



# TOWN OF HUDSON

## FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051



Emergency 911  
Business 603-886-6021  
Fax 603-594-1164

Scott J. Tice  
Chief of Department

### Emergency Medical Services Training REQUEST FOR PROPOSAL

Posting Date: May 28, 2024

Closing Date: 10:00 A. M. June 19, 2024

#### Introductions for Proposal

1. The Town of Hudson is requesting sealed proposals from qualified bidders for a 2 year contract to provide Emergency Medical training / education to members of the department for ten (10) months per calendar year.
2. Training shall primarily be conducted on site at the Hudson Fire Department. Occasional use of virtual classroom training will be acceptable with appropriate given notice.
3. Training shall be conducted during day time hours of 10:00 AM and ending as late as 21:00 PM. Evening hours must be mutually agreed upon between the Fire Department and the Instructor.
4. Training requires the instructor to meet with each group (4 groups) on each monthly topic.
  - a) If there is a need to reschedule training (unforeseen event), the rescheduled class shall take place within 30 days of the canceled class.
5. Training shall consist of education at the Paramedic Level, AEMT Level and EMT Level.
6. Any other instructor besides the primary instructor must be authorized by the Fire Department prior to any classes.
7. All training/education provided shall be enough to cover all requirements for recertification at the National EMT, AEMT and Paramedic Level and the State of NH Bureau of EMS. Because the NREMT is in a transition year with credentialing, National Component educational requirements for both the 2016 NCCP Model and the 2025 NCCP Model shall need to be met with the education provided.
8. Other educational topics are desired beyond the basic criteria needed for recertification.

#### Educational topics shall include:

NH Patient Care Protocols  
Evidence based medicine guidelines  
Neonatal, Pediatric and OBGYN pre-hospital medicine  
Current challenges and trends in EMS  
High Quality CPR

9. All classes that require pre-certification from an agency shall be the responsibility of the instructor.
10. All documentation of classes and rosters shall be broken down to allow for easy import into the Fire Department, State of NH and NREMT records/renewal software system.

11. All documentation of classes and rosters shall be turned over to the Fire Department for record keeping purposes.

### Compensation

The vendor shall provide an invoice at the end of each calendar month to Fire Administration for those services provided that month. Payment shall be net 30 days from receipt of the invoice.

### Submission Format

All proposals shall be submitted in the following format to assist with an evaluation process

- 1) Introduction Letter and summary of training/educational experience of the individual or company submitting the proposal
- 2) One page pricing reflecting
  - a. Four (4) classes a month for ten (10) months a calendar year
  - b. ACLS Training for all Paramedics
  - c. PALS Training for all Paramedics
  - d. AHA Healthcare Provider CPR
- 3) Copies of Professional Liability Insurance Binders
- 4) Non-collusive Affidavit
- 5) Three (3) references from other contracts the bidder services
- 6) Any exceptions to the RFP shall be noted on a separate piece of paper marked "Exceptions".

### Reservation of Rights

The Town of Hudson reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the Town. The Town of Hudson reserves the right to reject any or all bids, to waive technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the Town.

### RFP Submission

***All Request for Proposals (RFP) shall be submitted to the following no later than 10:00 AM Wednesday, June 19, 2024:***

**Town of Hudson  
Town Clerk's Office  
12 School Street  
Hudson, NH 03051**

**Envelope containing the Request for Proposal must be clearly marked  
"Fire Department - EMS Training RFP"**

Bid opening to take place on June 19, 2024 at 10:00AM in the Buxton Meeting Room within Town Hall at the address noted above.

Questions or concerns regarding the RFP for EMS Training shall be submitted in writing (email is acceptable) no later than 10:00AM on Friday, June 14, 2024 to:

**Hudson Fire Department  
Attention: Deputy Chief Francis Enos  
39 Ferry Street  
Hudson, NH 03051  
603-886-6021 ext. 3246  
[fenos@hudsonnh.gov](mailto:fenos@hudsonnh.gov)**

**2024 PROPOSAL**

**Emergency Medical Services Training**

**THE TOWN OF HUDSON, NH FIRE DEPARTMENT**

**NON-COLLUSIVE AFFIDAVIT OF PROPOSER**

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1)** The proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition;
- (2)** The proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal;
- (3)** Acknowledges that the Town of Hudson, NH's Code of Ethics has been reviewed and understood. The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hudson, NH to consider the proposal and make an award in accordance therewith.

\_\_\_\_\_  
Legal Name of Proposer

\_\_\_\_\_  
Firm Business Address

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Subscribed and Sworn to me this \_\_\_\_ day of \_\_\_\_\_ 2024\_\_

Notary Public  
My Commission Expires \_\_\_\_\_