

Proposal for Medical Director Services

Submitted to: City of Visalia, CA

RFP No. 23-24-26

Submitted by: Chadi Kahwaji

Date: 2/28/25

1. General Information

Company Information

- **Firm Name:** Chadi Kahwaji Incorporated
 - **Address:** 1633 North Pienza Street, Visalia CA 93291
 - **Phone:** 949 370-6567
 - **Email:** chadi.kahwaji@vituity.com
 - **Contact Person:** Chadi Kahwaji
 - **Years in Business:** 15 years
-

2. Proposed Project Approach

Understanding of the Services to Be Provided

Our firm understands that the City of Visalia Fire Department plays a critical role in providing pre-hospital emergency medical care through its Advanced Life Support (ALS) and Basic Life Support (BLS) services. As the designated Medical Director, we will provide oversight, quality assurance, and guidance to ensure the highest standard of emergency medical services, patient safety, and compliance with local, state, and federal regulations.

Our approach is centered on **medical leadership, protocol compliance, education and training, quality improvement, and collaborative partnerships** with the City of Visalia Fire Department and relevant stakeholders.

Key Responsibilities and Approach

1. Medical Leadership & Oversight

- Provide **strategic medical leadership** for the City's EMS program.

- Ensure that emergency medical practices align with **industry best practices** and **evidence-based medicine**.
- Work closely with **the EMS Coordinator** to implement department goals.
- Participate in key EMS-related **policy discussions and planning**.

2. Protocol Review & Compliance

- Conduct an **annual review** of EMS protocols, ensuring they comply with **federal, state, and local regulations**.
- Implement **updates to treatment protocols** based on the latest research and technological advancements.
- Monitor **changes in EMS regulations** and recommend modifications as needed.

3. Training & Education

- Conduct at least **four EMS training sessions annually** for department personnel.
- Provide **one in-person lecture per year** on advancements in emergency medical care.
- Work with **training officers** to develop **educational content**, including hands-on skills assessments.
- Guide new paramedics through **probationary evaluations** and competency assessments.

4. Controlled Substance & Equipment Oversight

- Ensure compliance with **state and federal laws** regarding controlled substance handling and storage.
- Monitor **inventory and usage** of medical prescription drugs and EMS supplies.
- Establish policies to prevent **drug diversion and misuse**.

5. Quality Assurance & Continuous Improvement

- Develop a **data-driven EMS quality improvement program**.
- Review **patient care reports (PCRs)** and conduct **case audits** for high-risk calls.
- Participate in **root cause analysis** for **critical incidents and complaints**.
- Implement **corrective action plans** for performance improvement.

6. Field Observation & Hands-On Support

- Participate in **field ride-along** to directly observe patient care delivery.
- Provide **real-time clinical feedback** to EMTs and paramedics.
- Respond to **select high acuity calls** for **direct medical oversight**.

7. Collaboration & Advisory Role

- Act as a **medical advisor** for the Fire Department's **Peer Support & Behavioral Health Program**.

- Attend **regional EMS committee meetings** and serve as a liaison between the **City of Visalia and regulatory agencies**.
 - Assist in developing **new service models**, such as **Community Paramedicine Programs**.
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3. Future of EMS and Critical Elements of a Well-Delivered EMS System

Emergency Medical Services (EMS) are rapidly evolving to meet the demands of an ever-changing healthcare landscape. Over the next decade, we anticipate significant advancements that will shape the future of pre-hospital emergency care. As technology continues to develop, **telemedicine integration** will become a vital tool for EMS providers, allowing paramedics to consult with physicians in real-time during critical patient encounters. This will not only enhance patient outcomes but also reduce unnecessary emergency department visits by ensuring that individuals receive the right care at the right time.

Additionally, **artificial intelligence (AI) and data analytics** will play a transformative role in EMS operations. Predictive modeling will help agencies forecast call volumes, optimize resource allocation, and improve response times. AI-driven decision support tools will assist paramedics in making real-time treatment decisions based on patient data, ensuring adherence to best practices and reducing human error.

The EMS industry is also shifting toward **Mobile Integrated Healthcare (MIH) and Community Paramedicine Programs**, which will allow EMS providers to offer preventative and follow-up care, particularly for chronic disease management. This proactive approach will help alleviate strain on emergency departments and create a more sustainable healthcare model by treating patients in their homes whenever possible.

Despite these innovations, the foundation of a **high-performing EMS system** remains rooted in **strong medical oversight, comprehensive training, and a commitment to patient safety**. A well-led EMS system relies on **robust quality improvement initiatives**, ensuring that patient care is continuously evaluated and refined. Through **ongoing education and skill development**, providers can stay up to date with the latest medical advancements, strengthening their ability to deliver high-quality care.

At its core, an effective EMS system is built on **seamless collaboration between agencies**, ensuring that first responders, hospitals, and community partners work together to provide coordinated, patient-centered care. The City of Visalia's EMS program is well-positioned to leverage these advancements, and as the Medical Director, I will ensure that the department remains at the forefront of innovation while maintaining the highest standards of pre-hospital medical care.

4. Staff Qualifications and Related Experience

Key Personnel

Chadi Kahwaji, MD/PhD, FACEP

- **Board Certification:** American Board of Emergency Medicine
- **EMS Experience:** 15 years in EMS leadership
- **Current Hospital Affiliation:** Kaweah Health Emergency Department
- **Specializations:** EMS
- **Professional Associations:** NAEMSP, EMDAC, ACEP, AAEM, CCEMSA

Related Experience

1. **Visalia Fire Department– EMS Medical Director**
 - Responsibilities: Oversaw EMS training, quality assurance, and medical policy development.
 - Contact: Ryan Munger
2. **Exeter District Ambulance– EMS Medical Director**
 - Responsibilities: Developed EMS training programs and improved response times through protocol changes.
 - Contact: Stuart Nickols
3. **College of the Sequoias Paramedic Program– Medical Director**
 - Responsibilities: Supervised paramedic students, reviewed curriculum, mentor on clinical rotations.
 - Contact: Nick Branch

5. Proposed Fee Structure

- **Monthly Retainer:** \$3,100

6. Conflict of Interest Statement

None

7. Required Documents

- **Non-Collusion Affidavit** (Attached)
 - **Workers' Compensation Insurance Certificate** (Attached)
 - **Equal Employment Opportunity Compliance Certificate** (Attached)
 - **Drug-Free Workplace Certification** (Attached)
 - **Professional Liability Insurance Certificate** (Attached)
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8. Conclusion

We appreciate the opportunity to submit this proposal for Medical Director Services for the City of Visalia Fire Department. Our experience, leadership, and commitment to high-quality EMS care make us uniquely qualified for this role. We look forward to partnering with the City of Visalia to enhance its EMS operations.

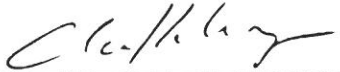
Respectfully submitted,

Chadi Kahwaji, MD/PhD
chadi.kahwaji@vituity.com

949.370.6567

NON-COLLUSION AFFIDAVIT
(Title 23 United States Code Section 112 and Public Contract Code Section 7106)
Submit With Proposal

In accordance with Title 23 United States Code section 112 and Public Contract Code 7106 the bidder declares that bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.




Signature

2/28/25

Date

Note: The above Non-collusion Affidavit is part of the Bid/Proposal.
Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

[illegible]

Company:	Chadi Kahwaji Incorporated
Business Address:	1633 North Pienza Street, Visalia CA 93291
Signature:	
Name of Signing Official:	Chadi Kahwaji
Title of Signing Official:	Owner
Date:	2/28/25

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EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE
(EXECUTIVE ORDER 11246)
Submit With Proposal

Equal Opportunity Clause

Unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Executive Orders 10925, 11114 or Section 204 of Executive Order 11246 of September 24, 1965, during the performance of each contract with the City of Visalia, the BIDDER agrees as follows:

1. The BIDDER will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin or political affiliation. The BIDDER will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, national origin or political affiliation. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The BIDDER agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The BIDDER will, in all solicitations or advertisements for employees, placed by or on behalf of the BIDDER, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin or political affiliation.
3. The BIDDER will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or the workers' representative of the BIDDER's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice on conspicuous places available to employees and applicants for employment.
4. The BIDDER will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations and relevancy orders of the Secretary of Labor.
5. The BIDDER will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
6. In the event of the BIDDER's non-compliance with the non-discrimination clauses of this subcontract or with any of such rules, regulations or orders, this subcontract may be canceled, terminated or suspended, in whole, or in part and the BIDDER may be declared ineligible for further government contracts in accordance with the procedures authorized in accordance with Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or otherwise provided by law.
7. The BIDDER will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each SUBBIDDER or vendor. The BIDDER will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the BIDDER becomes involved in, or is threatened with litigation with a SUBBIDDER or vendor as a result of such direction by the contracting agency, the BIDDER may request the United States to enter into such litigation to protect the interest of the United States.

Company: Chadi Kahwaji Incorporated

Business Address: 1633 North Pienza Street visalia CA 93291

Signature:  Date: 2/28/25

Name & Title of Signing Official: Chadi Kahwaji, CEO Company Seal (if any):

**BIDDER'S STATEMENT ON PREVIOUS CONTRACTS
SUBJECT TO EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
(EXECUTIVE ORDER 11426)**
Submit With Proposal

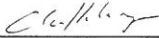
The BIDDER shall complete the following statement by checking the appropriate blanks:

The BIDDER has x has not _____ participated in a previous contract subject to the Equal Employment Opportunity Clause prescribed by Executive Order 11246, as amended, of September 24, 1965.

The BIDDER has x has not _____ submitted all compliance reports in connection with any such contract due under the applicable filing requirements; and that representation indicating submission of required compliance reports signed by proposed subBIDDERS will be awarded prior to award of subcontracts.

If the BIDDER has participated in previous contracts subject to the Equal Employment Opportunity Clause and has not submitted compliance reports due under applicable filing requirements, the BIDDER shall submit a compliance report on Standard Form 100, "Employee Information Report EEO-I" prior to award of the contract.

Note: Failure to complete the blanks may be grounds for rejecting the bid.

Company: Chadi Kahwaji Incorporated
Business Address: 1633 North Pienza Street, Visalia CA 93291
Signature: 
Name of Signing Official: Chadi Kahwaji
Title of Signing Official: CEO
Date: 2/28/25
Company Seal:
(if any)

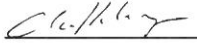
AMERICANS WITH DISABILITIES ACT COMPLIANCE CERTIFICATE

Submit With Proposal

By submission of a bid, the BIDDER certifies it will comply with the Americans with Disabilities Act, 42 U.S.C., 12101 et. seq., and will maintain compliance throughout the life of this Contract. By commencing performance of the Contract work, the selected BIDDER certifies to the Americans with Disabilities Act compliance.

Company: Chadi Kahwaji Incorporated

Business Address: 1633 North Pienza Strret, Visalia, CA 93291

Signature: 

Name of Signing Official: Chadi Kahwaji

Title of Signing Official: CEO

Date: 2/28/25

Company Seal:
(if any)

Ownership Disclosure and California Levine Act Statement

Submit With Proposal

The following disclosure and statement apply to the Bidder/Proposer/Contractor/Consultant/ Vendor/Supplier or Company:

1. submitting a bid or proposal in response to a solicitation by City of Visalia; or
2. as Awardee of a contract/purchase order which is subject to approval by the Visalia City Council.

OWNERSHIP DISCLOSURE

Chadi Kahwaji Incorporated

Name of Bidder/Proposer/Contractor/Consultant/Vendor/Supplier or Company

1633 North Pienza Street, Visalia CA 93291

Address

List the names of all principals, partners, and/or trustees. For corporations, provide names of officers, directors and all stockholders owning more than 10% equity interest in corporation:

Chadi Kahwaji

CALIFORNIA LEVINE ACT STATEMENT

California Government Code Section 84308, also known as the "Levine Act," can prohibit members of the Visalia City Council from participating in any action related to a contract if he or she receives any political contributions totaling more than \$250 within the previous twelve (12) months, and for twelve (12) months following the date a final decision concerning the contract has been made, from the person or company awarded the contract. The Levine Act also requires disclosure of such contribution(s) by a party to be awarded a specific contract.

The following website contains a list of current Visalia City Council Members,

https://www.visalia.city/government/city_council/default.asp. You are responsible for reviewing the names of Visalia City Council Members prior to making the following disclosure:

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to a Visalia City Council Member in the twelve (12) months preceding the date of the submission of your proposals or the anticipated date of any City Council action related to this contract? YES: _____ NO: x _____.

If yes, please identify the City Council Member(s) and date(s) of contribution in the space below:

Council Member(s) Name

Date of Contribution(s)

Answering YES, does not preclude the City of Visalia from awarding a contract to your firm or from taking any subsequent action related to the contract. It does, however, preclude the identified Visalia City Council Member(s) from participating in any actions related to this contract.

NOTICE: The disclosure duty under state law continues for twelve (12) months after the award. If the above information regarding contributions changes during this time after the award, then the awardee is required to update this disclosure form.



Signature of Company Authorized Individual

Chadi Kahwaji

Print or Type Name of Authorized Individual

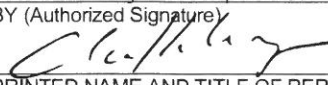
STATE OF CALIFORNIA

DRUG-FREE WORKPLACE CERTIFICATION

STD.21 (REV.12-93)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
Chadi Kahwaji Incorporated	27-1071801
BY (Authorized Signature) 	DATE EXECUTED
	2/28/25
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)
Chadi Kahwaji	(949) 370-6567
TITLE	
CEO	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	
1633 North Pienza Street, Visalia CA 93291	

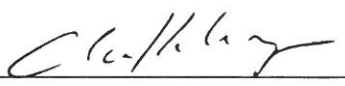
The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above-named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355©, that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until 2/28/28 (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

IRAN CONTRACTING ACT CERTIFICATION
(PUBLIC CONTRACT CODE SECTION 2200 ET SEQ.)
Submit With Proposal

As required by California Public Contract Code Section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code Section 2200 et seq.) is true and correct:

- ☒ The Contractor is not:
- (1) Identified on the current list of persons and entities engaged in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203; or
 - (2) A financial institution that extends, for 45 days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- ☐ The City has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, the City will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- ☐ The amount of the Contract payable to the Contractor for the Project does not exceed \$1,000,00 over the life of the contract (up to 5 years).

Signature:  Printed Name: Chadi Kahwaji

Title: CEO Agency Name: Chadi Kahwaji Incorporated

Date: 2/28/25

Note: In accordance with Public Contract Code Section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract amount, termination of the Contract and/or eligibility to bid on contracts for three years.



City of Visalia Purchasing Division
707 W. Acequia Avenue
Visalia, CA 93291
(559)713-4334
purchasing@visalia.city

CITY OF VISALIA, CA
REQUEST FOR PROPOSALS RFP No. 23-24-26

Annual Contract – Medical Director Services

ADDENDUM NO. 1

Issued: Tuesday, February 25, 2025

Proposals Due: **THURSDAY, March 6, 2025 at 2:00pm**

Addendum is being issued to provide responses to questions. This addendum becomes part of the RFP 23-24-26 document and must be signed and submitted with proposal.

ITEM 1: QUESTIONS/RESPONSES

Q1: Should proposals be submitted by a business or an individual? For example, submit a proposal through my business and I am the sole provider of the business or submit the proposal as an individual?

R1: The City will accept proposals from businesses and individuals. Proposers are to determine what would be most advantageous to them.

Q2: It may not be possible to obtain the following insurances: workers compensation, auto insurance, and commercial general liability. Will the City be requiring these insurances?

R2: *Workers Comp – A waiver can be signed if consultant does not have any employees.

*Auto Insurance – a.) The City does require proof of coverage for any autos, or
b.) If the consultant does not have any owned autos, then we need a policy that covers hired and non-owned vehicles, or
c.) We can accept proof of personal auto coverage if they are a sole proprietor. The limit of liability on their personal auto should be \$500,000 combined single limit. The proposer would need to ensure that their personal auto coverage is endorsed to include the business exposure. Evidence of coverage and endorsement will need to be provided to the City.

*General Liability - Consultant will need both General Liability and Medical Malpractice (Medical Director Liability). The Medical Director Liability will provide coverage for losses related to direct patient care and the General Liability will provide coverage for non-patient care. To provide protection to our contractor and the City, we will not waive either of these requirements.

These insurance requirements and others listed in the RFP document will only be required from the consultant awarded the contract.


- Q3: Should the cost be itemized to show the cost of medical services vs insurance expenses or a one lump cost?
R3: Consultant is to propose a monthly cost (lump cost) to provide services to the City. The fee proposal along with the proposed project approach, will be used as a basis for any contract negotiations.
- Q4: What is the exact weekly schedule for the Medical Director? (E.g., Mon-Fri 8:30 AM - 4:30 PM, or flexible?)
R4: Flexible
- Q5: Will the Medical Director be required to be on-call? If so, what is the on-call schedule and expectations?
R5: On call for consultation
- Q6: How many hours per week is the Medical Director expected to dedicate to this role?
R6: Depending on the Department's needs, 2 to 12 hours per week.
- Q7: What is the start date for this opportunity?
R7: 7/1/25
- Q8: Will the Medical Director be expected to provide direct patient care, or is the role strictly oversight and consultation?
R8: Oversight and consultation
- Q9: How many physicians are currently part of the EMS oversight team?
R9: One
- Q10: What Electronic Medical Records (EMR) system does the Fire Department or EMS program use, if any?
R10: Imagetrend
- Q11: Will travel expenses(mileage) be reimbursed?
R11: No.

END OF ADDENDUM NO. 1

/s/ Purchasing Division
(559) 713-4334

Respondent to sign and submit with Proposal

Firm: Chadi Kahwaji Incorporated Date: 2/28/25

By: 
Respondent's Signature