



Cover Memorandum/Staff Report

File #: 25-1142

Agenda Date: 9/15/2025

Item #: 6.J.3.

TO: Mayor and Commissioners
FROM: Henry M. Dachowitz, Chief Financial Officer, Finance Department
THROUGH: Terrence R. Moore, ICMA-CM
DATE: September, 15, 2025

APPROVAL OF RESOLUTION 188-25 TO AWARD AN AGREEMENT TO DIGITECH COMPUTER LLC., FOR THE PURCHASE OF BILLING SERVICES FOR EMERGENCY TRANSPORT SERVICES UTILIZING CITY OF FERNANDINA BEACH REQUEST FOR PROPOSAL 24-07; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AMENDMENTS AND/OR RENEWALS THERETO AND TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THE RESOLUTION; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Recommended Action:

Motion to approve Resolution No 188-25 to award an Agreement to Digitech Computer LLC for the administration, processing, and collection of all costs associated with EMS patients medical billing and related professional services in the estimated amount of \$313,631.34, utilizing the City of Fernandina Beach Request for Proposal 24-07, and authorizing the City Manager to approve renewal options, in the amounts below, contingent on appropriations of funds.

Background:

On September 10, 2020, the City of Delray Beach, entered into an agreement with Advanced Data Processing (Digitech Computer LLC) utilizing the City of Tamarac's Agreement for the administration, processing, and collection of all costs associated with EMS patients medical billing and related professional services. The City of Tamarac's agreement expires September 30, 2025 and they did not issue an RFP instead they are utilizing the City of Fernandina Beach's Agreement for these services.

The City of Fernandina Beach's agreement was approved on December 3, 2024 and is for a period of three (3) years with two (2) one (1) year renewals and will auto renew unless either party terminates by written notice to the other party at least thirty (30) days prior to renewal date.

The Finance Department is seeking to continue to contract the City's EMS billing services to decrease the expenses associated with maintaining an internal billing department. Digitech Computer LLC has been a leader in the EMS billing industry for over 30 years and serves many cities and counties in Florida. Furthermore, Digitech Computer LLC has agreed to maintain the City of Delray Beach's current fee rate, which is lower than the City of Fernandina Agreement providing the best available pricing while saving time and money in the procurement process.

Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below.

Estimated Contract Value		
Initial Term - 2 Yrs Remaining	Upon Execution - September 30, 2027	\$ 313,631.34
Renewal Year 1	October 1, 2027 - September 30, 2028	\$ 171,066.10
Renewal Year 2	October 1, 2028 - September 30, 2029	\$ 181,330.07

City Attorney Review:

Reviewed and approved as to form and legal sufficiency only.

Funding Source/Financial Impact:

Funding is available from account: 001-13-000-513-31-90 General Fund - Finance Department Professional Services.

Timing of Request:

The current agreement for EMS Billing Services expires on September 30, 2025, so it's important to proceed with the approval of this resolution as soon as possible.