

Town of Ludlow, Massachusetts
Request for Proposals
Ambulance Billing/Collection Services
RFP 18-01

The Town of Ludlow is seeking qualified vendors to submit proposals for ambulance billing and collection services in accordance with the specifications set forth.

Specifications may be obtained by contacting the Board of Selectmen at 413-583-5600, evillano@ludlow.ma.us or aconverse@ludlow.ma.us.

Sealed proposals will be received by the Chief Procurement Officer/Town Administrator in the Selectmen's Office, located at Town Hall, 488 Chapin Street, Ludlow, MA 01056 until June 15, 2018 @ 3:00 PM.

All proposals shall be sealed, addressed to the "Town Administrator, Town of Ludlow, 488 Chapin Street, Ludlow, MA, 01056 RFP 18-01". Three (3) copies of the proposal and one CD are required. Proposers shall submit separate price and non-price (technical) proposals. The price proposal must be signed, placed in a sealed envelope. The price proposal will require the fee for service to be stated as a percentage amount for actual receipts. This envelope is to be clearly marked with the Proposer's name, and titled **Town of Ludlow RFP 18-01 Ambulance Billing/Collection Services Price Proposal, 3:00 PM June 15, 2018**. The non-price (technical) proposals shall be signed, placed in a separate sealed envelope. All pages that require signatures must be signed where appropriate and submitted as part of the non-price proposal. This envelope is to be clearly marked with the Proposers name and titled **Town of Ludlow RFP 18-01 Ambulance Billing/Collection Services Non-Price Proposal, 3:00 PM June 15, 2018**.

This contract will be awarded only to the responsive and responsible bidder whose proposal meets all of the requirements and offers the most advantageous proposal. The Town of Ludlow reserves the right to waive any informality, to accept or reject, in part or in whole, any and all proposals or to take whatever action would be in the best interest of the Town of Ludlow. Proposals are to remain firm for at the minimum of sixty (60) days following the opening of proposals.

Ellie Villano
Chief Procurement Officer