



**LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Medical Director of Emergency Medical Service Programs**

Section I. INTRODUCTION

Luzerne County Community College is seeking proposals from qualified Companies/Individuals to provide Medical Directorship of the Emergency Medical Services Program. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company/Individual to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Section II. SUBMISSION OF PROPOSALS

Responses to this RFP are due by Noon on Tuesday, March 28, 2023. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
521 Trailblazer Drive

Luzerne County Community College, 1333 South Prospect Street, Nanticoke, PA 18634-3899 Telephone: 570-740-0200 or 800-377-5222

Nanticoke, PA 18634
Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Mark Ercolani, at 570-740-0628, 570-332-7989 or mercolani@Luzerne.edu

Section III. CONTRACT TERM

The term of this contract shall be for a five (5) year period, commencing on July 1, 2023 and continuing thru June 30, 2028, unless terminated by either party with thirty (30) days written notice.

Section IV. SCOPE OF SERVICES

{Medical Director of Emergency Medical Services}

- Provides review and approves educational content
- Provides review of program curriculum for appropriateness and medical accuracy
- Approves quality of medical instruction
- Supervises instruction and evaluation of students
- Evaluate students' progress throughout the program
- Assures competency of each graduate in cognitive, psychomotor, and affective domains.
- Maintains cooperative agreement with Program Director
- Provides documentation verifying terminal competency of each graduate as an entry-level paramedic
- Actively participates in Advisory, Department, and Clinical Meetings
- Reviews didactic, laboratory, clinical, and field internship minimal requirements

V. INSTRUCTIONS

Responding Companies/Individuals must address the following subjects in their proposal:

1. Company/Individual History and Organization

Provide a brief history including brief biographical information regarding the personnel who would be directly responsible for the service.

2. Cost Proposal and Invoicing

Provide rates and any and all associated fees corresponding with the services described in Section IV.

3. Insurance (Companies/Contractors only, does not apply to individuals)

The successful provider shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability
- Include a copy of Certificate of Insurance including limits with the response.

4. References

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future.

Fax to 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.