

Request for Proposal

National Association of Emergency Medical Technicians (NAEMT)

Tactical Emergency Casualty Care (TECC) Training for EMS practitioners and other prehospital providers within Michigan Region 6

Due Date: January 3, 2020

Inquiries and Proposals Should Be Directed To:

Abby Watkins

Region 6 ASHER Workgroup

abbym@co.newaygo.mi.us

BACKGROUND INFORMATION

Region 6 Healthcare Coalition

The Region 6 Healthcare Coalition is a 13 county emergency preparedness program that collaborates with Hospitals, EMS, Long Term Care, Public Health, and Emergency Management to coordinate medical services during natural and man-made disasters. These counties include Clare, Ionia, Isabella, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa. The West Michigan Regional Medical Consortium (WMRMC) is the fiduciary for the Region 6 Healthcare Coalition and is the contracting agency for this proposal.

STATEMENT OF NEED

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified National Association of Emergency Medical Technicians (NAEMT) training providers who have the capacity to deliver multiple Tactical Emergency Casualty Care (TECC) courses to a minimum of 30 EMS practitioners and other prehospital providers per class across Michigan's Region 6. This target group consists of licensed providers from Medical First Responders, Emergency Medical Technician Basics, Emergency Medical Technician Specialists, Paramedics, Registered Nurses, and Physicians. All training must be delivered prior to June 1, 2020.

BID PROCESS

When submitting a proposal, potential vendors must provide documentation from NAEMT they are a certified training provider of the Tactical Emergency Casualty Care (TECC) curriculum and will conduct all education in accordance with NAEMT policies and procedures for administration of the course. At a minimum, the Proposal shall include:

1. **Organizational Background:** provide a brief description of your organization
2. **Experience / Qualifications:** provide a brief history of the organization, its size, and experience with delivering NAEMT education and the TECC curriculum
3. **Capacity to provide service:** describe the following
 - a. Expected student to instructor ratio
 - b. Short description of instructors assign to this project including their relevant experience
 - c. Number of proposed deliveries to train a minimum 30 students
 - d. Proposed location(s) across Region 6 where training(s) will be delivered
 - e. Proposed course registration process
4. **Training Content:** provide a sample course plan for participants
5. **Budget and Cost Effectiveness:** list training fees, registration cost per student, costs for student materials, and estimated travel expenses if separate from training fee for a total cost per training.
6. **References:** please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualification, and delivery of requested training services.

INSTRUCTIONS ON BID SUBMISSION

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding. Potential vendors may submit their proposals electronically or via hardcopy and will be accepted through **January 3, 2020**.

Electronic proposals must be submitted in PDF format only to abbym@co.newaygo.mi.us

Hardcopy proposals may be delivered via mail to:

Newaygo County Emergency Services
Attn: Director Abby Watkins
306 S North Street, PO Box 885
White Cloud, MI 49349

Inquiries

To ensure the Coalition maintains an open competition process, all inquiries regarding this RFP must be provided in writing only, via email to abbym@co.newaygo.mi.us

Answers to all questions regarding this proposal will be posted on the Coalition's website, <http://www.miregion6.org/>

Conditions of Bid

All costs incurred in the preparation of a proposal will be the responsibility of the potential vendor and will not be reimbursed by the Region 6 Healthcare Coalition or WMRMC.

Right to Reject

The Region 6 Healthcare Coalition and WMRMC reserve the right to reject any or all proposals or any part of the same: to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and make any decisions which the Healthcare Coalition or WMRMC deem to be in their own best interest.

Administrative Requirements

The selected vendor must sign and return all contracts to the Region 6 Healthcare Coalition/WMRMC within ten (10) days of the receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

Disclaimer

Region 6 Healthcare Coalition and WMRMC assume no responsibility or liability for costs incurred by the bidder prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between

the bidder and its employees. Notification of Award Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by a Region 6 Healthcare Coalition and WMRMC review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review. Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

10	Bid Completeness
20	Experience and Qualification
30	Capacity to Provide Service
10	Training Content
30	Cost and Sustainability
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100	Total Points Awarded

Region 6 Healthcare Coalition and WMRMC reserve the right to make an award without further discussion of the proposals submitted.