

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Emergency Medical Technician (EMT) Course Delivery

DATE AND TIME TO BE OPENED: Wednesday, May 12, 2021 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Brett Dickens, CTE Director

SUBJECT MATTER EXPERT (EMAIL): brett.dickens@ppsd.org

QUESTION DEADLINE: Friday, April 23, 2021 at 4:30PM

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206
ATTN: Molly Hannon
797 Westminster Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2022** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.

23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees. The Contractor shall provide a copy of the background check report(s) to the District, upon request.
24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Emergency Medical Technician (EMT) Course Delivery

DATE AND TIME TO BE OPENED: Wednesday, May 12, 2021 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

Providence Public School District

Request for Proposals

RFP Title: Emergency Medical Technician (EMT) Course Delivery

2021 - 2022

Funding Source (Contingent on Funding): Perkins

I. Background

The Providence Public School Department is soliciting proposals for a provider of Emergency Medical Technician (EMT) course instruction to high school students at two PPSD high schools. The goal is to prepare students for EMT certification in Rhode Island.

The Career & Technical Education department is launching an EMT program for students in two programs in the RIDE Law & Public Safety cluster- JROTC at Hope High School and Law, Safety & Public Security at Central High School. This is an exciting opportunity for students to earn a credential for direct to work or as a springboard to a paramedic or firefighter or post-secondary allied health program.

II. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below:

- The vendor must be licensed to provide an EMT program by the Rhode Island Department of Health.
- Instructors must be licensed EMT instructors by the Rhode Island Department of Health with a minimum of three years of field experience and three years teaching experience.
- Bilingual instructors are available to assist students for at least 20% of instructional time.
- Instructors are experienced in working with diverse learners, including English Language Learners and students with disabilities.
- The vendor has a state of the art facility for onsite instruction.
- Instructors have a high pass rate (90%) for students on the National Registry of EMT certification (NREMT).

III. Scope of Work

The CTE Office of the Providence Public Schools is seeking a contractor to provide Emergency Medical Technician (EMT) training for students in the JROTC and Law, Safety & Public Security programs at Hope and Central High School, respectively. The contractor will provide all training necessary for students to sit for the EMT license test. This includes the pre-requisite CPR training.

It is the expectation that 75% of students will sit for the tests and that 50% of the students will pass the test.

The contractor will provide certified instructors that are experienced in working with diverse student populations. The instructors will work alongside PPSD CTE Instructors and provide supplementary materials for these instructors to review with students in between classes.

The vendor will deliver 180 hours of direct classroom and lab instruction to CTE students in two formats:

- 56 onsite sessions, two days per week, 2.5 hours in duration over the course of the school year. For example, Tuesday and Thursday afternoons from 12-2:30 during every week that school is in session.
- 5 offsite sessions, 6 hours in duration, at the contractor's facility. One kickoff session in September and 4 sessions throughout the year.
- 20 hours online- dates and times to be determined based on student need.

Instructors will provide instruction using a variety of teaching methods and provide additional instructors to support with lab work so that the ratio of students to teacher is 6:1 on lab days. Instructors will maintain current student competency attainment records and offer personalized support for struggling students. The contractor agrees to reschedule sessions canceled due to inclement weather.

The vendor will provide two informational sessions to students and families in late May 2021 - one morning event at the school and one evening event via Zoom.

IV. Timeline for Implementation

May 2021- Informational sessions for students and families. One morning session at the school site, one evening session via Zoom.

May- August, 2021- assist CTE Office in securing all necessary equipment and supplies and preparing the classroom space for instruction.

September 2021

- One full day kickoff offsite at contractor's facility
- 6 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

October 2021

- 8 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

November 2021

- One full day offsite at contractor's facility
- 6 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

December 2021

- 6 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

January 2022

- One full day offsite at contractor's facility
- 8 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.
- Mid-year report on student competencies

February 2022

- 6 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

March 2022

- One full day offsite at contractor's facility
- 8 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

April 2022

- 6 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.

May 2022

- One full day offsite at contractor's facility
- 2 onsite sessions Tuesdays & Thursday, 12-2:30 p.m. or 1-3:30 p.m.
- Administration of practical exam and practice written test.

V. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VI. Proposal Requirements

Vendors must submit the following:

- Executive Summary
- Bid Form 1 (Bidder Information – page 5 of this document)
- Course syllabus
- Project budget
- Copy of RI Health certification to deliver EMT certification instruction
- Resumes, certifications, and EMT certification pass rates of instructors
- List of required student textbooks, equipment, supplies and consumables for instruction.

VII. Questions

Questions concerning this solicitation should be emailed to CTE Director Brett Dickens brett.dickens@ppsd.org. Questions are due by Friday, April 23, 2021 at 4:30PM. Questions will be answered via addendum on or after Monday, April 26, 2021.

VIII. Evaluation of Proposals

Vendors that do not meet the minimum requirements – particularly those around licensure – will not have their proposals scored as part of the process outlined below.

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

Vendor Name	
Technical Proposal Category	Score
<i>Executive Summary (0 - 10 points)</i>	
<i>Demonstrated experience working with diverse learners, including English Language Learners and students with disabilities. (0 -30 points)</i>	
<i>Capacity and Qualifications of the Vendor (0 -30 points)</i>	
<i>Alignment of Course Syllabus with Needs and Vision of PPSD CTE (0-30 points)</i>	
Total Score	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.