

Board of County Commissioners

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Public Safety Department

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NOTICE FOR APPLICATION

The Palm Beach County Board of County Commissioners is accepting applications for:

Certificate of Public Convenience and Necessity (COPCN) for Primary Advanced Life Support Provider; Advanced Life Support Transport; Routinely Transports Basic Life Support and for Countywide Aeromedical Transport Services.

Application will be accepted from October 3, 2022, through October 14, 2022, no later than 5:00 PM.

COPCNs are for a six (6) year period beginning January 1, 2023, and ending December 31, 2028.

Contents

Section 1: General Information.....3

 1.1 Issuing office.....3

 1.2 Introduction.....3

 1.3 Definitions.....3

 1.4 Purpose of the COPCN application.....3

 1.5 Period of Service.....3

 1.6 Qualification of Respondents.....3

 1.7 Submitting Applications.....4

 1.8 Contact Person.....4

 1.9 Additional Information.....4

Section 2: General Terms and Conditions.....4

 2.1 Modified Applications.....4

 2.2 Withdrawal of Applications.....4

 2.3 Late Applications, late Modified Applications.....4

 2.4 Proprietary/Confidential Information.....5

 2.5 Review of Applications.....5

 2.6 Selection Process.....5

 2.7 Rights and Duties Granted by Certificate.....5

 2.8 Vehicle Permit Operating Fees

Section 3: Application.....

Section 4: PBC Code of Ordinances, Sections 13-25.....

Section 5: PBC Ordinance 2017-030 – Rules & Regulations

Section 1: General Information

1.1 Issuing Office

This request for a COPCN Application is issued for the County of Palm Beach (hereinafter referred to as the "County"). The Public Safety Department is the sole point of contact concerning this application. See Section **1.8** Contact Person.

1.2 Introduction

The purpose of the County's Emergency Medical Services (EMS) Program is to promote the health, safety and welfare of the residents in the County in need of emergency medical services by establishing standards for issuing certificates of COPCN to provide Advanced Life Support (ALS), Basic Life Support (BLS), Non-Emergency Transport and air ambulance services, and by providing for the adoption of rules and regulations governing the areas, and operation of services.

1.3 Definitions

For the purpose of this document, the following definition shall apply:

- **Primary ALS Provider:** the entity designated by the Board of County Commissioners to provide ALS services which may include BLS Transport within the area(s) indicated on its COPCN.

1.4 Purpose of the COPCN Application

Palm Beach County is accepting applications for Primary Advanced Life Support Provider to provide Advanced life support transport; routinely transports basic life support and for Countywide aeromedical transport services within the County.

1.5 Period of Service

The effective date of the COPCN's is January 1, 2023, through December 31, 2028. Certificates of Public Convenience and Necessity granted by the Palm Beach County Board of County Commissioners pursuant to the Palm Beach County Code of Ordinances, Chapter 13, Article II, Division 1, shall be valid for six (6) calendar years.

1.6 Qualification of Respondents

All respondents to this request for application shall have demonstrated experience in supplying ALS, BLS, and Non-Emergency services and shall meet all criteria/requirements identified in the Palm Beach County Code of Ordinances, Chapter 13, Article II, Division 1.

1.7 Submitting Applications

All applications must be submitted on standard letter-sized 8 ½ X 11 inch paper.

Completed applications including all of the required attachments shall be submitted with one (1) original bound in a three-ring binder with tabs for each attachment and one (1) copy bound in three-ring binders with tabs for each attachment. All pages must be single sided.

Applications must be received in the Department of Public Safety, Division of Emergency Management, EMS Office, located at 20 S. Military Trail, West Palm Beach, FL 33415 no later than October 14, 2022, 5:00 pm local time.

Hand-carried applications may be delivered to the above address ONLY between the hours of 8:00 am and 5:00 pm, Monday through Friday, excluding holidays observed by the County.

1.8 Contact Person

The contact person for the COPCN application is Lynette Schurter, EMS Specialist at 561-712-6696, email address lschurter@pbcgov.org at the Division of Emergency Management.

1.9 Additional Information

Any questions, comments, or requests for additional information or clarifications must be made in writing via email or U.S. Mail, to the Contact Person listed above. The request must contain the respondents' name, address, phone number, facsimile number, and email address.

Section 2: General Terms and Conditions

2.1 Modified Application

A respondent may submit an entire replacement application in order to modify all or any portion of a previously submitted application until the deadline for receipt of applications (October 14, 2022, 5:00 pm local time). The County will only consider the latest version of the application and will not consider any partial modifications or amendments, or any replacements received after the deadline.

2.2 Withdrawal of Applications

An application may be withdrawn at any time only by written notification.

2.3 Late Applications, Late Modified Applications

Applications and/or replacement applications received after the deadline for receipt of applications specified above will be considered late and will not be considered.

2.4 Proprietary/Confidential Information

Any material submitted in response to this request for application is considered a public document in accordance with Section 119.07, F.S. This includes material that the responding respondent might consider to be confidential. All submitted information that the responding respondent believes to be confidential and exempt from disclosure (i.e., a trade secret, etc.) must be specifically identified as such. Upon receipt of a public records request for information the respondent has designated as a trade secret or as otherwise exempt from Section 119.07, F.S., a determination will be made whether the identified information is, in fact confidential.

2.5 Review of Applications

Each application will be reviewed to determine if the application has met all criteria. A responsive application is one that has been signed, has been submitted by the specified submission time, and has provided the information required to be submitted with the application. Respondents who fail to comply with all of the required and/or desired elements of this application, do so at their own risk.

2.6 Selection Process

All applications timely received will be reviewed first by the County Administrator or designee to determine if each respondent has submitted the required information and met all application criteria. Those applications meeting the application criteria shall be referred to the Emergency Medical Services Council for review and recommendation to the Board of County Commissioners.

2.7 Rights and Duties Granted by Certificate

Please see attached Section 13-25 Rights and duties granted by the certificate of the Palm Beach County Emergency Medical Services Ordinance, codified in the Palm Beach County Code of Ordinances, Chapter 13, Article II, Division 1 and Palm Beach County Emergency Medical Services Ordinance 2017-030, Rules and Regulations of the Department of Public Safety Emergency Medical Services Section 1. C. General Office.

2.8 Vehicle Permit Operating Fees

COPCN	\$500.00
Annual vehicle inspection fee – Primary Provider	\$50.00
Business name change, ownership change, or transfer fee	\$500.00

(Next attachments would be: Application, PBC Code of Ordinances, Section 13-25, PBC Ordinance 2017-030 – Rules & Regulations part)