

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No. 9282-3/18
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<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other
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LIVING WAGE APPLIES: __YES NO

Requisition/Project No: FB-00630

TERM OF CONTRACT: 2 year with 2 two-year options-to-renew

Requisition/Project Title: Emergency Medical Services Training

Description: The purpose of this Invitation to Bid (ITB) is to establish a contract for the procurement of Emergency Medical Services Training for the Miami-Dade County Fire Rescue Department, on an as-needed basis. The training will include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS) and Pre-Hospital Trauma Life Support (PHTLS).

User Department(s): Miami-Dade County Fire-Rescue

Issuing Department: Procurement Contact Person: Sophia Cunningham Phone: 305-375-2179

Estimated Cost: \$906,000 Funding Source: General Fund REVENUE GENERATING: N/A

ANALYSIS

Commodity/Service No: <u>475-49, 918-38</u> SIC: _____				
Trade/Commodity/Service Opportunities				
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History </div>				
	<table border="0" style="width: 100%;"> <tr> <td align="center"><u>EXISTING</u></td> <td align="center"><u>2ND YEAR</u></td> <td align="center"><u>3RD YEAR</u></td> </tr> </table>	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	University of Miami & Emergency Medical Consultants Inc			
Small Business Enterprise:				
Contract Value:	\$1,000,000			
Comments:				
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Sophia Cunningham

Date to SBD: 06-23-2017

Date Returned to PM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Invitation to Bid (ITB) is to establish a contract for the procurement of Emergency Medical Services Training for the Miami-Dade County Fire Rescue Department, on an as-needed basis. The training will include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS) and Pre-Hospital Trauma Life Support (PHTLS).

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division; and contingent upon the completion and submittal of all required bid documents and shall continue through the last day of the two (2) year period.

2.3 OPTION TO RENEW

The initial contract prices resultant from this solicitation shall prevail for a two (2) year period from the contract's initial effective date. Prior to, or upon completion of that initial term, the County reserves the right to renew this contract for an additional four (4) years, with each term being for a two (2) year period.

The County reserves the right to negotiate lower pricing for the additional terms based on market research information or other factors that influence price.

The County reserves the right to reject any price adjustments submitted by the selected bidder and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the selected bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the selected bidder decline the County's right to exercise the option period, the County may consider the bidder in default which may impact eligibility for future contracts.

2.4 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible bidder who submits an offer on **all items** listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. The County will award the contract to a single bidder.

2.5 SUBMITTAL REQUIREMENTS

To be considered for award of a contract under this solicitation, the bidder is required to submit the requirements stipulated herein:

2.5.1 Three (3) references to demonstrate that the bidder is engaged in the business of providing emergency medical services training and can provide the services listed in this solicitation. The references must be from customers that have received the services described herein within the last three (3) years. The County shall ascertain from these references to its satisfaction that the bidder has sufficient experience and expertise providing emergency medical services training.

- 2.5.2 Documentation showing that the lead instructors who will be assigned to the training program are certified for the level of course they will be delivering to participants. Instructors for the ACLS, BLS and PALS courses shall be certified by the American Heart Association (AHA). Instructors for the PHTLS course shall be certified by the National Association of Emergency Medical Technicians (NAEMT).
- 2.5.3 Documentation showing that the bidder is accredited to provide training under the guidelines and curriculum of AHA and NAEMT.

2.6 **PRICES**

Prices shall remain firm and fixed for the term of the contract. Prices offered shall be inclusive of all costs: instructional fees, training materials and equipment, certification and provider cards, etc.

2.7 **RELATED DOCUMENTATION**

While the Related Documentation ("Documentation") and all stipulated training materials shall be furnished and included in the selected bidder's price. The selected bidder shall guarantee that users will be granted unlimited rights to reproduce for their own use, materials provided as part of the emergency medical services training being provided, as well as materials specifically developed for a user's requirements. The County retains the right to all materials developed by the selected bidder for the County while under this contract.

2.8 **ADDITIONAL SERVICES**

While the County has described the services to be provided within this solicitation, there may be similar services that may be needed by the County during the term of this contract. Under these circumstances, a County representative will obtain a price quote for the similar services. The County reserves the right to award these similar services to another bidder based on the lowest price quoted through a separate solicitation.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Miami-Dade County Fire-Rescue Department is soliciting bids from qualified firms for the provision of Emergency Medical Services Training. The contractor shall provide the following courses on an as needed basis to participants:

1. Advanced Cardiac Life Support (ACLS)
2. Basic Life Support (BLS)
3. Pediatric Advanced Life Support (PALS)
4. Pre-Hospital Trauma Life Support (PHTLS)

Courses must be delivered in accordance with the standards of the State of Florida Department of Health and Florida Statute, Chapter 401, and Miami-Dade Fire-Rescue Emergency Medical Services (EMS) protocols. The contractor is required to provide appropriate training materials, a pool of certified instructors and administration necessary for successful completion of the courses described herein. The bi-annual number of employees that may participate in the training are estimated as follows:

Course	No. of participants bi-annually
ACLS	1800
BLS	200
PALS	600
PHTLS	600

Note: The above numbers are estimates and there is no guarantee, expressed or implied as to the actual number of courses that will be purchased or the number of participants.

Training will be conducted at Miami-Dade Fire-Rescue facilities.

3.2 COURSES TO BE PROVIDED

1. Advanced Cardiac Life Support (ACLS)

The contractor shall provide ongoing American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) training for continuing education requirements as mandated by the State of Florida Department of Health and Florida Statute, Chapter 401. The duration of each class will be eight (8) hours, and the estimated number of participants per class is twenty-eight (28) maximum, six (6) minimum.

The contractor is required to provide educational lectures, skills training and course materials, (teaching, pre-testing and testing materials) for an AHA certified ACLS course. Lectures should be in accordance with AHA guidelines and include case-based scenarios so that participants can develop skills in differential diagnosis and effective treatment of patients. The contractor shall also provide ACLS certification and ACLS provider cards to all participants that successfully complete the course. The ACLS provider card must be valid for two (2) years.

The course must be delivered by certified ACLS instructors.

2. Basic Life Support (BLS)

The contractor shall provide ongoing American Heart Association (AHA) Basic Life Support (BLS) training for continuing education requirements as mandated by the State of Florida Department of Health and Florida Statute, Chapter 401. The duration of each course will be eight (8) hours, and the estimated number of participants per class is twenty-eight (28) maximum, six (6) minimum.

The BLS course shall include but not limited to case-based lectures, videos, pediatric assessment triangle and hands-on AHA CPR curriculum. The contractor shall provide AHA CPR certification and BLS provider cards to all participants that successfully complete the course. The BLS provider card must be valid for two (2) years.

The course must be delivered by certified BLS instructors.

3. Pediatric Advanced Life Support (PALS)

The contractor shall provide ongoing American Heart Association (AHA) Pediatric Advanced Life Support (PALS) training for continuing education requirements as mandated by the State of Florida Department of Health and Florida Statute, Chapter 401. The duration of each course will be eight (8) hours, and the estimated number of participants per class is twenty-eight (28) maximum, six (6) minimum.

The PALS course shall cover areas including but not limited to the systematic approach to pediatric assessment, recognition and management of respiratory and cardiac arrest, recognition and management of respiratory and shock emergencies, immediate post-cardiac arrest care, and communications skills for members of a resuscitation team. The contractor shall provide PALS certification and PALS provider cards to all participants that successfully complete the course. The PALS provider card must be valid for two (2) years.

The course must be delivered by certified PALS instructors.

4. Pre-Hospital Trauma Life Support (PHTLS)

The contractor shall provide ongoing National Association of Emergency Medical Technicians (NAEMT) Pre-hospital Trauma Life Support (PHTLS) training for continuing education requirements as mandated by the State of Florida Department of Health and Florida Statute, Chapter 401. The duration of each course will be 16 hours, and the estimated number of participants per class is twenty-eight (28) maximum, six (6) minimum.

This instructor led class shall be based on the latest PHTLS standards and Miami-Dade Fire-Rescue EMS protocols and include skills practice, case reviews and competency scenarios. The PHTLS course shall cover areas including but not limited to trauma assessments, traumatic injuries (head, spine, abdominal, chests, etc.) and special populations/cases. The contractor is required to post PHTLS pre-course and pre-test information on the intranet prior to delivery of the course to participants. The contractor shall provide PHTLS cards to all participants that successfully pass the skills station and post-test. The PHTLS card must be valid for two (2) years.

The course must be delivered by certified PHTLS instructors.

3.3 TRAINING FACILITIES

The training courses will be conducted **on-site at a Miami-Dade County owned facility** as scheduled by the Miami-Dade Fire-Rescue, EMS Division.

Courses will be delivered on weekdays, weekends and/or evenings. The County will provide the use of facilities, a lecture room with audio visual capabilities and equipment (adult airway mannequins, LP-12 or 15 cardiac monitors, and cardiac scenario mannequins). The contractor is responsible for provision of all educational lectures, skills training, duplication and provision of training materials, videotapes and/or other teaching, pre-testing and testing materials. The contractor is also responsible for the provision and maintenance of all cards, certificates and records as well as performing all administrative duties related to the training program. The contractor shall compile reports as requested by Miami-Dade Fire-Rescue for participants who satisfactorily complete the required training. The report shall include:

- a. Student's name
- b. Course title
- c. Course date
- d. Identification number for the certificate and provider card issued
- e. Expiration date of the provider card
- f. Photocopy of the provider card

3.4 SCHEDULING OF COURSES

All courses will be scheduled as operational needs dictate. Miami-Dade Fire-Rescue will schedule and notify the contractor a minimum of ten (10) business days prior to a scheduled class. Course dates, times, number and names of students will be coordinated through Miami-Dade Fire-Rescue, EMS Division. Miami-Dade Fire-Rescue will assure that each class meets the minimum or maximum student capacity when scheduling.

3.5 CURRICULUM REQUIREMENTS

The contractor shall submit a curriculum for each course to the Miami-Dade Fire-Rescue, EMS Division Chief for approval upon award of contract. The curriculum for each course must include Miami-Dade Fire-Rescue EMS protocols, details of which will be provided to the contractor.

3.6 INSTRUCTOR REQUIREMENTS

The contractor shall submit a list of qualified and certified instructors to include curriculum vitae and a valid instructor card for each instructor to the Miami-Dade Fire-Rescue, EMS Division Chief for approval upon award of contract. All instructors must be certified for the level of course they will be delivering (ACLS, BLS, PALS and PHTLS) and have the instructional experience necessary for delivering the course (s). This is a continuing requirement throughout the term of the contract, renewal and extension periods.

In the event, the contractor wishes to substitute or replace an instructor during the contract term, the contractor must notify the County in writing, request written approval, provide curriculum vitae and valid instructor card for substitution/ replacement staff, at least ten (10) business days prior to effecting such substitution. The Miami-Dade Fire-Rescue EMS Division Chief and Medical Director reserves the right to have any instructor removed from instructional duties at any time deemed necessary.