



MAY 2009 REQUEST FOR PROPOSAL

DEVELOPMENT AND DEPLOYMENT OF A HAZARDOUS MATERIALS AWARENESS LEVEL TRAINING PROGRAM FOR HOSPITAL PERSONNEL

I. Introduction

The Hospital Council of NW Ohio seeks professional services from parties, hereinafter referred to as Bidder, to perform all necessary services toward the development and deployment of a CD based hazardous materials awareness level training program specifically designed for hospital personnel in the Northwestern Ohio Planning Region. This Hazardous Materials Awareness level training program for hospital personnel will build upon the currently available hazardous materials web-based training for Operations Level and be the second hazardous materials training available to hospitals. The Awareness level training program shall ensure that upon completion of the developed program, hospital personnel will meet the awareness level competencies defined by the Code of Federal Regulations 1910.120, with the exception of explaining the local hospital's plan. The developed training program shall also follow the OSHA Best Practices for Hospital First Receivers document (See Appendix C). An important component of this RFP is identifying the target audience and specifically considering the necessary essential information for this target audience. The training program should also be compatible with the NW Ohio Hospital Decontamination Recommendations document (See Appendix D). These referenced documents shall be used to develop the proposal and contract agreement. The successful bidder will collaborate with the Northwest Ohio Regional Healthcare System Coordinator, the Northwest Ohio Healthcare System Training/Planning/Exercise Coordinator in the development of the program. In addition the successful bidder will provide the 2008-09 NW Ohio Hospital Steering Committee a beta version of the training program prior to finalizing the CD based training program as referenced in the NW Ohio Hospital Decontaminations document.

This RFP attempts to enhance hospital response to both a mass decontamination incident and a smaller hazardous materials incident which contaminated/exposed patients arrive at a hospital over a short period of time. These patients may arrive through transportation by fire/EMS providers, private EMS providers and self-referral. The intent of this RFP is to provide a program which would improve the hospital's in NW Ohio ability to train their personnel in Awareness Level competencies, with the exception the local hospital plan, without formally attending a course. The developed course must include a testing mechanism to ensure students understand the material presented during the course.

Qualified Bidders must demonstrate that they have an understanding of and experience in the development of interactive training programs and the necessary subject matter experts to produce this course. For an RFP to be considered complete, a detailed cost proposal for the development, of the course and production of the required CDs must be submitted.

II. Scope of Services

The Bidder shall meet all of the following project requirements:

A. General Requirements of the Bidder

1. Develop a Hazardous Materials Awareness Level Training Course for Hospital First Receivers that meets all awareness level competencies except an explanation of a local hospital's Emergency Operation Plan for hazardous materials.
2. Perform all deliverables in accordance with a contract executed by the parties.
3. Document previous experience in the development of similar training courses.
4. Demonstrate financial stability, sufficient staffing and training to administer this project. Bidders must provide documentation that reflects the depth of knowledge, experience, and resources necessary to complete training courses such as these.
5. Demonstrate technical capacity to administer this project.
6. Submit at least two letters of reference by users of the Bidder's services in the development of a training course or comparable contract.

B. Requirements of the Project

1. Determine Course Content
 - a) Within one month of receipt of the signed contract, the successful bidder must be available to:
 - Provide the NW Ohio Hospital Steering Committee with course content for review and comment. The Hospital Steering Committee will review the course materials and provide feedback to the successful vendor within 10 business days.
 - b) The course shall be in modular form and interactive with the student. At the end of each module an interactive quiz shall be developed that allows the student to determine if they understand the concepts presented in the module. The quizzes shall provide the student with the correct answer and reference where the material was presented in the module for each question answered incorrectly.

- c) The student should be able to complete the course in modular form. Specifically, upon successful completion of a module, the student should be able to return at a later date and begin studying the next module.
- d) The course content should cover all awareness level competencies except the hospital's Emergency Operations Plan (EOP) for hazardous materials. The course content should include a reference that the student should be provided with the hospital's EOP for hazardous materials.
- e) The course content shall specifically address the awareness level competencies from the hospital perspective. For example, little time devoted in the identification module to placards and more emphasis on methods available to hospital staff to identify hazardous materials.
- f) The course shall have a test at the end of the last module that ensures the student understands the concepts presented during the course. Upon successful completion of the test, by a score of 80%, the student shall be able to print a certificate of completion that includes the student's name and date of completion.
- g) The CDs shall be able to be reproduced by the Hospital Council of NW Ohio or any of the 33 NW Ohio hospitals at any time without further cost to HCNO or the hospitals.

2. Complete production of the course and provide three CDs for each of the 33 NW Ohio Hospitals

- h) Place the developed course on a CD and provide each hospital in NW Ohio and the NW Ohio Healthcare System Coordinator and NW Ohio Healthcare System Planning/Exercise/Training Coordinator with three CDs no later than August 08, 2009. The course will be available for hospitals to use In the development and execution of the inventory purchase the successful Bidder shall:
 - Adhere to all ASPR Federal requirements for 2008/2009 grants.

C. Contract Award and Duration

A total of \$8,000 is available for the development and deployment of this program. The program must be developed by August 8, 2009. The successful Bidder will be required to contract with the Hospital Council of NW Ohio to perform the Scope of Services described in this RFP for the proposal items agreed upon. The total contract amount for the

development and initial deployment of the Awareness level training program under the FY08/09 ASPR grant year (ending August 8, 2009) will not exceed \$8,000 (eight thousand dollars).

III. Submittal Process

A. RFP Questions

1. Persons who have questions concerning this RFP are encouraged to submit written questions to:

Kathy S. Silvestri, MPH
ksilvestri@hcno.org
Regional Health Care System Coordinator
Hospital Council of Northwest Ohio
3231 Central Park West Drive, Suite 200
Toledo, OH 43617
419-842-0800
Fax: 419-842-0999

2. Questions must be received by e-mail to Kathy Silvestri (ksilvestri@hcno.org) no later than **Noon on May 13, 2009**. The above mentioned parties shall respond to any questions by close of business on **May 15, 2009**. Telephone inquiries will not be accepted.

B. Submittal Information

1. Time Schedule

The following is the projected timetable to be applied to submission, receipt, and evaluation of proposals:

May 13, 2009 Deadline for Written Questions
Noon, Local Time

May 27, 2009 Deadline for Receipt of Proposal
5:00 P.M., Local Time

May 29, 2009 Notification of Vendor Contract Award

2. The Bidder shall submit one (1) original proposal by e-mail to ksilvestri@hcno.org
4. Late or fax proposals will not be accepted.

IV. Selection Process

A. The 2009 NW Ohio Hospital Steering Committee will review and evaluate all properly submitted proposals that are received on or before the deadline. The committee will then rank the proposals according to those that are most advantageous to the hospitals of NW Ohio and the Hospital Council of Northwest Ohio, taking into account, but not limited to, the evaluation factors set forth below:

1. Project's ability to Teach Target Audience
2. Background and Related Project Experience
3. Performance on Previous Projects
4. Office Location
5. Familiarity with Relevant Local, State, and Federal Standards and Requirements
6. Current Workload
7. Understanding of Project
8. Schedule/Staffing
9. Cost Summary

To ensure competitive proposals for the procurement of the professional services requested, proposals should include the following information and will be evaluated according to these criteria:

- a) Project's ability to teach target audience: The proposal should include proposed method of teaching and a description of the design of the program including how the program will be interactive and how testing of the participants will relate to their understanding of the course material.
- b) Background and Related Project Experience: Provide a history of the submitting organization, including the number of employees (identify professional staff and support staff) and available facilities.

Related project experience, similar to the requested work, should be included in this section. Specify relevant experience with governmental entities. Identify the cities, the dates of service, and the key contacts.

- c) Performance on Previous Projects: The firm should also provide a summary of performance for each project relevant to timeliness, actual performance and any savings or benefits that were provided to the agency. List any projects similar to the requested work with other governmental agencies.

- d) Location: Name and address of submitting organization and the state in which it is incorporated. This should include the location of the firm's primary office and the location of the office available for handling the requested service. This should also include a discussion on staff accessibility for the project and the amount of work to be performed.
- e) Familiarity with Relevant Local, State and Federal Standards and Requirements: This should include a description of the firm's or individual's familiarity with all applicable federal standards and requirements. Specific local standards, ordinances, state laws, state requirements and federal regulations should be listed in this Section.
- f) Current Work Load: Discusses the Bidder's ability to complete the project by the August 08, 2009 deadline.
- g) Understanding of the Project: The Bidder submitting a proposal shall describe in detail the services to be rendered to complete the project and perform the tasks listed in Section II, Scope of Services.
- h) Staffing and Schedule: The Bidder shall provide a detailed project schedule and workflow diagram for all tasks identified in Section II, Scope of Services. Provide a list of staff members assigned to this project. Designate a primary and alternate contact within the organization and include electronic mail addresses and telephone numbers (voice and facsimile).
- i) Cost Summary: Provide an outline detailing the cost, charges, and overhead resulting from each of the tasks identified in Section II, Scope of Services.
- j) Willingness to comply with the Copeland "Anti-kick-back Act" (18 U.S.C. 874) if applicable.
- k) Agreement to comply with the Ohio Department of Health GAPP Manual (available online from the Ohio Department of Health website) directive that states: "Sub-grantees may not contract for extra compensation with its employees to provide services to the program without prior written authorization of ODH. Consideration will only be given in the following two situations: (1) a salaried faculty member of an educational institution when the consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is

in addition to his regular departmental load; or (2) a sub-grantee employee when the agency's policies permit such consulting fee payments to its own employees regardless of whether federal or state grant funds are involved, when the work involved is clearly outside the scope of the employee's salaried duties. Any request to approve such a contract must address these issues.

- I.) Agreement to insure that all contracts and subcontracts subject to the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 etseq.) shall include a provision requiring the contractor to comply with the applicable sections of the Act and the Department of Labor's supplementing regulations (29 CFR Parts 5 and 1926).

- B. Failure by the Bidder submitting a proposal to respond to a specific requirement may be a basis for elimination for consideration during the comparative evaluation. The Hospital Council of Northwest Ohio reserves the right to accept or reject any or all proposals. The Hospital Council of Northwest Ohio also reserves the right to elect not to award a contract based on this Request for Proposal for any reason.

- C. List references for all similar projects previously completed using the format outlined in **Appendix B**. Provide at least two (2) references for projects conducted within the last five (5) years that can attest to the Bidder's qualifications to do the work requested for this project, especially noting similar or related projects. Include names of contact persons, telephone numbers, project objectives, strategy, service rendered, budget, and beginning and completion dates for each referenced project.

- D. The Hospital Council of Northwest Ohio is not liable for any costs incurred by the Bidder in responding to this RFP, or for any costs incurred in connection with any discussions or correspondences required for clarification of any subject contained in this RFP. Any and all costs incurred in responding to this RFP, including oral interviews, demonstrations, or other related activities shall be the responsibility of the Bidder.

- E. **Selection Criteria**

The 2009 NW Ohio Hospital Steering Committee which includes regional representatives from hospitals and the regional health care system, public health, and RMRS coordinators for Homeland Security Region I (See Appendix C for list of Region I counties) will review and evaluate all proposals submitted in response to this RFP. The Hospital Council of NW Ohio will consider whether all proposals submitted are complete and whether they meet all of the requirements outlined in the Request for

Proposal and the specific criteria for evaluating competitive proposals earlier detailed in this section. Proposals will be evaluated using a quantitative scoring system.

F. Selection Procedures

The selection of the Bidder will follow the outline below.

1. The selection committee shall review each proposal. The criteria outlined in this section will be used to review all the proposals.
2. The 2009 NW Ohio Hospital Steering Committee may require conference call interviews with the top three (3) qualified Bidders. These interviews will be at the expense of the Bidders without reimbursement by the Hospital Council of Northwest Ohio.
3. Upon completion of review, the Hospital Council of Northwest Ohio shall enter into negotiations with the best possible Bidder as determined by the selection committee. If successful negotiations are not completed within a reasonable time period, then negotiations shall commence with the next best Bidder. A reasonable time period is at the discretion of the Hospital Council of Northwest Ohio.
4. Notwithstanding anything herein to the contrary, the Hospital Council of Northwest Ohio reserves the sole and exclusive right to reject any and all proposals.

V. Contract

If a contract is awarded, the successful Bidder shall enter into a Professional Service Agreement with the Hospital Council of Northwest Ohio. The contract entered into between the successful Bidder, the Hospital Council of Northwest Ohio shall be similar to other standard agreements for professional services involving the FY08 ASPR grant award from the Ohio Department of Health with the Hospital Council of Northwest Ohio.

- H. The Hospital Council of Northwest Ohio reserves the right to amend or withdraw the RFP any time prior to the award of a contract. The Bidder may withdraw a response to the RFP any time prior to the award of a contract.
- I. All products that result from the proposed contractual agreement will be the sole property of the U.S. Department of Health Resources and Human

Services Administration (HHS), Hospital Preparedness Program, FY08 and the Ohio Department of Health.

- J. All bids will be considered firm and in the event a contract ensues as a result of this solicitation, the Bidder selected will be required to fulfill the contractual obligations at the amount quoted in the cost proposal.
- K. Pursuant to Section 149.43 of the Ohio Revised Code, the proposal may be considered a public record and be released upon request.
- L. The Hospital Council of Northwest Ohio does reserves the right not to award a contract under this RFP.

VI. Other Considerations

- A. Public Records: The Hospital Council of Northwest Ohio will treat any documents submitted with the proposal as a public document unless informed in writing by Bidder that it considers the document to contain trade secrets under Ohio law. The Hospital Council of Northwest Ohio may require additional information in support of such a claim.

- B. Background Information regarding the Hospital Council of Northwest Ohio is available on the HCNO website: <http://www.hcno.org>

- C. **Appendices and Reference Documents**

Appendix A: Reference List for Vendor

Appendix B: Counties within Region 1 NW Ohio Homeland Security Planning Region

Appendix C: OSHA Best Practices for Hospital First Receivers

Appendix D: Recommendations for Chemical Decontamination Teams for NW Ohio Hospitals

Appendix A

RFP for 2009-Hospital Hazardous Materials Awareness Level Training Program

(Duplicate form as necessary)

Reference List

List at least three (3) references that most closely reflect similar scope of work projects within the past five (5) years.

Name of City, County or Agency _____

Address: _____

Telephone: _____

Project Name: _____

Contact: _____/Title: _____

Service Dates: _____

Project Manager: _____

Appendix B

Homeland Security Region I Counties

1. Allen
2. Auglaize
3. Defiance
4. Erie
5. Fulton
6. Hancock
7. Henry
8. Huron
9. Lucas
10. Mercer
11. Ottawa
12. Paulding
13. Putnam
14. Sandusky
15. Seneca
16. Van Wert
17. Williams
18. Wood

Issued May 4, 2009

Appendix C: OSHA Best Practices for Hospital First Receivers

Separate PDF File

Issued May 4, 2009

Appendix D: NW Ohio Hospital Decontamination Recommendations

Separate PDF file.