EMERGENCY MEDICAL SERVICES AUTHORITY

Date: May 14, 2025

To: Johna Easley, President & CEO

From: Lora Conger, CFO

Re: RFP-2025-003 Recommendation - Professional Services for FY2025 Cost Report Preparation for CPE Program Administered by the Oklahoma Healthcare Authority (OHCA)

On April 24, 2025, EMSA published RFP 2025-003 for Cost Report Preparation for the CPE Program Administered by the OHCA, the state's Medicaid administrator. EMSA received two proposals from qualified and reputable vendors, one from Public Consulting Group (PCG) and another from Digitech Computer, LLC (Digitech).

PCG is EMSA's current Cost Report Preparation vendor. PCG's proposal included a 3.6% contingency fee while Digitech proposed a 2.75% contingency fee. Under our current agreement, EMSA pays a 5% contingency fee. The contingency fee is based on monies collected.

The two proposals were foundationally similar offering EMSA the same technical experience and expertise. However, Digitech's contingency fee was significantly lower than PCG's contingency fee. Digitech has a strong track record in the EMS marketplace with the majority of its clients being public sector entities. Based on price and qualifications, EMSA recommends awarding the RFP to Digitech Computer, LLC.

EMSA Purchasing Policy A3 section C, requires that all purchases exceeding $100,000 must be approved by the EMSA Board of Trustees. It is anticipated that the contingency fees associated with FY2025 cost reporting will exceed this threshold.