



Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

November 26, 2017

Subject: Request for Proposals #1409-B, EMT-Paramedic Training & Certification

Gentlemen/Ladies:

Fayette County, Georgia is seeking proposals from qualified firms for training and certifying Paramedics who are employees of the Department of Fire / EMS. You are invited to submit a proposal in accordance with the information contained herein.

Questions concerning this request for proposals should be addressed to me in writing via email to PurchasingGroup@fayettecountyga.gov or fax to (770) 719-5208. Questions will be accepted until 10:00 am, Tuesday, December 12, 2017.

Purchasing Department office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, Georgia 30214

Request for Proposals #1409-P
Reference: EMT-Paramedic Training & Certification

Proposals will be received at the above address until 3:00pm, Tuesday, December 19, 2017 in the Purchasing Department, Suite 204. Proposals will be opened at that time, and the names of the responding companies will be read.

Proposals must be signed to be considered. Late proposals, faxed proposals, or emailed proposals, cannot be considered. Your envelope must be sealed, and should show your company's name and address.

If you download this Request for Proposals from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county cannot not be responsible for a vendor not receiving information provided in any addendum.

Sincerely,

Ted L. Burgess
Director of Purchasing

GENERAL TERMS AND CONDITIONS
RFP #1409-P: EMT-Paramedic Training & Certification

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which can be found in the cover letter to the request for proposals document or on the web site, and
 - c. The "reference" which identifies the proposal, which can be found in the cover letter or the web site.

Price schedules shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) original proposal, signed in ink by a company official authorized to make a legal and binding offer, and a copy on 3 flash drive(s) to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Attention: Contracts Administrator

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety (90) days from the date of the opening unless this time-frame is specifically excepted to in your offer.
6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

10. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The county reserves the right to obtain clarification or additional information from any firm regarding its proposal. The county reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The county further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
11. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
12. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human

resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.

13. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
14. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
15. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
16. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
17. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
18. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

19. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the

contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.

20. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
21. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
22. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

Fayette County, Georgia
Request for Proposals #1409-P
EMT-Paramedic Training & Certification

OBJECTIVE

Fayette County, Georgia is seeking proposals from qualified organizations, who are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), to train Paramedics.

INTRODUCTION

Fayette County Fire and Emergency Services cross-trains all firefighters, EMT's, and paramedics, so that all routinely work traffic accidents, cardiac emergencies, medical emergencies, trauma, and other assists-type calls. Each shift has several certified Critical Care Transport paramedics, who are trained in advanced therapies. All medic units are equipped as mobile intensive care units, with advanced cardiac monitoring, portable ventilation, and IV medication pumps.

The Department needs an accredited entity to provide Paramedic training for employees.

STATEMENT OF NEED / SCOPE OF SERVICES

Fayette County is seeking the provision of a comprehensive EMT-Paramedic training and certification program. The program must meet the following criteria:

1. The respondent will provide certified EMT instructors to provide EMT-Paramedic training for an academy style class not to exceed 25 participants.
2. The course will be offered on a shift basis with one class every third day excluding weekends and holidays.
3. All classroom portions of the course will be held at the Fayette County Emergency Operations Center.
4. The class will be fully accredited by CoAEMSP and in compliance with Georgia Department of Public Health regulations. The course provider will secure all necessary compliance from the State of Georgia and Region IV for

the course approval.

5. The course provider will allow programmatic consultation from Fayette County Fire and EMS' medical director.
6. The class will be taught by credentialed Georgia Level III EMT instructors.
7. The class will be supplemented by online educational resources included in the course cost. The course cost will be listed in a "per student" format with minimum class sized outlined.
8. The course cost will be inclusive of admission fees, instructional services, textbooks, clinical fees, and testing fees (Fayette County will pay for one NREMT written and practical attempt).
9. Fayette County will provide the necessary insurance coverage and uniforms for student-employees.
10. The Course provider will hold three (3) intake and evaluation meetings, one per duty shift, to provide course information to prospective students.
11. The Lead Instructor will provide student feedback and progress reports, both periodically and ad hoc, and be available to students for consultation with established weekly contact hours.
12. The course provider will publish a pre-course calendar and syllabus.
13. The course provider must offer remedial training for students unsuccessful in their first attempt at the NREMT certification exams.
14. The course provider will schedule, at the Fayette County's convenience, a closed NREMT practical exam for the students in the program.
15. The Lead Instructor will maintain student attendance and signature records for each class and shall make them available upon request of the Fire Chief or Deputy Chief.

PROPOSAL RESPONSE REQUIREMENTS

Proposals must include the following, preferably in the order shown:

1. **Cover Page:** Include the Request for Proposals number (#1409-P) and title (*EMT-Paramedic Training & Certification*). Also include your firm's name, address, telephone number, and email address.
2. **Table of Contents**
3. **Required Documents:**
 - a. Company Information Page
 - b. Contractors Affidavit under O.C.G.A. § 13-10-91(b)(1)
 - c. Survey – Communication of Opportunity to Quote, Bid, or Propose
 - d. Exceptions, if any
 - e. Signed addenda, if any are issued
4. **Project Understanding and the Proposed Solution:** State your understanding of the services required. Describe the approach you propose to take in addressing the needs addressed by this request for proposals. Indicate your level of expertise with EMT / Paramedic training and certification. Identify challenges you will face. Creativity and innovative ideas are encouraged in your response.
5. **Project Team:** Identify team members who would be assigned to this project. Include a resume for each key team member. Identify the key contact person, lead instructor, or project leader. Provide a description of each staff member who will provide the didactic instruction and clinical program. Describe each key team member's experience with comparable projects, the role that each member played, and the expected role of each when doing work for this project.
6. **Organization's Background and Experience:** Describe your entity's background and size, and provide a table of organization. Include a synopsis of corporate qualifications, including references of previous field delivered programs. State the number of years the entity has provided EMT or Paramedic training. If you would use any subcontractors or partners in delivery of the proposed services, identify them and explain their roles.

References: Demonstrate the firm's experience and qualifications by providing a list of relevant projects you have undertaken that were similar to the project addressed by this request for proposals (at least five projects). For each project, provide the name of the government or other entity, a brief description of the work, a contact person, email address, and a valid telephone number. The county reserves the right to select projects from this list and contact them for references.
7. **Proposed Schedule:** Include a proposed schedule, including intake and evaluation meetings, classroom training, timing of progress reports, remedial training if needed, and any other scheduled items.

8. **Price:** On a separate page, state your proposed annual price to provide the services described in your proposal. Show your price as a “per student” price. In your per-student price, include admission fees, instructional services, textbooks, clinical fees, online educational resources, testing fees, and any other charges. State your minimum class size. Place this document in a separate envelope, as stated in the Terms and Conditions, Item #3.

EVALUATION PLAN

An Evaluation Committee will review and evaluate proposals. The points earned for technical merit will comprise 70% of your evaluation score. Criteria for technical merit are, in priority order, as follows:

<u>Criteria</u>	<u>Max Points</u>
1. Project understanding and the proposed solution	40
2. Project team	30
3. Organization’s background and experience	20
4. Proposed schedule	10

PRICING

The remaining 30% of your score will be determined by your proposed price, as compared to other responding entities. Proposed prices will be assigned points earned through use of a “variance” weighting method. The lowest offered price will earn the maximum number of points for the Pricing portion of the score. Other proposals’ price scores will be calculated based on the variance of their prices from the lowest offered price.

PRESENTATIONS

The county may at its discretion, choose one or more of the best-scoring companies to make in-person presentations. If more than one company makes a presentation, the Evaluation Committee will evaluate the presentations, and score up to an additional 50 points to the technical score for each company that makes a presentation.

RFP #1409-P: EMT-Paramedic Training & Certification

COMPANY INFORMATION

COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

PROJECT CONTACT PERSON

Name: _____

Title: _____

Office Number: _____ Cellular Number: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Fayette County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor
1409-P: EMT-PARAMEDIC TRAINING &
CERTIFICATION

Name of Project
FAYETTE COUNTY, GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in (city) _____, (state) _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201 ____.

NOTARY PUBLIC

My Commission Expires:

RFP #1409-P: EMT-Paramedic Training & Certification

EXCEPTIONS TO SPECIFICATIONS

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

COMPANY NAME: _____

Survey – Communication of Opportunity to Quote, Bid, or Propose
(Please return this form with your response)

Solicitation Number: 1409-P

Solicitation Name: EMT-Paramedic Training & Certification

In order to serve you better, the Fayette County Purchasing Department is conducting a survey to determine the most effective ways to communicate with you and other vendors. Thank you for your assistance in collecting this information.

My company learned of this opportunity to do business with Fayette County, Georgia through:

- a) _____ Direct notification from the county (email, U.S. Mail, or other means)
- b) _____ Fayette County Website
- c) _____ Fayette News
- d) _____ Local Government Access Marketplace (www.glga.org)
- e) _____ Cable Channel 23
- f) _____ Greater Georgia Black Chamber of Commerce
- g) _____ Georgia Procurement Registry
- h) _____ Other: _____

Company Name: _____