

REQUEST FOR PROPOSALS
TRAINING SERVICES TO CERTIFY CASPER FIRE-EMS PERSONNEL
TO NFPA 1006: STANDARD FOR TECHNICAL RESCUE PERSONNEL PROFESSIONAL
QUALIFICATIONS – TECHNICIAN LEVEL

Date: April 09, 2018

The City of Casper Fire-EMS Department is requesting proposals to train members to technician level job performance requirements (JPR) for select chapters of NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications*, 2017 edition.

Proposals will be received by the City of Casper Fire-EMS Department, Attn: Jennifer Brust, Fire-EMS Department, 200 North David, Casper, Wyoming 82601, until 5:00 p.m., Local time, Friday, April 27, 2018. Three (3) copies of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. It is advisable for consultants confirm Jennifer Brust received their proposal by calling 307-235-8222. All proposals should be on 8.5 x 11 sized paper. Proposals should be placed in a package that is sealed and externally labeled NFPA 1006 Proposal.

GENERAL

The City of Casper Fire-EMS Department's goal through this project is to train thirty (30) members to Technician Level JPR of select chapters, specified below, of NFPA 1006: *Standard for Technical Rescue Personnel Professional Qualifications*, 2017 edition. Members attending this training will be trained to the Awareness and Operations Level JPR of NFPA 1006. The scope of training services and outcomes for this request for proposals (RFP) are:

1. Train participants to the Technician Level JPR of NFPA 1006, Chapter 5, Rope Rescue.
2. Train participants to the Technician Level JPR of NFPA 1006, Chapter 6, Structural Collapse Search and Rescue.
3. Train participants to the Technician Level JPR of NFPA 1006, Chapter 7, Confined Space Search and Rescue.
4. Train participants to the Technician Level JPR of NFPA 1006, Chapter 11, Trench Search and Rescue.

PROPOSALS

1. Three (3) copies of the proposals shall be submitted. Proposals must include the following information:
 - A. Contact Information.

The Consultant shall provide name, address, and telephone numbers of all team members involved in this project, including project manager and trainers.

B. Company Description.

The Consultant shall provide a one page summary of his/her company, specifically including:

- Your company's expertise developing and delivering NFPA 1006 training.
- Your company's expected approach to meet the expectations of this RFP.
- References of past clients who have received similar training from your company, with contact information.

C. Personnel Information.

The Consultant shall provide a short professional bio and a resume that details pertinent experience and certifications, for each of the team members expected to manage this project.

D. Work Description and Schedule.

The Consultant shall provide a tentative schedule/agenda outlining the timetable for meeting the expectations of this RFP.

E. Needs Provided by the City of Casper Fire-EMS Department

The Consultant shall provide a list of any accommodations or equipment required of the City of Casper Fire-EMS Department to provide.

2. The following items apply to all submitted Proposals:

A. Submission of Proposals:

Three (3) copies of a written (non-electronic) proposal must be submitted to the City of Casper Fire-EMS Department, Attn: Jennifer Brust, Fire-EMS Department, 200 North David, Casper, WY 82601. Proposals should be placed in a package that is sealed and externally labeled "NFPA 1006 Proposal."

B. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any portion of this RFP, an Addendum to this RFP will be provided to each Consultant. The City of Casper reserves the right to change submission date(s) for any reason, by means of an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 5:00 p.m., local time, Friday, April 27, 2018. Three (3) copies of a written (non-electronic) proposal must be received by the City of Casper Fire-EMS Department, Attn: Jennifer Brust at 200 N. David

Street, Casper, WY 82601, by the aforementioned deadline. Each copy should be placed in a sealed package or envelope and externally labeled, “NFPA 1006 Proposal” and sent to the attention of Jennifer Brust.

D. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submission received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

E. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Consultant at the City’s option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right. If proprietary or protected information is provided in the proposal, it must be clearly identified in the proposal with references to appropriate patents, or other applicable state or federal laws.

F. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order. This includes any costs associated with a requested demonstration or presentation.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

TIMETABLE:

Following is the tentative timetable for this RFP:

1. First Advertisement	04/15/2018
2. Second Advertisement	04/22/2018
3. Proposals Due	04/27/2018
4. Selection of Consultant	04/30/2018
5. Reviewed/Signed Professional Services Contract	05/11/2018
6. City Council Award of Professional Services Contract	06/05/2018

7. Completion of Services

09/30/2018

Consultants must specifically address any concerns that they have with this timeline under Part D of their proposal.

CONTRACT:

The Consultant will be required to sign a contract with the City of Casper relating to the training being delivered. Such contract shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the training, duties of the consultant, termination of the contract, ownership of material, changes, submission of material, and obligations of the City of Casper.

SELECTION:

The selection of the Consultant will be based upon total cost of the project, ability to meet the required outcomes, project team qualifications, demonstrated knowledge and experience, and willingness to meet time requirements. The City of Casper reserves the right to request and interview if necessary to make a selection.

In making a proposal, the Consultant hereby certifies that he/she has reviewed this RFP and is familiar with all conditions contained therein.

City of Casper staff will review all proposals. Final selection the Consultant will be made by City Staff and authorized, via contract award, by Casper City Council.