

REQUEST FOR PROPOSAL (RFP):

**EMERGENCY MEDICAL TECHNICIAN
(EMT) TRAINING SERVICES**

RFP # 2018-04

Request for Proposal (RFP) Cover Page

RFP/Solicitation Issue Date: Tuesday, June 26, 2018			
RFP/Solicitation Closing Date: Tuesday, July 24, 2016		RFP/Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received on or before the closing date and time in the Procurement Office, UPO at 301 Rhode Island Avenue, NW, Washington, DC 20001.			
Hard copy responses; please submit one (1) original and three (3) copies in a sealed envelope to Rizwanul Haque, Procurement Officer, UPO, 301 Rhode Island Avenue, NW, Washington, DC 20001 referencing “Emergency Medical Technician (EMT) Training Services RFP # 2018 – 04” or Electronic responses; please submit one (1) copy to procurement@upo.org referencing “Emergency Medical Technician (EMT) Training Services RFP # 2018 – 04” in the subject line.			
Small or minority-owned businesses are encouraged to respond to this solicitation.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org , referencing “Emergency Medical Technician (EMT) Training Services RFP # 2018 – 04” in the subject line, no later than Tuesday, July 10, 2018. Your question will be answered within three (3) business days and will be posted on the UPO website.			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

United Planning Organization (UPO) invites experienced and qualified proposers to submit proposals to provide Emergency Medical Technician (EMT) training services and instruction as specified in this RFP under the guidance of its Workforce Institute.

The purpose of this solicitation (RFP) is to convey the requirements to prospective proposers in order to select the most capable proposer offering the most competitive price, not to exceed \$30,000.

II. CONTRACT PERIOD AND RENEWALS

The term of any contract resulting from this RFP will be from October 1, 2018 to September 30, 2019 or from the date the contract is executed. The contract may be renewed for 3 option years (one semester each year) depending on satisfactory performance and availability of funds.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

UPO was founded in 1962 as a 501(c) (3) non-profit, human service organization and following passage of the Economic Opportunity Act of 1964, UPO was designated as the [Community Action Agency](#) (CAA) for the Washington, DC metropolitan area. As the only designated CAA for the District of Columbia, UPO's 300+ employees are responsible for providing leadership, support and advocacy to low-income residents as a means of attaining self-sufficiency by offering more than 20 programs to more than 55,000 residents annually.

UPO has a mission to *unite people with opportunities* and offers an array of programs including:

- Head Start and Early Head Start
- Comprehensive youth services including out-of-school and afterschool programs for elementary through high school students
- Emergency rental assistance and housing counseling services
- Year-round homeless transportation services and wellness checks
- Demand-driven vocational skills development in nine content areas
- Comprehensive substance abuse treatment services
- Community-based, volunteer tax preparation services
- Job placement and career development services
- Foster Grandparents, senior volunteer services
- Community leadership and volunteerism opportunities
- Affordable housing development
- Reentry support services

IV. SCOPE OF WORK

UPO is seeking to retain an organization to provide EMT Training Services and instructions under the guidance of its Workforce Institute.

The proposal should consist of a comprehensive training in EMT instructions designed specifically program designed specifically for at least fifteen (15) Community Services Block Grant (CSBG) eligible District of Columbia residents.

The contractor will provide credentialed medical professionals to present information in a contextualized format whereby students are able to build long-standing occupational EMS skill-sets needed to excel in the emergency medical field.

In conjunction with the Workforce Institute, the contractor will conduct at least two (2) intake sessions. Through these sessions, the contractor will select the students most suited for the EMT Training program.

There will be one (1) class over a training semester of at least twenty (20) weeks. The cohort must receive at least 240 credit course hours in preparation for the National Registry Emergency Medical Technician (NREMT) Examination.

The expectation is that 85-90% will earn the NREMT Certification.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFP in a sealed envelope or package. One (1) original and three (3) copies of each proposal must be submitted to UPO. **Email submission to procurement@upo.org is acceptable and the highly desirable method of submission.** No other distribution of the proposals shall be made by the proposer.

NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.

2. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or getting a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP so that UPO may properly evaluate proposer's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5" X 11" paper in 12 point font minimum type. Proposals should not be double-sided. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 120 days from the bid opening date. Prices should be submitted exclusive of all federal, state, and local taxes.
5. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.

B. Special Requirements

All pages of the proposal should be numbered and the following are typical services and/or items that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposal in the following order:

1. Proposal Cover Page: Please complete the proposal Cover Page and also the UPO Vendor Identification form included as an attachment (Appendix A) to the RFP.

2. Provide a brief description and history of your organization. This should include: the number of years the organization has been in business; your qualifications to provide EMS instructions, training capacity, outcomes in EMS training; and references and/or commentary received from organizations that have hired previous participants. Include your organization's relationship with the NREMT and/or any similar organizations that have supported your organization's training.
3. Provide pre-requisites, intake, literacy, eligibility or other student requirements to participate in the proposed program; these should also include specific physical abilities, mental and legal standings required of the student; state your ability to perform any student pre-screening, in concert with the required CSBG eligibility intake processes performed by UPO; state your ability to perform individualized or group student tutoring, if required; state your projected program outcome ratio, i.e. 26 out of 30 students will successfully pass the NREMT Training Examination; state your ability to submit weekly student progress reports (and Final Status Report) to the UPO Workforce Institute, Division Director.
4. Identify and include a copy of the NREMT Certification received after successfully passing the examination; state your ability to proctor the exam (if applicable); state the cost of exam per student; state if the proposed program covers this cost per student; state requirements for retake of the NREMT Examination; state the projected or reasonable period to receive success or failure examination results; state if the proposed program will cover the cost of one retake of exam or recommends that the student or UPO covers the retake cost. Proposal shall include a remedial course hour(s) plan to prepare the student for examination retake, if necessary.
5. State the facility where instructions will occur, if not a facility owned or leased by UPO; state the full address of said facility (UPO reserves the right to request a certificate of occupancy or other documentation stating the proposer's right to occupy space in the facility, if awarded the contract); state the proposed days and hours of the week the program will be taught; state the total duration of the program in weeks including days set aside for the NREMT Examination and remedial retake hours, if any.
6. Describe your web-based student tracking system used to document student grades, attendance, and contact information (if applicable).
7. Include a brief timeline of all proposed training activities.
8. State the cost per student and what it includes; state the total program cost - **the total program cost should not exceed \$52,500.00 (proposals over this amount shall not be considered).**
9. Identify the cost of all student training materials, uniforms, equipment, physical examination, etc.; state if these are included in the total cost per student.
10. Include a statement that the proposer understands UPO requirements for this RFP.
11. Required Attachments (must be submitted to UPO with the proposer response):
 - a. Completed and signed RFP Cover Page
 - b. Completed and signed Vendor Identification form included as an attachment (Appendix A) to the RFP.
 - c. Current business license to operate in the District of Columbia; if an individual, the official credentials of the proposer (B.A. degree, Master degree, etc.) in addition to the resume will be sufficient.
 - d. Current certificate of insurance evidencing coverage of the minimum required in this RFP.

- e. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
- f. Identify and include in a separate attachment clearly marked "Appendix B - Curriculum", the proposed program curriculum that includes the required skills for an entry level EMT professional based upon requirements specified in typical advertised job postings by recruiters and staffing agencies.
- g. Identify and include in a separate attachment clearly marked "Appendix C - Qualifications", provide brief position descriptions and name(s) of any administrators, proctors, instructors, etc. of the proposed program; the description should include their duties and qualifications; also attach a copy of their current resume (Resume should include: (a) Number of years of relevant experience, (b) Number of years with the organization; (c) Experience - specific project involvement: Names of projects, types of projects, and size of projects; and (d) Education/Degrees earned.

Proposals that are not organized in this manner risk elimination from consideration, if the evaluators are unable to find where the RFP requirements are specifically addressed.

VI. EVALUATION CRITERIA

All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.

UPO reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all respondents. Further, UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of UPO.

Proposals shall be rejected if they: (1) are received after closing date and time, (2) are not properly sealed, (3) contain alterations not initialed by an authorized official, (4) are not meeting specifications, and 5) are not meeting the general terms and conditions.

Proposals will be evaluated on the following criteria:

1. Adherence to RFP: The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
2. Qualifications and experience: The proposer's past experience and performance on comparable engagements.
3. Reasonableness of cost: A total dollar amount for the service requested and a detailed breakdown must be provided, if applicable.

Proposers should be aware that the contract may be awarded according to a negotiated security deposit; and final payment may be performance based and/or prorated contingent upon the number of students projected by the proposer to successfully pass the NREMT Examination and are awarded the certification.

VII. GENERAL TERMS AND CONDITIONS

1. **Additions and/or Deletions of Goods or Services:** UPO reserves the right to add and/or delete goods or services to any contract entered into with the proposer. Should a requirement be deleted, payment to the proposer will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the proposer and UPO.
2. **Termination of Contract:** The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the proposer of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the proposer.
3. **Licenses:** By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner proposer's fulfillment of the contract.
4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, proposer's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the proposer. The organization shall have the right to audit all relevant data upon which the proposer's fees are based.

8. Informal Communications: From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the selected proposer and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. Formal Communications: From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected proposer, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
10. Proposal Preparation Cost: Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. Small and Minority-Owned Enterprises: Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the proposer to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
13. Payments Terms: In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the proposer. At any time or times before final payment and three year thereafter, UPO may have the proposers' invoices or vouchers and statement of cost audited.
14. Indemnification: Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by proposer for services rendered under the contract and as may be allowed under applicable law. Monies due or to become due to the proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the proposer.
15. Insurance: Proposer shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Proposer shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
 - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
 - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
 - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The proposer shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. RFP Amendment: In the event that it becomes necessary to revise this RFP, in whole or in part, an Amendment will be posted on the UPO website. Amendment(s) to this RFP may be issued at any time prior to its closing date and time. Proposers are required to acknowledge receipt of any Amendment by submitting a signed copy of each Amendment issued. Signed copies must be submitted as part of the signed proposal submission.
17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and deadline for submission. After the deadline for submitting proposals, no proposer will be permitted to withdraw the proposal unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Proposers are responsible to assure their proposal is delivered to UPO by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late proposals will be dated, marked as received late, and placed unopened in the proposal file. Proposers must pay particular attention to insure the proposal is properly addressed. **UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.**
20. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Confidential or Proprietary Information: If a proposer believes that parts of an offer are confidential, then the proposer must so specify. The proposer must stamp or watermark in bold letters the term CONFIDENTIAL on that part of the offer which the proposer believes to be confidential. The proposer must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proposer believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. All offers and parts of offers, which are not marked as confidential, will be automatically considered public information after the contract is awarded. The successful proposal will be considered public information even though parts are marked confidential.
22. Contract Administration: UPO shall be responsible for administration of the contract for compliance with the interpretation of scope, schedule, and budget. Contact information will be provided upon award of the Contract.
23. Substantive Proposals: The proposer shall certify (a) that his/her proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) that he/she has not directly or indirectly induced or solicited any other proposer to put in a false or sham offer; and (c) that he/she has not solicited or induced any other person, firm, or corporation from proposing.
24. Governing Law: Any contract between UPO and the successful candidate responding to this RFP shall be governed by and enforced in accordance with the laws of the District of Columbia, without regard for the Conflicts of Laws provisions. The place of performance and the transaction of business under such contract shall be deemed to be the District of Columbia and the exclusive venue and place of jurisdiction

with respect to all matters pertaining to such contract shall be the local and federal courts within the District of Columbia.

25. By submitting a proposal, the proposer represents that:

- The proposer has read and understands the RFP and submits the proposal in accordance therewith.
- The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- The proposer has all required licenses and insurance.

26. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.



VENDOR IDENTIFICATION FORM (must be completed and returned with proposal)

Appendix A

Company Name:	-----		
Doing Business As (DBA):	-----		
Company Federal ID:	-----		
Address:	-----		
Remit To Address:	-----		
Telephone:	-----		
Fax:	-----		
Email:	-----		
Web address:	-----		
Main Contact:	-----		
Person responsible for response (if different):	-----		
Print Name	Title	Authorized Signature	Date