

**EMERGENCY MEDICAL SERVICES AUTHORITY**

10901 GOLD CENTER DR., SUITE 400  
RANCHO CORDOVA, CA 95670  
(916) 322-4336 FAX (916) 324-2875



**DATE:** November 23, 2016

**TO:** Local EMS Agency Administrators

**FROM:** Howard Backer, MD, MPH, FACEP  
Director

**SUBJECT:** Grant Funding Opportunity Announcement –  
Reposting for Key Action Date Consistency

The California Emergency Medical Services (EMS) Authority is seeking applications from Local Emergency Medical Service Agencies (LEMSAs) for projects designed to improve local EMS data quality and prepare California EMS for health information exchange and the adoption of new data standards known as National EMS Information System (NEMSIS) Version 3.

The EMS Authority has made data quality and analysis a priority over the past 3 years. The continuation of funding from the California Office of Traffic Safety (OTS) for local data collection efforts and movement to NEMSIS Version 3, the development of EMS performance improvement measures (Core Measures) through one-time funding from the California Healthcare Foundation, and the recent grant from the Office of the National Coordinator for Health Information Technology (ONC) to implement local health information exchange projects (Patient Unified Lookup System for Emergencies +EMS) have enhanced data and quality efforts.

This grant funding opportunity is for the purchase of electronic mobile devices that have the capability to utilize software that is compliant with the California Emergency Medical Services Information System (CEMSIS) and the NEMSIS Version 3. The devices will be utilized by local EMS providers for collecting and submitting patient care data to their Local Emergency Medical Services Agency (LEMSA).

The EMS Authority anticipates making multiple one-time awards totaling \$1.2 million and reserves the right to fund selected applications at a level less than requested based upon project priorities and available funding.

The attached Grant Funding Opportunity provides a detailed explanation of the intent, scope of work, deliverables, application, and eligibility requirements, scoring criteria, and timelines. Questions should be submitted in writing to Tom McGinnis, EMS Systems Division Chief, at [tom.mcginis@emsa.ca.gov](mailto:tom.mcginis@emsa.ca.gov).

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**Emergency Medical Services Authority  
Grant Funding Opportunity Announcement  
#C16-041**

**Date: November 22, 2016**

You are invited to submit an application designed to improve local EMS data quality and prepare California EMS for the adoption of new data standards known as NEMSIS Version 3. Applications are due by **2 p.m. Pacific Standard Time on January 18, 2017.**

Applications must be submitted by mail and electronic mail, to:

**California Emergency Medical Services Authority  
10901 Gold Center Drive, Suite 400  
Rancho Cordova, CA 95670-6056  
Attn: Lisa Vigil, Contracts Analyst  
Lisa.Vigil@emsa.ca.gov**

All questions must be submitted in writing to [tom.mcginnis@emsa.ca.gov](mailto:tom.mcginnis@emsa.ca.gov) by December 9, 2016 at 5:00 p.m. and will be answered in writing by December 16, 2016 at 5:00 p.m. and posted to our website at [www.emsa.ca.gov](http://www.emsa.ca.gov).

Awards are anticipated to be made on or about February 1, 2017.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum. Read the attached document carefully. To submit a valid application, you must comply with the instructions contained in this document. By submitting an application, your organization agrees to the terms and conditions stated in this invitation.

**Period of Performance**

The period of performance shall be upon approval through September 30, 2017. There will be no extensions beyond the contract end date and all deliverables must be submitted before that date.

**Amount**

The EMS Authority anticipates making multiple one-time awards totaling \$1.2 million and reserves the right to fund selected applications at a level less than requested based upon project priorities and available funding.

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## **I. INTRODUCTION**

The collection and dissemination of traffic collision incident data is critical to the development and implementation of the California Strategic Highway Safety Plan (SHSP). Data disparities exist that limit comprehensive statewide quality assurances and the assessment of California's traffic safety needs.

The Emergency Medical Services (EMS) Authority recognizes its role in addressing these data disparities and in providing statewide traffic-related, post-crash survivability data as a contributing component to the development of the SHSP. Through the OTS, the EMS Authority provides funding to the Inland Counties EMS Agency (ICEMA) to implement and operate the California Emergency Medical Services Information System (CEMSIS) which is a locally based demonstration project for improving EMS data analysis across California by collecting pre-hospital and trauma data from LEMSAs. CEMSIS utilizes ImageTrend software which offers a secure and centralized data system for collecting data about individual emergency medical service requests in California and is also NEMSIS compliant. CEMSIS also provides technical assistance to LEMSAs to revise their data collection systems and standards to be compliant with NEMSIS and trauma data standards consistent with AB 1129.

The EMS Authority commissioned a study in 2013 which was performed by Lumetra Inc. to determine the degree to which local emergency service providers had the capacity to use electronic Patient Care Records (ePCRs). The study found that over 29 percent of the EMS providers were not yet fully utilizing ePCRs, making the data collection process cumbersome and increasing the likelihood of data entry errors. Utilizing was defined in the study as 1) the providers were either using paper charts or 2) using a desk top application in the office after the call. One of the primary barriers to the use of ePCRs was funding with about one-half of the surveyed LEMSAs indicated this was a problem. The EMS Authority has a need to move all EMS providers to ePCRs as quickly as possible in order to improve CEMSIS data quality and patient care.

### **A. Background and Purpose**

The EMS Authority is seeking applications from LEMSAs to purchase and provide mobile electronic devices (device) to local EMS providers within their area of responsibility.

The devices will be distributed to local EMS providers to be used when collecting and transmitting patient care data to the LEMSAs consistent with Health and Safety Code 1797.227 with subsequent transmission to the CEMSIS database.

The devices must include software that is compliant with current versions of CEMSYS and NEMSIS Version 3.

**B. Key Action Dates**

Below is the tentative time schedule for this Grant Funding Opportunity Announcement. Dates listed below are estimates only and subject to change at the EMS Authority's sole discretion. All times listed is Pacific Standard Time (PST).

Key Actions	Dates	Time
Funding Opportunity available to LEMSA's	November 22, 2016	5:00 PM
Written Questions Submittal Deadline	December 9, 2016	5:00 PM
Response to Written Questions	December 16, 2016	5:00 PM
Deadline to Submit Applications	January 18, 2017	2:00 PM
Funding Application Award Date	February 1, 2017	10:00 AM

**C. Award and Protest**

Notice of the proposed award shall be posted in a public place in the office of the EMS Authority and on the following internet site [www.emsa.ca.gov](http://www.emsa.ca.gov) for five (5) business days prior to awarding the contracts.

If any Applicant, prior to the award of agreement, files a protest with the EMS Authority on the grounds that the (protesting) proposer would have been awarded the contract had the EMS Authority correctly applied the evaluation standard in the Announcement, or if the department followed the evaluation and scoring methods in the Announcement, the contracts shall not be awarded until either the protest has been withdrawn or the EMS Authority has decided the matter. It is suggested that you submit any protest by certified or registered mail.

Within five (5) days after filing the initial protest, those protesting shall file with the EMS Authority a detailed written statement of issues specifying the grounds for the protest if the original protest did not contain the complete grounds for the protest.

Upon award of the contracts the Applicant must have completed and submitted to the awarding agency the Payee Data Record (STD. 204) to determine if the Applicant is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. No payments shall be made unless a completed STD 204 has been returned to the awarding agency.

Upon award of the contracts the Applicant must sign and submit to the EMS Authority a Contractor Certification Clauses (CCC).

**D. Key Words/Terms**

<b>Word\Term</b>	<b>Definition</b>
Applicant	LEMSA responding to this grant funding opportunity
Application	LEMSA formal written response to this grant funding opportunity
CEMSIS	California Emergency Medical Services Information System
Days	Days refers to calendar days
EMS	Emergency Medical Services
EMS Authority	California Emergency Medical Services Authority
ePCR	Electronic Patient Care Report
LEMSA	Local Emergency Medical Services Agency
NEMSIS	National Emergency Medical Services Information System
NOPA	Notice of Proposed Award, a public notice that identifies award recipients
Project Manager	The person designated by the applicant to oversee the project and to serve as the main point of contact for the EMS Authority
Recipient	The recipient of an award under this solicitation .
Solicitation	This entire document, including all attachments and exhibits ("solicitation" may be used interchangeably with "grant funding opportunity"
State	State of California

**II. ELIGIBILITY REQUIREMENTS**

This grant funding opportunity is only open to California Local Emergency Medical Services Agencies.

**III. APPLICATION ORGANIZATION AND SUBMISSION INSTRUCTIONS**

This section contains instructions for the submission of an application. Failure to comply with these application instructions and the additional requirements listed below may cause an application to be deemed non-compliant and non-responsive, thus ineligible for award.

## A. Application Format

<b>Format</b>	<ul style="list-style-type: none"><li>• <b>Font:</b> 12-point, Arial (excluding Excel files, original template headers and footers, and commitment or support letters)</li><li>• <b>Margins:</b> One inch on all sides (excluding headers and footers)</li><li>• <b>Spacing:</b> Single-spaced, with a blank line between each paragraph</li><li>• <b>Pages:</b> Numbered and printed double-sided (when determining page limits, each printed side of a page counts as one page)</li><li>• <b>Signatures:</b> Manual (i.e., not electronic)</li><li>• <b>Labeling:</b> Tabbed and labeled</li></ul>
<b>Page Limits</b>	<ul style="list-style-type: none"><li>• Applications shall not exceed 10 pages. Appendices are not included in this page limit.</li></ul>
<b>Number of Copies of the Application</b>	<ul style="list-style-type: none"><li>• <b>Five (5)</b> hard copies mailed (including one copy with original signatures).</li><li>• Must email one (1) electronic version of application including all attachments.</li></ul>

## B. Application Delivery

Mail or deliver applications to the following address:

**California Emergency Medical Services Authority**  
**10901 Gold Center Drive, Suite 400**  
**Rancho Cordova, CA 95670-6056**  
**Attn: Lisa Vigil, Contracts Analyst**  
**Lisa.Vigil@emsa.ca.gov**

## C. Application Terms and Conditions

1. By submitting an application, the LEMSA agrees that:
  - a. Applications that reference a supplier's own terms and conditions or provisions will be considered non-responsive and will be rejected.
  - b. All agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>. If you do not have Internet access, a hard copy can be provided by contacting the person listed above.

- c. The State does not accept alternate contract language from a prospective contractor. An offer with such language will be rejected. The State's General Terms and Conditions are not negotiable.
- d. No oral understanding or agreement shall be binding on either party.
- e. The awarding agency reserves the right to reject all offers. The agency is not required to award.
- f. Applications must contain all requested information and data and conform to the format described in this section. It is the applicants responsibility to provide all necessary information for the State to evaluate the response, verify requested information, and determine the applicants ability to perform the tasks and activities defined in the State's Scope of Work.
- g. All applications must be submitted (received by the department, not post marked) under sealed cover and sent to the EMS Authority by the dates and times shown in the above listed Key Action Dates.

**It is the sole responsibility of the Applicant to verify receipt of the submitted application. Applications received after the date and time stated in this Application are not valid regardless of the circumstances causing the late submittal.**

#### **D. Application Content**

- 1. The application responds to the State's Scope of Work and must map each task/deliverable item back to the Scope of Work. The response must include any additional information necessary to explain how the applicant intends to meet the State's requirements.
- 2. The application must include the following as appropriate:
  - a. Meet all other qualifications and certifications required in this funding opportunity.
  - b. Description of the LEMSAs readiness to complete the grant requirements within the grant period.
  - c. The application must include a project plan that provides enough detail to demonstrate to the evaluator that the applicant can successfully meet all of the requirements outlined in the State's Scope of Work and also includes the following:
    - a. Listing of project tasks and anticipated timeline for completion
    - b. Methodology on how the LEMSA evaluated EMS providers need for devices, the type of device to be distributed, and ePCR software complaint with current versions of the CEMISIS and NEMSIS 3.
    - c. Proposed training plan for EMS providers.

- d. Acknowledgement that LEMSA shall obtain any necessary local approval prior to the execution of funding award.
- e. Device Assessment Worksheet.
- f. A budget summary, narrative, and justification.
- g. Any other requirements shown in the State's scope of work.

## **E. Scope of Work**

The LEMSAs will purchase the devices that will be utilized by local California EMS providers within their areas. No advance funding is available. Each device will need to contain an ePCR software that is CEMSIS/NEMSIS compliant which shall be dedicated to the collection of patient data by ePCR and transmission of the patient data to the LEMSA and subsequently to the CEMSIS database.

Each LEMSA will also be responsible for distribution, inventory, and tracking of all devices and ePCR software purchased under this funding opportunity. Additionally, LEMSAs will be responsible for training all EMS first responders on the use of the devices and ePCR software that will be used to collect and transmit ePCR data to the LEMSA.

1. The project must include the following activities:
    - a. The purchase and distribution of mobile electronic devices (devices) to EMS providers that will be utilized for the collection of patient data by ePCR, and transmission of the ePCR data to the LEMSA. Devices purchased and distributed should meet the following minimum hardware specifications.
      - i. Windows-based tablet devices (4GB min)
        1. Microsoft Surface Pro 3 or greater
        2. Motion R12
        3. Panasonic Toughpad® FZ-G1
      - ii. Apple/Android
        1. iPad Air (and Air 2) - 9.7"
        2. iPad Mini (and Mini HD, Mini 2, Mini 3)– 7.9"
        3. Galaxy Tab Pro - 8.4
        4. Nexus 10
- Note: Device requirements can vary based on ePCR software being used and LEMSAs should contact their ePCR vendors to determine any additional requirements.***
2. Installation of ePCR software on each device distributed to an EMS provider which is compatible with the LEMSA's existing ePCR data

collection system and is compliant with the most current version of CEMSYS and NEMSIS.

If an EMS provider is not using an ePCR software program which is compliant with the most current version of CEMSYS and NEMSIS 3, ImageTrend software is available through contract with ICEMA at a cost to per EMS provider of \$5,000 for the initial set-up and the first year service cost is estimated to be between \$2,500 and \$7,500 depending on EMS provider size and number of EMS responses to be entered into the system. Purchase and set-up of the ImageTrend software will be coordinated between the LEMSA and ICEMA and not through the EMS Authority. Upon configuration/installation of the software, confirmation shall be submitted to the EMS Authority that the software is in place on each device and operational.

- i. ImageTrend software requirements:
    1. Windows 7, 8/8.1 or windows 10
    2. Apple iOS8 or greater
    3. Android OS 4.0 or greater
  - ii. Web Browsers
    1. Chrome - Recommended
    2. IE 11 or greater
    3. Microsoft edge
    4. FireFox
    5. Safari
3. Development and implementation of training plan for EMS providers which includes at a minimum: operation of device, how to successfully transmit data to the LEMSA, continued training support once devices are distributed to the local EMS providers, and other types of training that is identified as critical for the successful use of the devices.

#### **F. Deliverables**

1. Submit to the EMS Authority an inventory report within 30 days of purchase of devices which includes the following information: EMS provider receiving device, device manufacturer, device make/model, device serial number, and ePCR software installed on device.
2. Submit to the EMS Authority a written training plan within 30 days of purchase of devices. Training plan which shall include at a minimum the following information: date and types of training to be provided, number of local EMS providers that will receive training, plan for continued training and support once devices are distributed to the local EMS providers, and other types of training that is identified as critical for the successful use of the devices.

3. Submit to the EMS Authority a written plan that addresses the loss, recovery, replacement, or redistribution of purchased devices within 30 days of purchase of devices.
4. If LEMSA is currently transmitting ePCR data to CEMSIS the LEMSA will notify the EMS Authority by September 1, 2017 of successful ePCR data transmission between the EMS provider receiving devices under this grant and the LEMSA.
5. If LEMSA is not currently transmitting ePCR data to CEMSIS the LEMSA will notify the EMS Authority by June 1, 2017 of successful testing of ePCR data transmission between the EMS provider receiving devices under this grant and the LEMSA.
6. Submit to the EMS Authority quarterly status reports within 15 days of the end of each calendar quarter (January 15, April 15, July 15, October 15).
7. Submit a final end of grant summary report on all activities and deliverables outlined in the State's Scope of Work and submit to the EMS Authority by September 15, 2017 or sooner.

#### **G. Acceptance Criteria**

1. It shall be the State's sole determination as to whether a deliverable has been successfully completed and acceptable to the State.
2. Acceptance criteria shall consist of the following:
  - a. Reports on written deliverables are completed as specified and approved.
  - b. All deliverables must be in a format that can be read by the EMS Authority.
  - c. If a deliverable is not accepted, the State shall provide the rationale in writing within five days of receipt of the deliverable or upon completion of acceptance testing period.

#### **H. State Responsibilities**

1. The EMS Authority will have responsibility for project management and grant management.
2. The EMS Authority will provide access to business and technical documents as necessary for the LEMSAs to complete the tasks.

### **IV. EVALUATION AND AWARD PROCESS**

#### **A. Evaluation**

1. The EMS Authority will pre-review all eligible applications (i.e., those that are received in the time and manner prescribed) to determine which ones meet the following criteria specified in this

funding opportunity. If an application is missing any of this information, it may be deemed not responsive.

- a. Application received by the specified due date and time in the “Key Actions Date”.
  - b. Application contains support letters from the EMS providers.
2. Applications that pass the pre-review stage will then be submitted to the Evaluation Committee for review and scoring based on the Scoring Criteria in Section C of the Evaluation and Award Process.

**B. Notice of Award**

1. Award of a grant resulting from this grant funding opportunity will be based on the responses received in compliance with the Scope of Work. The following order of provider types will be used in the award of grants for ePCR devices:
  - a. Emergency (9-1-1 & 7 digit) ambulance transport providers
  - b. Non-emergency transport providers
  - c. Advanced Life Support (ALS) non-transport
  - d. Basic Life Support (BLS) non-transport
2. This grant is contingent upon federal grant funding grant from the OTS and the National Highway Traffic Safety Administration.

**C. Scoring Criteria**

	Description	Scoring
1	<p><b>Scope of Application</b></p> <ul style="list-style-type: none"> <li>• Detailed work plan including milestones and measurable objectives.</li> <li>• Identification of Local EMS providers needs for the devices.</li> <li>• Selection Criteria for Local EMS providers               <ul style="list-style-type: none"> <li>▪ Urban Needs</li> <li>▪ Rural Needs</li> <li>▪ Paper / Non-Paper Collection</li> <li>▪ Current Usage Inadequacy for providers who have ePCR devices that are not compatible for use with the current version of CEMISIS/NEMISIS</li> </ul> </li> </ul>	40%
2	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Budget description</li> <li>• Cost of mobile electronic devices</li> <li>• Cost of ePCR software acquisition and implementation, if applicable</li> </ul>	20%

3	<p><b>Readiness</b></p> <ul style="list-style-type: none"> <li>• LEMSA to indicate the ability to complete the following:           <ul style="list-style-type: none"> <li>▪ Development of Training Mechanism</li> <li>▪ Implementation of Training</li> <li>▪ Inventory of devices</li> <li>▪ Tracking of devices</li> <li>▪ Tracking version of software on devices</li> <li>▪ Distribution of devices</li> <li>▪ Local capability to maintain devices</li> <li>▪ Local capability to upgrade future software versions</li> <li>▪ On-going technical support</li> </ul> </li> </ul>	30%
4	<p>Commitment by LEMSA and any provider receiving ePCR devices through this grant to participate in the collection and transmission of data elements described in the NEMSIS Data Dictionary usage as: Mandatory, Required, and Recommended.</p>	10%

**Attachment A – Device Cost Worksheet**

**Attachment B – Device Assessment Worksheet**

**Attachment C – Application Checklist**

**Attachment D – Sample Contract**