



WESTERN VIRGINIA EMS COUNCIL. INC.

REQUEST FOR PROPOSAL

Professional Services

FOR

EMT-Enhanced Course

RFP NUMBER EMT-I 101

OPENING DATE: April 26, 2013

OPENING TIME 2:00 P.M.

The Request for Proposal and related documents may be obtained during normal business hours from the Western Virginia EMS Council's Roanoke office located at 1944 Peters Creek Road, NW, Roanoke, VA 24017, or from the Council's web site at www.wvems.org under Bid Requests.

DATE of RFP: April 17, 2013

REQUEST FOR PROPOSAL (RFP)

RFP No. EMT-I 101
Issue Date: 04-17-2013

Title: EMT-Enhanced Course

Issued By: **Western Virginia EMS Council, Inc.**
1944 Peters Creek Road
Roanoke, VA 24017-1613
Phone (540) 562-3482
FAX (540) 562-3488
Email: ccockrell@vaems.org

Sealed proposals will be received on or before **2:00 P.M., April 26, 2013** for furnishing the services and/or items described herein. The time of receipt shall be determined by the time or receipt at the Council's office at the above address.

All questions must be submitted before 5:00 p.m., April , 24 2013. If necessary, an addendum will be issued in the form of a facsimile and posted to the Council's web site at www.wvems.org Bid Requests.

If proposals are mailed, send directly to Cathy Cockrell, Education Program Coordinator, at the address listed above. If hand delivered, deliver to the Council's Roanoke office at 1944 Peters Creek Road NW, Roanoke VA. Email submissions should go to ccockrell@vaems.org.

The Council reserves the right to cancel this RFP and/or reject any or all proposals and to waive any informalities in any proposal.

This section is to be completed by the Offeror and this page must be returned with the proposal. In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful Offeror. No proposal may be withdrawn for a period of sixty (60) days after the opening of the proposal, except as provided in the RFP.

Legal Name and Address of Individual or Firm:

_____ Date: _____

_____ By: _____
(Signature in Ink)

_____ Name: _____
(Please Print)

_____ Zip: _____ Title: _____

Phone: _____ FAX: _____

Email: _____ EIN or SSN _____

The successful bidder will coordinate an EMT-Enhanced course, to be located in Blacksburg, Virginia, for up to 22 students.

This course will begin no later than May 31, 2013 and will complete no later than August 31, 2013.

The course will be conducted according to standards set forth by the Virginia Department of Health, Office of EMS. The successful bidder must hold designation as a Virginia ALS Coordinator or EMS Educator.

The classroom location will be furnished at no cost to the contractor.

The bid must include a course outline and timetable, and budget.

The successful bidder response must provide for the following:

- Course Coordinator
- Faculty
- Lab Assistants and other assisting personnel
- All course supplies
- Shirts with WVEMS Student Logo for students to wear during clinical (purchased from WVEMS for \$22 each)
- ID badges for all students (To be provided by WVEMS at cost of \$2 each)
- Criminal background check on all students (may be provided by WVEMS at no charge)

Proposal must include contact information for three references related to the bidder's experience in EMS education and a resume or CV.

Please address questions to Cathy Cockrell, EMS Program Director, Western Virginia EMS Council.

Email: ccockrell@vaems.org

Phone: 540.562.3482 x 105