

REQUEST FOR APPLICATIONS (RFA)

Issue Date: July 7, 2025

RFA No. VDH-26-517-0001

Project Title: Designated Regional Emergency Medical Services Councils

Issuing Agency: Virginia Department of Health
Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059

OEMS Point of Contact: Mohamed G. Abbamin, Senior Policy Analyst
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Procurement Point of Contact: Cindy Palmore, Agency Procurement Specialist Sr.
Phone: (804) 659-6707
Email: cindy.palmore@vdh.virginia.gov

Initial Period of Grant Funding: January 1, 2026 – June 30, 2028

Number of Awards: Up to 7

- Each designated regional EMS council is eligible to receive **base funding of up to \$500,000 per year**

Additional Funding: An additional \$1 million per year (aggregate) may be allocated among the seven designated regional councils to support special services based on the demonstrated needs of the localities they serve.

Match Requirement: A 25% match for base funding under this RFA is required, in accordance with 12VAC5-31-2710 (C). Match contributions may include monetary or in-kind support but may not include funds received directly or indirectly from the Commonwealth. If the entity or person is developing a plan for match and/or there is hardship in meeting this requirement, please describe in detail in your proposal.

Application Due Date: August 15, 2025, at 5:00p.m.

All Inquiries for programmatic information should be directed to **the OEMS Point of Contact** per contact information above.

All inquiries for the eVA system, or the RFA process should be directed to the **Procurement Point of Contact** per contact information above.

Pre-application call will be held on July 16, 2025, at 16:00 hrs via virtual platform

In compliance with this Request for Applications (RFA) and all conditions imposed in this RFA, the undersigned firm or individual hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm or individual hereby certifies that all information provided below and, in any schedule, attached hereto is true, correct, and complete.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offer or because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Section I - Award Information

Purpose of Request for Applications (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications to designate a Regional Emergency Medical Services (EMS) council as required by the Code of Virginia §32.1-111.4:2 and to establish a contract through competitive negotiation for the development and implementation of an efficient and effective statewide regional emergency medical services delivery system for the Virginia Department of Health (VDH).

Designated regional EMS councils are a vital part of the statewide EMS system and will be authorized to coordinate components of the statewide EMS system as an extension of the Office of Emergency Medical Services (OEMS).

A designated regional EMS council will interact with, support, and integrate feedback from pertinent community and stakeholder groups to plan, initiate, expand or improve the regional EMS delivery system within a defined regional council service area. In addition, a designated regional EMS council will develop regional EMS model plans that will be integrated into statewide EMS planning processes (including but not limited to the Statewide Emergency Medical Services Plan, Trauma Triage Plan, Stroke Triage Plan, and performance improvement programs for monitoring the quality of emergency medical services and trauma services).

VDH OEMS is requesting proposals from eligible organizations or persons, as described on page six of this RFA, who can respond to an immediate need to coordinate regional emergency medical services programs and functions. Applicants must demonstrate the capability to establish programs and/or successful prior performance as a designated regional EMS council.

Copies of this RFA, including the necessary forms, instructions, and addenda (if applicable) may be downloaded from the DGS/DPS eVA website at www.eva.virginia.gov. The application can be found by clicking on Business Opportunities, selecting Virginia Business Opportunities (VBO), on the left under Buying Entity - select Virginia Department of Health, Under Opportunity Type Select RFA then click view on the opportunity that applies.

VDH anticipates notifying applicant organizations of funding decisions by **October 2, 2025**.

Funding for this RFA is provided through: Special Revenue

Period of Performance: January 1, 2026—June 30, 2028.

Section II - Program Background

The Virginia EMS system is very large and complex, involving a wide variety of emergency medical services (EMS) agencies and personnel, including volunteer and career providers functioning in volunteer rescue squads, municipal fire departments, commercial ambulance services, hospitals, and a number of other settings to enable the EMS community to provide the highest quality emergency medical care possible to those in need. This is accomplished through a coordinated system of more than 40,000 trained, prepared and certified providers, approximately 4,000 permitted EMS vehicles, and nearly 550 licensed EMS agencies, to provide ground and air emergency medical care to all people in the Commonwealth of Virginia. Every person living in or traveling through the state is a potential recipient of emergency medical care.

OEMS' mission is to reduce death and disability resulting from sudden, serious, and/or chronic injury or illness in the Commonwealth through planning and development of a comprehensive and coordinated EMS system; and provision of technical assistance and support to enable the EMS community to collaborate, integrate, and enhance the delivery of the highest quality medical care to those in need. OEMS measures success and outcomes, builds relationships, educates, and creates policies that improve the provision of and outcomes from emergency medical services delivery in the Commonwealth.

§32.1-111.3 of the Code of Virginia assigns the VDH OEMS with responsibility for developing a Statewide EMS Plan, as well as required component plans, that provide for a comprehensive, coordinated, emergency medical services system in the Commonwealth. The Code outlines specific responsibilities of regional emergency medical services councils in these planning processes. The EMS system in Virginia is designed to respond to any and all situations where emergency medical care is necessary. Components of statewide EMS delivery are accomplished through the designation of regional emergency medical services councils.

§32.1-111.4:2 mandates the designation of regional emergency medical services councils that are charged with the development and implementation of an efficient and effective regional emergency medical services delivery system. The Code requires the promulgation of regulations to designate regional EMS councils that include requirements to ensure accountability for public funds, criteria for matching funds, and performance standards. Virginia Administrative Code Section 12VAC5-31-2730 further outlines performance standards for regional EMS councils.

The Commonwealth encourages all applicants to bring innovative ideas and/or solutions to government that result in cost and operational efficiencies or improvements while enhancing the services that governments provide its citizens. OEMS Regional EMS councils are designated to provide services within defined geographic areas as noted in Figure 1 below:



Figure 1: Designated Regional EMS Council Service Areas

An organization or person providing designated regional EMS council services within Virginia must comply with the Virginia EMS Rules and Regulations (12VAC5-31), the applicable regulations of other state agencies, the Code of Virginia and the United States Code. In addition, designated regional EMS councils must comply with roles, responsibilities, designation standards, and policy guidance of OEMS.

Section III - Eligibility Information

Minimum Eligibility Requirements

Any organization or person may apply for designation as a regional emergency medical services council by filing a written application packet specified by the Office of EMS provided they:

- Meet the required designation standards
- Demonstrate capability to establish communitywide and regional programs
- Maintain or will maintain a physical office within the defined service area
- Maintain or will maintain appropriate staffing to deliver regional EMS services

Preferred Eligibility Requirements:

Preference will be given to applicants that demonstrate the following:

- Qualifications to plan, initiate, expand or improve the regional EMS delivery system
- Documented interaction with EMS agencies, personnel, and other stakeholders within the service area
- Past performance in delivering related EMS services.

Section IV – Program Requirements

The applicant will submit an application to deliver regional emergency medical services within one or more defined regional EMS services areas. An entity seeking to serve as the designated regional EMS council for more than one defined service area must submit a separate application for each service area for which designation is applied. Applications should be prepared simply and economically, providing a straightforward, concise description of the applicant’s capabilities for satisfying regional EMS council designation standards (as outlined below and in the Designation Manual). Emphasis should be on completeness and clarity of content.

The Office of EMS may enter into performance-based contracts that establish standards for the delivery of specific identified services and projects with designated regional EMS councils. Each council will be charged with the development and implementation of an efficient and effective regional emergency medical services delivery system in compliance with § 32.1-111.4:2. Under the contract management of OEMS Regional Coordinators, applicants approved for designation as a regional EMS council will operate and identify as a regional extension of the OEMS to plan and coordinate the regional EMS delivery system (e.g. OEMS Region X).

The Office of EMS Regional Coordinators will be responsible for overseeing and managing contracts for regional councils within the EMS system. They will work with regional councils on a daily basis to ensure that Key Performance Indicators (KPIs) within the contracts are met and serve as a key liaison to ensure collaboration with and support of regional EMS councils.

All application packets must, at a minimum, demonstrate the applicant’s qualification to plan, initiate, expand or improve the regional EMS delivery system. Applications must also include a detailed proposed scope of services that describes how the applicant will deliver regional EMS services including, but not limited to, the following:

Proposed Scope of Work/Services

Designated regional emergency medical services councils will perform a scope of work operating and identifying as an extension of OEMS that is defined through a negotiated contract, including Key Performance Indicators (KPIs). The scope of work includes, but is not limited to, the following:

- A. Regional Infrastructure (§32.1-111.4:2, 12VAC5-31-2720, 12VAC5-31-2350, 12VAC5-31-2730, 12VAC5-31-2740)
 - Establish and/or maintain a place of operations within the service area to facilitate stakeholder support, engagement, and liaison
 - Maintain a routine operating schedule to facilitate the delivery of regional EMS services
 - Hire and/or maintain adequate staffing to deliver regional EMS services

- Maintain other resources to ensure regional EMS delivery (such as fleet, IT infrastructure, hardware)
 - Develop and/or maintain key partnerships/collaborations to enhance system development
 - Local health districts, local emergency planning committees
 - Local emergency associations or similar
 - Other regional/state partners
 - Ensure accountability for public funds (12VAC5-31-2740) and compliance with matching fund requirements
- B. Governance and Stakeholder Representation and Engagement (12VAC5-31-2330, 12VAC5-31-2650, 12VAC5-31-2660, §32.1-111.4:2)
- Ensure organization board/governance structure is broadly represented by EMS stakeholders from within the defined service area through by-laws or articles of incorporation that define agencies/entities represented and method of selection and appointment
 - Establish policy guidance for monitoring, encouraging, and assuring stakeholder participation in governance
 - Engage representatives from participating local governments, fire protection agencies, law-enforcement agencies, emergency medical services agencies, hospitals, licensed practicing physicians, emergency care nurses, mental health professionals, emergency medical technicians and other appropriate allied health professionals in regional EMS delivery
- C. Regional Liaison and Support (§22.1-279.8, §32.1-111.3, §32.1-111.4:2, 12VAC5-31-2330)
- Interact with EMS agencies and personnel to identify and address needs and/or service gaps and provide technical assistance
 - Engage with Regional Coordinators and/or other OEMS staff on other relevant EMS delivery matters including but not limited to
 - External grant application support or assistance
 - Agency recruitment/retention support
 - Provider health and safety and/or peer support
 - Decedent blood exposure program support
 - Assistance with special projects such as OEMS developed or supported surveys
 - Continuity of Operations Planning
 - Participate in the development and/or review of public-school crisis, emergency management, and medical emergency response plans as mandated by §22.1-279.8
 - Support other programs/initiatives of OEMS, as communicated by Regional Coordinators
 - Develop region-specific programs and initiatives as deemed necessary by regional stakeholders and approved by the governing body
 - Coordinate and collaborate to complete an annual regional EMS needs assessment
- D. Medical Direction (12VAC5-31-2730)

- Facilitate regional medical direction and oversight of regional emergency medical services, including regional EMS delivery, that aligns with state medical direction
 - Maintain a regional medical director to lead regional medical direction activities, liaison with other operational medical directors, and supervise regional clinical and/or training initiatives
 - Provide liaison with emergency physicians, healthcare facilities, and other stakeholders to resolve patient-care issues
 - Establish a regional framework to support operational medical direction
 - Ensure nominations of candidates to serve as a representative on the state medical direction committee
 - Ensure model regional protocols (as applicable) are accessible to EMS providers and agencies
- E. RSAF/EMS Advisory Board Support (§32.1-111.4:1, 12VAC5-31-2700, 12VAC5-31-2810)
- Provide and promote Rescue Squad Assistance Fund grant writing assistance to EMS agencies and organizations during regular and special initiative cycles
 - Establish/maintain a regional RSAF grant review committee that will establish written guidelines and procedures, score and prioritize regional grants, and provide meaningful comments on regional grant applications
 - Ensure nominations of candidates to fill required state committees/board (including but not limited to FARC and the state EMS Advisory Board)
- F. Regional EMS Planning (12VAC5-31-2670, 12VAC5-31-2680, §32.1-111.3, §32.1-111.4:2)
- Support required statewide emergency medical services plan development
 - Ensure annual review and at least triennial update of Statewide Emergency Medical Services Plan, Trauma Triage, and Stroke plans
 - Coordinate necessary regional committees to foster inclusive development and approval of plans, as well as specialty care center representation (for clinical plans)
 - Establish ongoing monitoring and evaluation programs to inform revision processes
 - Utilize public comment processes to guide revision
 - Disseminate and educate EMS providers on plan updates when revised
 - Submit plans for review/approval by OEMS
 - Facilitate plan development of other regional EMS plans deemed necessary by regional medical directors and/or other EMS stakeholders
- G. Performance Improvement (12VAC5-31-2730, § 32.1-111.3, 12VAC5-31-2680)
- Support the improvement of the regional and statewide prehospital and trauma care system
 - Develop a regional performance improvement plan(s) in collaboration with operational medical directors, healthcare facilities, and providers to identify and correct deficiencies in care

- Coordinate necessary regional committees to foster inclusive development and approval of plans and PI topics, as well as specialty care center representation (for clinical plans)
- Establish ongoing monitoring and evaluation metrics for medical, trauma, and system issues
- Work with OEMS data analytics and trauma staff to identify deficiencies and develop corrective solutions
- Ensure that EMS providers/agencies are involved in regional PI initiatives
- Promote the improvement of data submission and quality
- Engage with EMS stakeholders through meeting facilitation, workgroup/committee development, or other supportive measures to address emergent systemic impacts such as ambulance offload issues, transport times, and other developing issues

H. Training (§32.1-111.3)

- Support and promote the delivery of continuing education training within the service area
 - Promote continuing education events within the region through social media/website
 - Provide continuing education, drills, or simulation events as deemed needed by regional stakeholders
 - Support other regional CE events/sessions through lending of equipment, teaching, or other participation
 - Maintain an interactive web listing/calendar of CE events
 - Coordinate or partner to facilitate an annual regional multi-day CE event
- Support and promote the delivery of certification training within the service area
 - Promote ongoing certification training programs
 - Participate, if applicable, on training program boards/advisory committees
- Facilitate engagement/professional development opportunities for instructors

Program Evaluation Requirements

Applications will be evaluated on the basis of factors set forth in Section VII, Rating Criteria, designation standards, the information provided, and the rating criteria defined in this RFA. Contract negotiations will define service expectations and Key Performance Indicators (KPIs), with progress reports submitted to OEMS to document progress toward meeting contract expectations and designation standards.

Reporting Requirements

Designated regional EMS councils will collaborate with Regional Coordinators to ensure progress toward program goals and will provide monthly progress reports in a format determined by OEMS to offer formal program updates. Supporting documentation will be uploaded to the OEMS portal and/or council websites as directed by OEMS. Additionally, each regional council will be responsible for funding and conducting its own annual audit by a Certified Public Accountant, as required by the Virginia Administrative Code, which mandates that "a designated regional EMS council shall have an independent

annual audit of financial records with management letters conducted by a certified public accountant" (Section C). The councils will also ensure compliance with all financial record-keeping and reporting requirements, including maintaining a current operating statement, income and expenditure statements, and following generally accepted accounting principles (Sections A, B, F). Furthermore, councils will be required to retain all financial records for six years and comply with state and federal tax-related reporting (Sections E, H).

Provide documentation related to identifying whether payments were made using state awarded funds, independently raised funds, or other revenue sources.

Matching Fund Requirements

A designated regional EMS council may receive annual base funding by the state to assist with infrastructure development and maintenance in providing required regional services. A designated regional EMS council shall assure a 25% match for base funding provided by the Office of EMS (12VAC5-31-2710). Moneys received directly or indirectly from the Commonwealth shall not be used as matching funds. Approved matching funds are monetary and/or in-kind services such as donated time, space, materials, etc., from a partner agency as well as the funded entity. In-kind services counted toward matching fund requirements must be approved in advance by the Office of EMS and only apply to base funding.

Variance for Inability to Meet Match Requirement

If a regional EMS council can demonstrate that it is unable to provide the required 25% match, the council may submit a written request for a variance. This request must:

1. Document the financial hardship preventing the match.
2. Include supporting evidence, i.e. locality budget constraints, limited revenue or financial limitations.
3. Identify any efforts pursued to determine if there are any alternative sources of match available.
4. Adhere to the provisions of 12VAC-5-31-2410 through 12VAC-5-31-2440.

Budget Requirements

PROPOSED BUDGET
20XX-20XX Grant Year

TITLE:

RFA Number: ____

OFFEROR: _____

Personnel: _____
Fringe: _____
Travel: _____
Supplies: _____
Contractual: _____
Other: _____
Program: _____
Total: _____

Source of Matching Funds	Amount
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

6. _____

Total: _____

Signature of Offeror: _____

Date: _____

Funding Restrictions

Current regulations (12VAC5-31-2710) require Regional EMS Councils to provide a 25% match for State Funding. Matching funds will be reviewed on a case-by-case basis as part of the application process, but the following options for meeting the match requirement are prohibited:

1. Moneys received directly or indirectly from the Commonwealth shall not be used as matching funds (§ 32.1-111.4:2.)
2. In-kind matches that do not have an easily quantifiable value.
3. Funds (such as grant money) that are designated for a purpose that does not align with the scope of this RFA.

Section V - Application Submission Information

Application Date and Time of Submission

In order to be considered for selection, an applicant must submit completed applications no later than **August 15, 2025 at 5:00p.m.** Responses received after the submission due date and time will not be accepted.

Application Submission Instructions

Applications may be submitted electronically through eVA as follows:

Electronic Application Submission to eVA VBO: Applicants must be registered with eVA in order to submit an electronic response to the RFA. If your organization is already registered in eVA, you are strongly encouraged to login to eVA to verify your eVA registration status is active and your account information is correct *before* you upload your application response. One (1) complete proposal and all required forms and attachments must be uploaded to the eVA VBO prior to the date and time set for receipt. eVA will not allow an applicant to upload documents after the cut-off time set for proposal receipt. Submissions must be dated August 15, 2025, or earlier to be considered for selection.

Application Preparation Instructions

Failure to submit all information requested may result in the OEMS requiring prompt submission of missing information and/or giving a lowered evaluation of the application. Applications that are substantially incomplete or lack key information may be rejected by OEMS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFA. Emphasis should be placed on completeness and clarity of content. All pages of the application should be numbered.

Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

If, after being given reasonable time, the applicant refuses to withdraw an entire classification designation, the proposal will be rejected.

Deadline for Questions Concerning Application Requirements and Documents

If any prospective applicant has questions about the specifications or other application documents, the prospective applicant should contact the contract officer indicated below no later than July 21, 2025. Any revisions to the solicitation will be made only by addendum issued by the contract officer.

OEMS Contact Officer: Mohamed Abbamin
Phone Number: 804-980-6984
Email: Mohamed.abbamin@vdh.virginia.gov

Secondary OEMS Contact: Mary Kathryn Allen
Phone Number: 804-664-0369
Email: marykathryn.allen@vdh.virginia.gov

Contract Officer: Cindy Palmore, Agency Procurement Specialist Sr.
Phone Number: 804-659-6707
Email: Cindy.palmore@vdh.virginia.gov

Section VI - Application Format and Content

- A. **Application Format**: Applications should be thorough, clearly organized, and easy to review. All sections must follow the structure outlined in the "Application Content and Required Forms" section. Applicants are encouraged to use a professional, legible font and ensure that all pages of the narrative are numbered. Applications must be submitted as a complete and properly formatted PDF or Word document through the eVA system.
- B. **Application Content**: Applicants are required to submit the following items as a complete application:
1. **APPLICATION COVER SHEET**: Application cover sheet must include the following information:
 - Project title
 - Project start date/end date
 - Total amount requested
 - Total amount cost shared (match)
 - Legal name of applicant organization
 - Address
 - City, State Zip
 - Office phone
 - Organization web address and e-mail
 - Federal Tax Identification Number
 - IRS 501(c)3 designation status and designation year (if applicable)
 - Date of original/last designation renewal (if applicable)
 - Authorized officer/agent name/title
 - Authorized officer/agent email address
 - Authorized officer/agent telephone
 - Signature of Authorized Officer/Agent
 2. **APPLICATION NARRATIVE**: Each section of the narrative should be clearly labeled as written below (such as **Description of Applicant Agency**) and in the order presented. Applicants should reference the location (appendix) of supporting documents for each section.
 - a. **Description of Applicant Agency**: Provide a narrative description of your core business, background, and experience. Describe established infrastructure/resources to support regional EMS services delivery within the defined service area, including the establishment of a regional office presence. Identify the OEMS region to be served and provide a comprehensive

directory of the localities, hospitals and EMS agencies to be served. Discuss the capability to establish communitywide and regional programs. Provide copies of up-to-date policies and guidelines covering all aspects of the applicant's operations, including a current continuity of operations plan (must show revision date of all changes). Applicants must provide information on any previous record of performance in the provision of related EMS services or any other related licensure, registration, certification or endorsement within or outside Virginia. Applicants that have performed as a designated regional EMS council in the past may provide supporting documentation as an appendix that demonstrates their prior performance as a designated regional EMS council. If the applicant consists of merged organizations that existed before July 1, 2025, the identity of each merged organization must be disclosed, and each organization must provide documentation for the prior year.

- b. **Description of Organization Governance and Structure:** Provide an overview of your organizational governance and operating structure that complies with 12VAC5-31-2660. Governance structure should ensure equitable representation from EMS stakeholders within the service area, with the process for appointing and maintaining stakeholder engagement clearly outlined in organizational documents. Describe the operational and functional relationships of the units within your organization, as they relate to your proposal and VDH OEMS's stated needs and requirements. If the applicant is a company or corporation as defined in § 12.1-1 of the Code of Virginia, it must clearly disclose the identity of its owners, officers and directors. Provide a copy of current approved bylaws (with adoption date) or draft by-laws as an appendix. Prior meeting minutes (for the prior year) may be included to document compliance (if applicable).
- c. **Description of Proposed Services:** Provide a thorough discussion of how the applicant will ensure the provision of regional EMS services outlined in the Scope of Services above. This should explain how the applicant will establish and/or maintain communitywide and regional EMS services, as well as specific programs specific to the needs of the region (as identified and developed through stakeholder input). Be as specific and detailed as possible. May include as an attachment.
- d. **Description of Staff and Responsibilities:** Identify the staff and/or officers responsible for service provision/project coordination. Provide the number, positions (position descriptions may be provided as an appendix), and qualifications of paid staff and/or volunteers who will be involved in the project. Describe how staff will be recruited, if not already in place. Indicate whether your organization expects to provide the services with internal resources or plans to secure additional resources by partnering or subcontracting. If applicable, identify the additional resources required to provide regional EMS services and an implementation plan (with timetable) for obtaining such resources. If the service is subcontracted, provide the name, qualifications and experience of proposed subcontractor. Subcontractors must be approved in advance by OEMS. Attach an organizational chart which clearly identifies where

this project will fit and that identifies all existing and proposed positions listed in this section as well as current personnel policies.

- e. **Strategic Relationships/Stakeholder Engagement**: Describe existing strategic relationships with EMS and related stakeholders within the service area for which designation is being applied. If no current strategic relationships exist within the service area, include an implementation plan (with timetable) for developing necessary relationships. Documentation demonstrating how the applicant organization interacts with EMS agencies and personnel should be submitted as an appendix.
3. **DESIGNATION SELF-ASSESSMENT CHECKLIST**: Completed Self-Assessment Checklist
 4. **BUDGET and BUDGET NARRATIVE**: See Section IV. A budget narrative must justify all proposed expenditures by explaining the cost, how the costs were determined, and calculations to support the expense. All requested costs must be linked to the provision of regional EMS services. Applicants should describe how they will assure accountability for public funds (as outlined in 12VAC5-31-2740). Applicants should attach documentation of financial sustainability and accountability, multi-source funding, and matching fund requirements (such as annual Profit & Loss statement, approved budget, balance sheet, available capital, most recent tax filing, and most recent audit).
 5. **SUPPORTING DOCUMENTATION**: Applicants should provide documentation at time of application, or be able to provide prior to commencement of contracting period, demonstrating compliance with the provisions of this RFA and designation standards including, but not limited to, the following:
 - Organizational Documents (Policies and Guidelines, corporate status documentation)
 - Comprehensive directory of the localities, hospitals and EMS agencies
 - Prior performance documentation, if applicable
 - Membership roster/list
 - Bylaws/Articles of Incorporation
 - Documentation demonstrating EMS interaction
 - Position descriptions
 - Organizational chart
 - Documentation of financial sustainability/accountability/available capital (financial documents).
 - Detailed inventory list of equipment
 - Other relevant documentation
 6. **APPENDICES**:

- Budget Line-Item Categories
- Designation Self-Assessment Checklist

Section VII - Application Review Information

Review and Selection Process

An initial review for adherence to the guidelines of the application will be completed and applications failing to provide the required information (or be able to provide prior to commencement of contracting period) will be removed from consideration.

Each complete application from eligible organizations or persons will be read by a review panel who will rate the applications using the evaluation criteria indicated in this RFA as well as the designation standards defined in the Designation Manual, regulations, and Code. Reviewers may employ any or all of the following means of evaluation to assign a numeric score to the application submission:

- Review of submitted materials
- Reviewing industry research
- Contacting applicants' stakeholders
- Interviewing key personnel
- Requesting applicants elaborate on or clarify specific portions of their application, as applicable
- Conducting physical or virtual site reviews/inspections

OEMS may limit any of the above to the most qualified applications. No applicant is guaranteed an opportunity to explain, supplement or amend its initial proposal. Each applicant is encouraged to ensure that its initial proposal contains and represents its best offering and not assume there will be an opportunity to negotiate, amend or clarify any aspect of the initial submitted proposal. The application and preliminary review process is to be completed prior to a site review visit.

OEMS will endeavor to designate and maintain a regional EMS council within each region of the state to ensure a continuum of services is provided to the citizens of the Commonwealth.

Applications will be rated using the criteria in the table below:

Scoring Criteria

Scoring Criteria & Sub-criteria	<i>Possible Points</i>	<i>Your score</i>
1. Completeness/Correctness of application packet	24	
Applications should be thorough, clearly organized, and easy to review. All sections must follow the structure outlined in the "Application Content and Required Forms" section. Applicants are encouraged to use a professional, legible font and ensure that all pages of the narrative are numbered. Applications must be submitted as a complete and properly formatted PDF or Word document through the eVA system	1	
Application cover page includes all required elements (project title, project start date/end date, total amount requested, total amount cost shared (match), Legal name of applicant organization, Address, City, State Zip, Office phone number, organization web address and e-mail, federal tax identification number, IRS 501(c)3 designation status and designation year (if applicable), date of original/last designation renewal (if applicable), authorized officer/agent name/title, authorized officer/agent email address, authorized officer/agent telephone, signature of authorized officer/agent	2	
Application narrative thoroughly addresses all required elements (description of applicant agency, description of organization governance and structure, description of proposed services, description of staff and responsibilities, strategic relationships/stakeholder engagement)	4	
Budget narrative explains/justifies all proposed expenditures/costs linked to the provision of regional EMS services and how they will assure accountability of public funds	5	
Documentation demonstrating compliance with the provisions of the RFA and designation standards including:		
Organizational Policies and Guidelines	1	
Comprehensive directory of the localities, hospitals and EMS agencies	1	
Membership roster/list	1	
Bylaws	1	
Documentation demonstrating EMS interaction	2	
Position descriptions	1	
Organizational chart	1	
Documentation of financial sustainability/accountability / available capital (financial documents)	2	
Other relevant documentation	1	
Designation self-assessment checklist completed and attached to application	1	
2. Applicant Readiness & Capacity	24	

Applicant documents operational capacity and infrastructure to provide regional EMS services (office presence, resources)	4	
Applicant demonstrates capability to establish/maintain communitywide and regional programs quickly, with minimal time required for preparation	4	
Documentation of current continuity of operations plan	2	
Documentation of current legal corporate status, 501(c)(3) status (if nonprofit), and operational policies/guidelines	2	
Describes a clear governance structure with board/advisory members and regional representation that adheres to designation standards	2	
Applicant identifies well-qualified personnel with the expertise to provide the proposed services (one point if personnel will be hired/identified at a later point)	4	
Applicant describes existing strategic relationships with EMS stakeholder groups in the service area (one point if relationships to be developed)	2	
Documentation of prior interaction with EMS stakeholders in the service area	2	
Established office presence within service area (one point if to be established)	2	
3. Partnerships & Collaboration	12	
Applicant describes existing strategic relationships with EMS stakeholder groups in the service area (one point if relationships to be developed)		
Hospitals and local public health entities	2	
Local emergency managers and healthcare coalitions	2	
Healthcare coalitions and regional VDH preparedness	2	
Other response/public safety engagement	2	
Higher education, workforce development, public schools	2	
Community/civic organization and members of the public	2	
4. Service Provision	50	
Applicant demonstrates a clear understanding of the goals and objectives of the RFA	4	
Applicant demonstrates a plan/capacity to deliver regional emergency medical services outlined in the scope of services including:		
Regional Infrastructure	4	
Regional Liaison and Support	10	
Medical Direction	4	
RSAF/Advisory Board Support	4	
Regional EMS planning	10	
Regional Performance Improvement	10	
Training	4	
5. Financial Management & Sustainability	16	
Multi-source funding plan (state, grants, donations, etc.)	3	
Proposed budget outlining reasonable costs	3	

Financial controls and audit mechanisms described	3	
Documentation of ability to provide matching funds and sustainability plan	3	
Documentation of financial sustainability/available capital	4	
TOTAL	126	

Section VIII – Program Terms Conditions

The Virginia Department of Health reserves the right to:

- Reject any or all applications received in response to this RFA.
- Withdraw the RFA at any time, at the Department’s sole discretion.
- Make an award under the RFA in whole or in part.
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
- Seek clarifications and revisions of applications.
- Use application information obtained through site visits, management interviews and the state’s investigation of an applicant’s qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency’s request for clarifying information in the course of evaluation and/or selection under the RFA.
- Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
- Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.
- Change any of the scheduled dates.
- Waive any requirements that are not material.
- Award more than one contract resulting from this RFA.
- Conduct contract negotiations with the next responsible applicant should the Department be unsuccessful in negotiating with the selected applicant.

Section IX - Payment Terms

Recipients will be paid monthly in arrears for services rendered upon receipt of a valid invoice. OEMS will pay the recipient for actual expenditures as a result of services performed under the terms of a negotiated agreement and approved budget. A valid invoice will be submitted to OEMS by the thirtieth (30th) of the month following the month of service. Payment will be made in accordance with the Prompt

Payment Act of Virginia by EDI or check. If errors are found in the invoice, the 30 days will begin on the date the errors are corrected.

All invoices must be itemized and clearly differentiate expenses made using state-allocated funds under this award from those supported by independent sources, including but not limited to private fundraising, grants or other non-state funds etc.

Invoices must include:

- Service Description
- Dates of Services
- Funding Source (state vs. non-state funds)

The funded entity will maintain accounting records to support all requests for reimbursement. These records shall be available for review by the Commonwealth of Virginia. VDH will monitor expenditures accordingly.

Appendix A

Budget Line-Item Categories

These categories and format are being provided to ensure appropriate ordering of budget categories and placement of line items. The descriptions under each are examples of allowable costs. Specific line items and costs are negotiated in your initial contract with any modifications requiring approval.

1. Personnel:

This includes costs for staff paid under the grant that are employees of your agency. This may include administrative, programmatic, evaluation, accounting staff, etc.

2. Fringe:

Fringe benefits include costs for FICA and other payroll taxes, health and life insurance for employees, etc.

3. Travel:

This category may include mileage to provide services and costs to attend staff development events such as workshops and training. This category also includes short-term vehicle rentals and gas purchased for the rental vehicle. If an agency establishes a long-term contract with a vehicle rental agency then the cost for such vehicle should be included in the contractual line item.

5. Supplies:

This category should include programmatic and office supplies, including educational materials, incentives, printing or purchasing of brochures and posters, envelopes, and paper. Technology and general office equipment should be included in this category.

6. Contractual:

This should include details of any subcontractors as well as funds paid to consultants, outside trainers, maintenance of equipment, or for bookkeeping/accounting services that are outsourced rather than provided in-house.

7. Other:

This may include items not listed in the above categories such as rent, insurance, utilities, maintenance, or postage.

8. Programs

This category includes costs directly related to the provision of special programs/projects specific to the unique needs of the region. All programmatic costs should be clearly detailed, outlining all additional funding considerations.

9. Matching Funds

Form 4.036F

Clearly list sources of matching funds and amounts to meet requirements of 12VAC5-31-2710.

Appendix B

DESIGNATION SELF-ASSESSMENT CHECKLIST

Name of Organization:

Federal Identification Number:

Name of Person Completing Checklist:

Title:

Organization Mailing Address:

Organization City:

Organization Zip:

Organization State:

Complete	Designation Criteria Description	Sample Supporting Documents (including but not limited to, prior fiscal year)
<input type="checkbox"/>	Complete and signed application for designation	<i>Designation application (defined in RFA)</i>
<input type="checkbox"/>	Submitted Self-Assessment Checklist.	<i>This checklist</i>
<input type="checkbox"/>	Budget for first year of service outlining costs of delivering regional EMS services and matching fund sources/amounts	<i>Application narrative, Budget Form (provided in RFA document)</i>
<input type="checkbox"/>	Agency demonstrates capability to establish regional EMS programs	<i>Application narrative, prior quarterly or program reports, news articles, letters of support or implementation plans (strategic relationship/stakeholder engagement)</i>
<input type="checkbox"/>	Description of applicant, including identification of OEMS region area to be served	<i>Application narrative, organizational policy documents (including personnel), news articles, letters of support or implementation plan(s)</i>
<input type="checkbox"/>	Office presence within defined service area (physical office, staffing, fleet, and other required resources)	<i>Documentation of established office (lease or written implementation plan), staff identification (staff biographies/job descriptions), fleet record</i>
<input type="checkbox"/>	A comprehensive directory of the localities, hospitals and EMS agencies the applicant will be serving	<i>Roster attachment</i>

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Evaluation of prior performance as a regional EMS council (if applicable) | <i>Application narrative, prior quarterly or program reports, prior designation letters/, prior council deliverable reports (prior year if applicable)</i> |
| <input type="checkbox"/> | Record of performance in provision of related EMS services, activities or accomplishments | <i>Application narrative, news articles, program reports</i> |
| <input type="checkbox"/> | Governance structure, including representation from local/regional stakeholders | <i>Application narrative, membership roster (listing represented agencies), by-laws (defining membership/representation) and articles of incorporation, letters of interest from stakeholders (for new applicants), prior meeting minutes (if applicable) for the prior year</i> |
| <input type="checkbox"/> | Interaction/engagement with agencies/stakeholders in the service region | <i>Application narrative, communication documentation, news articles, meeting minutes, letters of support, stakeholder engagement plan (if first-time applicant)</i> |
| <input type="checkbox"/> | Organizational officers/owner, staffing, and qualifications | <i>Application narrative, staff biographies or resumes, job descriptions of staff assigned to regional EMS delivery, organizational chart and personnel policies</i> |
| <input type="checkbox"/> | Sub-contracting plan (if applicable) | <i>Application narrative, subcontracting plan</i> |
| <input type="checkbox"/> | Continuity of Operations/business resumption | <i>Plan Copy</i> |
| <input type="checkbox"/> | EMS system planning experience (specifically those required by Code) | <i>Prior plan copies or implementation plan</i> |
| <input type="checkbox"/> | Verification of corporate status/registration/nonprofit status (if applicable) | <i>SCC registration/annual report, nonprofit designation (if applicable)</i> |
| <input type="checkbox"/> | Financial sustainability, multi-source funding, and matching fund requirements | <i>Application narrative, financial reports, budget document</i> |
| <input type="checkbox"/> | Annual audit and quarterly financial reporting, including state tax submissions for the prior year, if applicable. <ul style="list-style-type: none"> • Required State Tax Forms: A W-9 is required to establish a new entity. • If the applicant consists of merged organizations that existed before July 1, 2025, each organization must provide documentation for the prior year. • Include a copy of the audit, along with the audit management letter, and copies of the report. | <i>Audit copy (with audit management letter), report copies</i> |

- Scope of Services of regional EMS services to be delivered
(as defined in designation manual and application packet)

*Application narrative and/or
supporting documentation*