

THE SCHOOL DISTRICT OF PITTSBURGH  
(Pittsburgh, PA)

**REQUEST FOR PROPOSALS  
FOR CPR/AED and First Aid Training**

Issuance Date: February 26, 2024  
Submission Date: March 14, 2024, by 12:00pm

**Introduction**

The purpose of this Request for Proposals (“RFP”) is to obtain CPR/AED and First Aid training and certification for the School District of Pittsburgh (the “School District”) employees. The School District is seeking proposals from certified professionals who have substantial experience delivering training to certify employees in CPR/AED and First Aid.

The district envisions a three-year engagement, with an option to renew for an additional year.

**Timetable/Response Submittal**

The School District is requesting proposals from experienced and qualified firm(s) to serve as trainers for CPR/AED and First Aid. Selection of the firm(s) will be made based on the proposals submitted and possibly oral interviews, if needed. A tentative timetable for the selection process is provided below:

- 02/26/2024 Release of RFP
- 03/14/2024 @ 12:00 Noon Receipt of Proposals
- 03/20/2024 Legislative Approval by Board of School Directors

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s), agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals for CPR/AED and First Aid services shall be submitted to the School District as follows:

Melanie Wittman Workers’ Compensation/Risk Manager School District of Pittsburgh 341 South Bellefield Avenue Pittsburgh, PA 15213 Tel: (412) 529-4344 Fax: (412) 325-0122
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One (1) original and three (3) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by 12:00 p.m. Noon, on Thursday March 14, 2024.

Proposals, including any/all attachments, cover letter and tabs should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Proposals which are submitted in electronic format or faxed will not be accepted.

Any questions regarding this RFP should be addressed to Melanie Wittman, Workers' Compensation/Risk Manager.

[mwittman1@pghschools.org](mailto:mwittman1@pghschools.org) or 412-529-4344.

### **Specific Response Requirements**

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

#### **I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal, and which is signed by an authorized officer.

#### **II. Firm Experience and Qualifications**

- A. Please provide an overview of the firm and its qualifications. Please include the location of the firm's office(s) in the Commonwealth of Pennsylvania. Describe, in narrative form, your technical plan of accomplishing the work.
- B. Describe the firm's relevant experience for the past 2 years for any/all Pennsylvania entities.

#### **III. Trainers**

Include the number of executive and professional personnel, along with support staff, who will engage in the work. Provide complete resumes as well as responsibilities each will have in the project, how long each has been with your company and the educational background of each, including professional credentials, licenses and/or certifications in the associated field. Identify the Contractor's Project Manager along with his/her qualifications.

#### **IV. Plan of Work**

Please provide a detailed plan of work for the School District's engagement. Indicate specific documentation and reporting functions and provide examples of work product.

- A. The Scope of Work is attached as Exhibit 'A'
- B. A Vendor Questionnaire is attached as Exhibit 'B'
  - 1. Responses to all items contained in the questionnaire should be incorporated in your proposal.

#### **V. Firm Information/Equal Employment Opportunity**

- A. Describe your firm's equal employment opportunity policies and programs.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the conduct of your firm's business which is still pending or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- D. Please describe (i) any material financial relationships that your firm or any firm employee has with any firms, or persons, or entities that may create a conflict of interest in acting as an independent contractor to the School District; (ii) any family relationship that any employee in your firm has with any public servant or School District employee that may create a conflict of interest, or the appearance of a conflict of interest in acting as an independent contractor to the School District, and (iii) any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest acting as an independent contractor to the School District. Please describe any procedures your firm has adopted, or would adopt, to assure the School District that a conflict of interest will not exist for your firm in the future.
- E. Attach a copy of your training credentials/certifications.
- F. Attach a copy of your current certificate of general liability insurance coverage.

## VI. Fee Proposal

Please provide a fee structure that your firm would propose to provide CPR/AED and First Aid training for the School District of Pittsburgh's (the "School District") employees.

### Evaluation Criteria and Selection Process

The contract(s) will be awarded to the qualified proposer whose proposal is most advantageous to the School District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The School District anticipates selecting firm(s) using the following criteria to determine which firm meets the needs of the School District best.

<u>Surveillance Services Valuation</u>	<u>Points</u>
Ability to Meet the Specific Needs of the School District of Pittsburgh	20
Experience and Qualifications	30
Plan of Work	20
Fee	30

**CPR/AED and First Aid Services Scope of Work Statement**

**1. Objectives**

To provide training and certification to School District employees on CPR/AED and First Aid.

The Contractors utilized to provide these services shall have a thorough knowledge of life savings skills to train and certify employees on utilizing CPR/AED and First Aid.

**2. Assignment of Employee Training**

Training will only be performed upon written and/or telephone referral when authorized by the contract designee for the district.

**3. Description of Program Services**

1. Contractor will be contacted by written or telephone referral to request training services by the School District designee.
2. Once training date is established Contractor will request any additional information needed to schedule the training.
3. Contractor will perform training to certify district employees in CPR/AED and First Aid.
4. Contractor will supply adequate proof of certification to all district employees who have been certified via training.

**Vendor Questionnaire**

1. Is work ever reassigned to anyone outside of your firm? If so, please elaborate. If work is reassigned, the subcontractor must meet approval criteria of this RFP.
2. How many trainers do you have?
3. What methodologies do you utilize to ensure a quality product and value to your customers? Please outline your training program.
4. Please indicate significant topics covered in your training.