

REQUEST FOR PROPOSAL
EMERGENCY MEDICAL SERVICES (EMS) BILLING SERVICES
FOR THE EAST HADDAM FIRE DEPARTMENT – MEDICAL DIVISION
TOWN OF EAST HADDAM, CONNECTICUT

The Town of East Haddam, Connecticut invites proposals from appropriate and qualified companies to provide emergency medical services (“EMS”) Billing Services for the East Haddam Fire Department – Medical Division’s basic life support EMS service.

All sealed proposals will be accepted at the Office of the First Selectman, 1 Plains Road, P.O. Box 385, Moodus, Connecticut 06469 until Thursday, June 5, 2025, at 2:00PM local time. Three (3) copies and one flash drive are required. No fax submissions will be accepted. Proposals received after that time will not be considered.

Interested proposers may obtain copies of the RFP specifications from the East Haddam First Selectman’s Office, 1 Plains Road, PO Box 385, Moodus, CT 06469 please call the office at 860-873-5021 to arrange obtaining a copy.

Any questions or requests for clarifications should be directed to the Office of the First Selectman at admin@easthaddam.org. No telephone calls will be accepted. Responses to questions submitted shall be provided to all known respondents to this Request for Proposals. No questions will be accepted or answered after Thursday, May 29, 2025. Addendums will be prepared as necessary and distributed to all interested firms.

The Town of East Haddam reserves the right to waive any informalities or defects in any qualification or proposal response. The Town reserves the right to accept other than the lowest proposal if the Board of Selectmen, in its sole discretion, deems it to be in the best interest of the Town to do so. Responses, amendments to responses or withdrawal of responses after the time set for qualifications or proposal acceptance will not be considered.

Dated at East Haddam, Connecticut
This 15th day of May 2025

Irene M. Haines
First Selectman