance with F.S. Section 401.265(2) and 64J-1.004(4)(b) F.A.C.
 - (1) The Medical Director shall audit the performance of Paramedics by use of a quality assurance program to include, but not be limited to, a prompt review of patient care records, direct observation, and comparison of performance standards for medications, equipment, system protocols and procedures as developed by EMS and the Florida

Medical Director Scope

Department of Health, in conformance with F.S. Section 401.265(2).

- x) Notify the Florida Department of Health in writing of each substitution by the Paramedic of equipment or medication per 64J-2.004 F.A.C.
- xi) Assume direct responsibility for the use of an automatic or semi-automatic defibrillator by a Paramedic; and ensure that all Paramedics are trained in the use of the trauma scorecard methodologies as provided in Rule for adult trauma patients and Rule 64J-2.005 F.A.C. for pediatric trauma patients. Rule 64J-1.004(4)(g) F.A.C.
- xii) Assume direct responsibility for the use of a glucometer; the administration of aspirin; the use of any medicated auto injector; the performance of airway patency techniques including airway adjuncts, not to include endotracheal intubation; and on routine interfacility transports, the monitoring and maintenance of non-medicated I.V.'s by an EMT.
 - (1) The Medical Director shall ensure that the EMT is trained to perform these procedures; shall establish written protocols for the performance of these procedures; and shall provide written evidence to The Florida Department of Health and EMS documenting compliance with provisions of this paragraph as provided in Rule 64J-1.004 (3)(g) F.A.C.
- xiii) Assume direct responsibility and provide authorization for EMT's employed by Hernando County Fire and Emergency Services to start a non-medicated IV, under the following conditions:
 - (1) A non-medicated IV is initiated only in accordance with HCFES approved protocols, in the presence of an HCFES Paramedic, who directs the EMT to initiate the IV.
 - (2) The Medical Director provides IV Therapy training deemed sufficient to allow EMT's to function in this capacity.
 - (a) Hernando County Fire and Emergency Services shall document successful completion of such training in each EMT's training file and make documentation available upon request.
 - (3) The final decision on need for the above program (xiii) will be at the discretion of the HCFES-EMS Committee and Fire Administration.
- xiv) Develop and implement in conjunction with HCFES Infection Control Officer, policies, and protocols to minimize exposure of HCFES personnel to infectious diseases in compliance with State and Federal Requirements.
 - (1) The Medical Director or appropriate designee shall be available for consultations with the Infectious Control Officer including interviewing and counseling field personnel to determine the significance of any body-fluid exposure and to suggest appropriate action for such an exposure.
 - (2) The Medical Director or designee shall be available to assist with the implementation of the HCFES Infectious Exposure Control Policy.
- xv) Create, authorize, and ensure adherence to detailed written operating procedures regarding all aspects of the handling of medications, fluids, and controlled substances by Paramedics.
- xvi) Provide proof of current registration as a Medical Director, either individually or through a hospital, with the U.S. Department of Justice, DEA, to provide controlled substance to an EMS Provider.
 - (1) DEA registration shall include the HCFES address where controlled substances are stored: 60 Veteran's Avenue, Brooksville, Florida 34601.
 - (a) Proof of such registration shall be maintained on file with HCFES.
 - (2) Ensure and certify that security procedures of Paramedics for medications, fluids and controlled substances follow Chapters 499 and 893, F.S., and Chapter 64F-12, F.A.C.

Medical Director Scope

- xvii) Immediately report to COUNTY the initiation of any legal action, disciplinary procedure, or investigation by the State of Florida or any of its regulatory agencies or professional organizations, either formal or informal, or any complaint, which may result in any form of disciplinary action in connection with the Medical Director's practice of medicine.

Section #3 – Special Operations

- 1) Develop, review, and revise the HCFES Special Operations Program in conjunction with senior HCFES personnel as needed, such as a SWAT Medic Program in conjunction with the Hernando County Sheriff's Office and Hazardous Materials Paramedicine Program.
- 2) Develop protocols for on-scene evaluation, treatment, and transportation of patients exposed to hazardous materials.
- 3) Develop protocols for administration of medications used by authorized HCFES personnel to alleviate or counteract adverse effects for patients which fall into the category of Special Operations.

Section #4 – Local Disasters

- 1) In the event of a local disaster or impending disaster or emergency with the possibility of multiple casualties, the Medical Director or appointee shall be continuously available for emergency consultation 24-hour-per-day, 7-day-per-week, until such emergency is resolved. Rule 64J-1.004(4)(a) F.A.C.

Section #5 – Health Promotion and Wellness Activities

- 1) Consult as required as to the preparation of a written agreement between HCFES and the Florida Department of Health governing the provision of health promotion and wellness activities, to include blood pressure screening, immunizations, in accordance with F.S. Section 401.265 and Rule 64J-1.004(5) F.A.C.
- 2) Instruct and supervise Paramedics in the performance of blood pressure screening, immunizations, and other health promotion and wellness activities pursuant to a written agreement with the Florida Department of Health. F.S. Section 401.265(4) and Rule 64J-1.004(5) F.A.C.
- 3) Verify that each Paramedic authorized to administer immunizations has completed training consistent with that of other staff authorized to give immunizations as required by the Director of the Hernando County Department of Health.

Section #6 – In-Service Training

- 1) Provide continuing medical education, either personally or by Medical Director's designee, as approved by the Hernando County Fire and Emergency Services Fire Chief.
 - a) Minimum continuing education shall include:
 - i) Two (2) ACLS recertification courses per year; and
 - ii) One (1) State of Florida approved Paramedic Refresher Program for all Paramedics to renew certification with no less than 50% being "hands-on" training; or commensurate "In-Service" Training to accomplish renewal of HCFES Personnel's Paramedic and EMT Licenses as required by the Florida Department of Health and EMS.
 - iii) An annual Infection Control Update per OSHA guidelines for all Paramedics; and
 - iv) Participate as a crew member on an HCFES ambulance for a minimum of ten (10) hours per

Medical Director Scope

- year.
- 2) Perform all such other duties and responsibilities not specifically provided for herein, which are now imposed, or which may be imposed by Florida law, including, but not limited to, the provisions of F.S. Chapters 252 through 401, and Rule 64J, as may be amended or renumbered from time to time.

Section #7 – Reporting

- 1) Attend at least quarterly or as otherwise requested, County meetings; and present to the Board a semi-annual report.

Section #8 – Residency Requirement

- 1) The physician shall maintain residency within the State of Florida, with preference being the maintaining of a practice of medicine within Hernando County.