



**CITY OF LEON VALLEY, TEXAS
REQUEST FOR QUALIFICATIONS
FOR**

**MEDICAL DIRECTION FOR LEON VALLEY FIRE DEPARTMENT
RFQ LVFD 24-01**

Sealed Qualification Statements, addressed to the City of Leon Valley, will be received at the address below until 5:00 PM on Thursday, May 2, 2024, for Medical Direction for the city's municipal emergency medical system. Proposals should be clearly marked on the outside with "RFQ FOR MEDICAL DIRECTOR" and sent to:

City of Leon Valley
Fire Department
6300 EL Verde Road
Leon Valley, TX 78238
210-684-3219

PLEASE SUBMIT TWO COPIES OF YOUR COMPANY'S QUALIFICATIONS/PROPOSAL AND MARK ONE AS "ORIGINAL." PLEASE PROVIDE THE SAME DOCUMENTS ELECTRONICALLY ON A USB DRIVE. YOUR QUALIFICATIONS SHOULD ALSO LIST COMPANY INFORMATION, CONTACT PERSON, BACKGROUND/HISTORY, AND PHONE NUMBER

REQUEST FOR QUALIFICATIONS

Leon Valley Fire Department (LVFD) is seeking qualified applicants to serve as off-line Medical Director to the city's municipal Paramedic Program and to provide a complete Medical Direction system of off-line and on-line services as defined by Texas Administrative Code, Title 22, Part 9, Chapter 197, rule 197.3 and 197.4. LVFD is a licensed EMS provider that operates under the Texas Department of State Health Service's guidelines and serves the City of Leon Valley as well as surrounding municipalities through mutual aid agreements. Currently, LVFD operates three front-line mobile intensive care units (MICU) with one reserve unit. All front-line fire apparatus are staffed with paramedics.

The Medical Director must have a working knowledge of Emergency Medical Services (EMS) systems in the State of Texas. Applicants should be highly familiar with the skills and knowledge of paramedic and emergency medical technician (EMT) certified personnel and an advocate of pre-hospital medical assessment and treatment.

Qualifications submitted to LVFD should demonstrate and address the following:

ESSENTIAL

1. A physician licensed to practice in Texas and shall be registered as an EMS medical director with the Texas Department of State Health Services.
2. The Medical Director must be capable of providing direct online medical control involving a minimum of two associate medical directors on a 24/7 basis.
3. Familiarity with the design and operation of pre-hospital EMS systems.
4. Experience in the pre-hospital emergency care of acutely ill or injured patients.
5. Experience, knowledge or training in the EMS quality improvement process.
6. Knowledge of laws and regulations affecting local, regional, state, and national EMS operations.
7. Knowledge of EMS dispatch and communications.
8. Knowledge of local mass casualty and disaster plans.
9. Provide written and oral presentations to council, media, regulatory bodies, and other stakeholders as needed.
10. Provide medical legal assistance.
11. Provide power of attorney to Leon Valley Fire Department staff to allow procurement of controlled substances.

DESIRABLE

Board certification in emergency medicine by the American Board of Emergency medicine or the American Board of Osteopathic Emergency Medicine.
Participate in EMS Fellowship training.

RESPONSIBILITIES

1. Serve as a patient advocate in the EMS system.
2. Set and ensure compliance with patient care standards, including communications standards and medical protocols.
3. Develop and implement protocols and standing orders under which the pre-hospital care provider functions in conjunction with LVFD.
4. Develop and implement the process for the provisions of concurrent medical direction.
5. Ensure the appropriateness of initial qualifications of pre-hospital personnel involved in patient care.
6. Ensure the qualifications of pre-hospital personnel involved in patient care are maintained on an ongoing basis through education, testing and credentialing.
7. Develop and implement an effective quality improvement program for continuous system and patient care improvement.
8. Promote EMS research and evidence-based quality improvement.
9. Maintain liaison with the medical community including, but not limited to, hospitals, emergency departments, physicians, pre-hospital providers and nurses.
10. Interact with national, regional, state, and local EMS authorities to ensure that standards, needs, and requirements are met, and resource utilization is optimized.
11. Arrange for coordination of activities such as mutual aid, disaster planning and management, and hazardous materials response.
12. Promulgate public education and information on the prevention of emergencies.
13. Maintain knowledge levels appropriate for an EMS Medical Director through continued education.

REQUIREMENTS

1. The Medical Director shall devote an average of eight (8) hours each month in direct contact time with members of the LVFD EMS Program.
2. The Medical Director will assist with recertification requirements for the National Registry and the State of Texas.
3. The Medical Director shall conduct a "Quarterly Case Review" to discuss specific patient care the paramedics are providing in the pre-hospital environment. Case review may be conducted more frequently if a need is identified.
4. The Medical Director shall be responsible for updating and keeping current the EMS standing orders/protocols for LVFD. Protocols will be reviewed and updated on a bi-annual basis at a minimum.
5. The Medical Director shall maintain a working relationship with the paramedics and be able and willing to implement programs and techniques as he/she observes a need for the progression of the paramedic/EMS service in the City of Leon Valley.

6. The Medical Director shall assist in the continuing education of paramedics and EMT's by occasionally participating in EMS training programs and collaborating with Leon Valley's EMS training coordinator on various projects.
7. The Medical Director shall assist in evaluating the overall paramedic program and initiate changes as needed in conjunction with the Leon Valley Fire Department.
8. The Medical Director will submit a detailed report to the Leon Valley EMS Chief every six months. This report will include a listing of his/her activities relative to their compliance with the requirements and responsibilities of the position.
9. The Medical Director, having a contractual agreement with Leon Valley Fire Department, shall be an advocate for the certified EMS personnel employed by the City of Leon Valley. As such, he/she shall give notification to the City of Leon Valley before entering into other contracts or agreements as medical director with any other EMS provider at any level of certification and will participate in an impact evaluation discussion with Leon Valley's administrative staff.

Grading criteria will be based on meeting:

1. Essentials - 20%
2. Desirables - 20
3. Requirements- 20
4. Responsibilities -20%
5. References -20%

Also, please include, along with your qualifications, a detailed list of references and contracts awarded to your company in the last five years. Please provide a contact person, phone number, summary of the work performed, and a contract term.

Technical questions or process questions regarding this RFQ should be directed in writing to Chris Willis, Assistant Fire Chief, at c.willis@leonvalleytexas.gov, with a copy sent to m.naughton@leonvalleytexas.gov. Changes or clarifications to this request will be issued as an addendum and shall be acknowledged and included with your submission.

The City of Leon Valley reserves the right to reject any and all responses.