



# DINWIDDIE COUNTY SOLE SOURCE PROVIDER DETERMINATION FORM

Date Awarded: 12/17/2021 | 2:43 PM EST

Vendor:

Company Name: MTF Contracting Phone: 804.437.1417

Address: 200 Medical Park Boulevard, Petersburg, VA 23803

Description of goods or services:

Operational Medical Director services for Fire/EMS.

Virginia Office of EMS regulation requires each EMS agency have an operational medical director (EMS Physician). Provides medical direction for EMS services within the county.

This Sole Source Determination is based on the following. *Check the applicable justification.*

- There is only one manufacturer/provider AND this is the only known item or source that will meet the specialized needs of the department or perform the intended function.
- The item is not interchangeable with similar parts of another manufacturer OR the parts/equipment are required from this source to permit standardization.
- Other. Describe in detail.  
 MTF Contracting is familiar with Dinwiddie Fire & EMS staff and its operation and is experienced with the current Virginia Office of EMS requirements.  
 Additionally, the county received one response from the previous OMD process.

From our investigation, we have determined that there is only one source that is practicably available to procure the listed goods or services and the quoted price is fair and reasonable.

Dennis Hale  
Division Chief/Department Manager

12/17/2021 | 11:27 AM EST  
Date

Anne Howerton  
Division Chief Finance & General Services

12/17/2021 | 11:54 AM EST  
Date

**Certificate Of Completion**

Envelope Id: D4F8F7D4B96D419A914A3E124A8E3807	Status: Completed
Subject: Sole Source Justification Form	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Hollie Casey hcasey@dinwiddieva.us
Envelopeld Stamping: Enabled	IP Address: 139.60.228.178
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 12/17/2021   11:13 AM	Holder: Hollie Casey hcasey@dinwiddieva.us	Location: DocuSign
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**Signer Events**

Signer Events	Signature	Timestamp
Dawn Titmus dtitmus@dinwiddieva.us Security Level: DocuSign.email ID: 1 12/17/2021   11:13 AM	<b>Completed</b>  Using IP Address: 139.60.228.178	Sent: 12/17/2021   11:13 AM Viewed: 12/17/2021   11:13 AM Signed: 12/17/2021   11:27 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 8/26/2020   08:29 AM ID: 9a9a5f41-0b49-4a64-861f-bf3bf939da90 Company Name: Dinwiddie County		

Dennis Hale dhale@dinwiddieva.us Security Level: Email, Account Authentication (None)	<i>Dennis Hale</i>  Signature Adoption: Pre-selected Style Using IP Address: 139.60.228.178	Sent: 12/17/2021   11:27 AM Viewed: 12/17/2021   11:27 AM Signed: 12/17/2021   11:27 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 12/17/2021 | 11:27 AM  
ID: a4ddf92c-d083-48a4-9fd4-397ce4ca6165  
Company Name: Dinwiddie County

Anne Howerton ahowerton@dinwiddieva.us Security Level: Email, Account Authentication (None)	<i>Anne Howerton</i>  Signature Adoption: Pre-selected Style Using IP Address: 139.60.228.178	Sent: 12/17/2021   11:27 AM Viewed: 12/17/2021   11:48 AM Signed: 12/17/2021   11:54 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 12/17/2021 | 11:48 AM  
ID: df55677b-3158-4d9a-90df-6d67d80a6c1f  
Company Name: Dinwiddie County

Hollie Casey hcasey@dinwiddieva.us Procurement Officer Dinwiddie County Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 139.60.228.178	Sent: 12/17/2021   11:54 AM Viewed: 12/17/2021   02:42 PM Signed: 12/17/2021   02:43 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 9/15/2021 | 08:30 AM  
ID: fbb6381e-0224-48a7-8dcb-8e325672939f  
Company Name: Dinwiddie County

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	12/17/2021   11:13 AM
Certified Delivered	Security Checked	12/17/2021   02:42 PM
Signing Complete	Security Checked	12/17/2021   02:43 PM
Completed	Security Checked	12/17/2021   02:43 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify Dinwiddie County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dinwiddie County during the course of your relationship with Dinwiddie County.