



VILLAGE OF KEY BISCAYNE

Office of the Village Manager

MEMORANDUM

Village Council
Robert L. Vernon, *Mayor*
Michael Davey, *Vice Mayor*
Enrique Garcia
Robert Gusman
Michael E. Kelly
Jorge E. Mendia
Thomas Thornton

Village Manager
Genaro "Chip" Iglesias

DATE: November 18, 2009
TO: Honorable Mayor and Members of the Village Council
FROM: Genaro "Chip" Iglesias, Village Manager
RE: Resolution Authorizing Purchase of Patient Care Reporting Equipment for the Fire Rescue Department

RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution authorizing an agreement between the Village of Key Biscayne Fire Rescue Department and OPEN INC. for software and integration costs not to exceed sixty thousand (\$60,000.00) dollars for the implementation of an electronic patient care reporting product.

BACKGROUND

In January 2007, representatives of the Village Fire Rescue Department participated with representatives of the City of Miami Fire-Rescue Department to procure electronic patient care reporting software to update current patient reporting from a paper form to a paperless electronic tablet. In addition, the software used to collect patient data would increase the efficiencies and the accuracy of the aggregate reports that must be submitted by the Village Fire Rescue Department as required by State and Federal agencies. An additional added benefit would be the increase in revenues resulting from providing more detailed reports to the Village's billing Company.

On April 29, 2008, under City of Miami Resolution R-08-0223, the City of Miami Commission, pursuant to Request For Proposal #55025.1, awarded to the top-ranked firm, OPEN INC., an electronic patient care reporting system contract.

In early 2009, the City of Miami Fire-Rescue Department installed (both hardware and software) and significantly tested the reporting system. In the summer of 2009, the reporting system went "live" on all City of Miami emergency response vehicles.

From the beginning of the process, the Village Fire Rescue Department worked alongside the City of Miami to ensure that the system would function as designed before the Village would transition into the reporting system. It is the intent of the Village Fire Rescue Department to "go live" with the system on January 1, 2010.

RESOLUTION NO. 2009- _____

A CAPITAL PROJECT AUTHORIZING RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING THE PURCHASE OF ELECTRONIC PATIENT CARE REPORTING EQUIPMENT FOR THE VILLAGE OF KEY BISCAYNE FIRE RESCUE DEPARTMENT; PROVIDING FOR IMPLEMENTATION AND AUTHORIZING THE VILLAGE MANAGER TO COMPLETE THE PURCHASE OF THE EQUIPMENT AND EXECUTE AGREEMENTS; RATIFICATION OF PREVIOUSLY ACQUIRED HARDWARE FOR EQUIPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 3.07(b) of the Village Charter, the Village Council desires to authorize an expenditure for the purchase of electronic patient care reporting software and integration costs (the "Equipment") to be used by the Village Fire Rescue Department; and

WHEREAS, the Equipment would update the current patient reporting system from a paper form to a paperless electronic system to collect patient data, thereby increasing efficiency and accuracy in the reports required of the Village Fire Rescue Department; and

WHEREAS, the Village previously acquired the hardware necessary for the operation of the Equipment, with funding as set forth in Village Resolution No.2008-2; and

WHEREAS, the City of Miami, pursuant to a request for proposals issued by the City of Miami Fire Rescue Department, has awarded the contract and entered into an agreement with the top-ranked firm, OPEN, INC., for an electronic patient care reporting system; and

WHEREAS, the Village Council finds, upon advice from the Village Attorney, that no competitive bidding is required for the purchase of the Equipment pursuant to Village Code Section 2-86, which authorizes the Village Manager to enter into bids or contracts entered into by another governmental entity with substantially similar competitive bidding procedures; and

WHEREAS, the Village Council further finds, upon advice from the Village Attorney, that no competitive bidding is required for the purchase of the Equipment pursuant to Village Code Section 2-85, which authorizes the Council, by majority vote, to waive competitive bidding procedures if the Council determines that it is impractical to apply such procedures; and

WHEREAS, the Village Council finds that it is in the best interest of the Village to proceed with the purchase of the Equipment from OPEN, INC. and enter into an agreement as indicated in this Resolution.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the recitals stated above is hereby adopted and confirmed.

Section 2. Purchase Authorized. That the acquisition of the Equipment as described in the SafetyPAD Milestones Payment Structure: Final attached hereto as Exhibit "A" is hereby approved and authorized. .

Section 3. Implementation; Execution of Agreements. That the Village Manager is hereby authorized to take any and all action necessary to complete the purchase of the Equipment and implement the purposes of this Resolution, and is authorized to sign the SafetyPAD Milestones Payment Structure: Final attached hereto as Exhibit "A" and any other necessary purchase agreements, subject to the approval of the Village Attorney as to form and legal sufficiency.

Section 4. Ratification of Hardware Purchase. The Village hereby ratifies and reaffirms the prior acquisition and purchase of the hardware for the Equipment.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this ____ day of November, 2009.

MAYOR ROBERT L. VERNON

ATTEST:

CONCHITA H. ALVAREZ, CMC,
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY

Exhibit "A"

Safety/PAD Milestones Payment Structure: Final



Key Biscayne Fire Department- SafetyPAD Milestones Payment Structure: Final

Key Biscayne Fire Department and OPEN Incorporated have agreed to the following Milestone payment structure based on the following costs.

MILESTONE BILLING AND PAYMENT TERMS AND CONDITIONS:

1. The intent of this Milestone Billing and Payment provision is to permit interim payments prior to completion of the total effort required by the City of Miami issued Request for Proposals No. 55025 Contract. Upon satisfactory completion of each milestone event set forth in the *Milestone Billing Schedule in Paragraph 5* below and verification of completion by Key Biscayne Fire Department, OPEN Incorporated may bill for the amount set forth in Paragraph 6 below for that milestone event. Key Biscayne Fire Department agrees to provide payment to OPEN Incorporated within thirty (30) days of invoice submittal.

2. In addition to the provisions General Terms and Conditions of RFP 55025", OPEN Incorporated shall submit to the Key Biscayne Fire Department an invoice. Such

Key Biscayne Fire Department

Attn: Accounts Payable
Village of Key Biscayne
88 W. McIntyre Street
Key Biscayne, FL 33149
305-365-5511

3. Key Biscayne Fire Department shall have the right to reduce or withhold milestone payments in the event OPEN Incorporated fails to complete such milestone by the agreed upon dates noted in the Paragraph 5.

4. Payment or vesting of title pursuant to this milestone payment provision shall neither excuse the OPEN Incorporated from performance of its obligations under this contract nor constitute a waiver of any of the rights and remedies of the parties under this contract.

5. See Milestone Billing Schedule below (including the milestone event, completion date and billing amounts) as set forth in this agreement.

Software Costs: \$27,353.90

Integration Costs: \$32,625.00

Total Software & Maintenance: **\$59,978.00**



Key Biscayne Fire Department- SafetyPAD Milestones Payment Structure: Final
Milestones (MS):

1. Initial software license fee (15%) of total costs paid upon contract execution and purchase order issuance by TBD. (\$8996.84)
2. A fifteen percent (15%) payment of total costs after providing Key Biscayne Fire with a functional Panasonic CF-19 Mark III image. This image to be provided by no later than 14 days after MS#1(\$8996.84) *****Please note that MFR I.T. will need to load core applications and deliver baseline image to OPEN by November 6th, to make a Jan 1 Go-Live.***
3. A fifteen percent (15%) payment of total costs. Functional test will include receiving ten (10) test CAD dispatch records. OPEN will successfully create ten (10) test patient care reports on the mobile using KBF agency code. These ten (10) runs will be viewable on SafetyPAD Enterprise. Functional tests target to be completed and MS#3 to be invoiced no later than 7 days following MS#2 (\$8996.84)
4. A fifteen percent (15%) payment of total costs after adding Kbfd agency code and adding all Kbfd staff members, units, stations to SafetyPAD lookups and all staff with Enterprise login and password. Agency code and staff additions pushed to mobile by no later than 10 days after MS#3 (\$8996.84)
5. A fifteen percent (15%) payment of total costs after the initial three (3) Field Provider training classes, one (1) Train the Trainer and one (1) Administrative Training session are completed. A total of 40 hours of training. Training completed by TBD date. (\$8996.84)
6. A fifteen percent (15%) payment of total costs after deploying evaluator units (2 units) in which 10 or more records are submitted by field providers and viewable in SafetyPAD web-based Enterprise system. Evaluator units deployed no later than four(4) days after core training completed in MS#5 (\$8996.84)
7. A final payment of total costs after one (1) or more billable records are submitted to the database and transmitted to Key Biscayne billing vendor (Per Se) either on or before the agreed upon when the "go-live" date is established. Go-Live target TBD. (\$5997.86)

All payments are due 30 days from invoice date.

**Key Biscayne Fire Department
 Authorization:**

OPEN Incorporated Authorization:

 Signature

 Signature

 Title Date

 Title Date