

CPR Training for Delaware Schools – Request for Information 2015



**State of Delaware
Department of Education**

CPR Training in Schools

Request for Information

DOE RFI 2016-09

Issue date: December 1, 2015

Response due: December 18, 2015

Table of Contents

- 1. Introduction 3**
 - 1.1. Background 3
 - 1.2. Delaware CPR Training Schools Objective 3
 - 1.3. Purpose of Request for Information 3
 - 1.4. Intent of Request for Information (RFI) 4
 - 1.5. Statement of Factors 4
- 2. Request for Information 5**
 - 2.1. Respondent’s Organization and Primary Contact 5
 - 2.2. Plans, Approach and Measures of Success 5
 - 2.3. Request for Proposals 6
- 3. Vendor Logistics 6**
 - 3.1. Timeline for Response Submissions 6
 - 3.2. Questions and Response Delivery 7
 - 3.3. Response Format 7
 - 3.4. Vendor Presentations 7
 - 3.5. Proprietary Material 7

1. Introduction

1.1. Background

State of Delaware Regulation Title 14 of Administrative Code 851 ([Health and Safety K to 12 Comprehensive Health Education Program](#)) requires public school systems to provide no less than two (2) hours of instruction on cardiopulmonary resuscitation (CPR) which uses the most current, evidence-based emergency cardiovascular care guidelines, incorporates psychomotor skills learning in the instruction, and use of an Automated External Defibrillator (AED).

More than 80% of cardiac arrests occur at home or similar private settings. Therefore, individuals who are trained and acquainted with the basics of CPR and know how to perform CPR or cardiopulmonary resuscitation, will increase the survival rate and help to save lives (<http://www.cprcertificationonlinehq.com/cpr-facts-stats/>).

1.2. Delaware CPR Training Schools Objective

The objective of the CPR Training for Delaware Schools is to support Local Education Agencies (LEAs) in addressing Regulation Title 14 of Administrative Code 851. Subsequently, LEAs will provide no less than two (2) hours of training to students. LEAs need to be aware of CPR training supplies and resources to support teachers for the purpose of teaching CPR to students. Resources and training should reflect the most current, evidence-based emergency cardiovascular care guidelines and incorporating psychomotor skills learning in the instruction, and use of the AED.

1.3. Purpose of Request for Information

The Delaware Department of Education is in the process compiling available vendors to assist in addressing Regulation Title 14 of Administrative Code 851 for LEAs.

The purpose of the RFI is to obtain information regarding CPR training supplies and resources available to LEAs and teachers for the purpose of training students.

Specifically:

- What CPR training opportunities are available through your organization to support Health Education teachers? What CPR supplies and/or materials are required to administer a training for Health Education teachers? What is the projected time and cost for training, including supplies and materials, training fees, replacement costs, or any other cost associated with training? What is the total number of participants that can attend training? Include additional training details as necessary.
- What CPR training opportunities are available through your organization to support students? What CPR supplies and/or materials are required to

CPR Training for Delaware Schools – Request for Information 2015

- administer a training for students? Describe the training model (train-the-trainer, facilitator lead, etc.), include the projected time and cost for training, including supplies and materials, training fees, replacement costs, or any other cost associated with student training? What is the total number of participants that can attend the student training? Include additional training details as necessary.
- What on-going support for LEAs is available through your organization to ensure current evidence-based cardiovascular guidelines, supplies and equipment are available to meet Regulation Title 14 of Administrative Code 851? What support is available for LEAs beyond the above services, including on-going training, if applicable?

1.4. Intent of Request for Information (RFI)

The intent of this RFI is to elicit the advice and knowledge of persons in the vendor community, not to select a proposed solution or a vendor.

It must be clearly understood that this RFI is being used as a vehicle to obtain information from experts about possible implementation methods and potential suppliers of implementation services. This RFI should not be interpreted as a contract (implicit, explicit, or implied), nor does it imply any form of an agreement to candidate vendors. This RFI does not create vested contract rights. It is merely solicited for informational purposes.

In addition, no inference should be made that the State will adopt or implement in the future any recommendations proposed by the vendors responding to this RFI. The State may, however, use responses to this RFI to build one or more RFPs.

While vendor qualification information may be provided in response to this RFI, only vendor information submitted in response to any eventual RFP will be used to make the vendor selection.

No cost associated with responding to this RFI may be charged to the State of Delaware for any reason.

2. Delaware CPR Training in Schools Implementation Approach

The purpose of this section is to provide an overview of the factors that are being considered by the State in the implementation CPR Training for Delaware Schools to ensure that the initiative is aligned with the needs of the LEAs.

2.1 Statement of Factors

The State is seeking information for the support of CPR Training in Delaware Schools that:

- Support LEAs to meet Educational Code 851 K to 12 Comprehensive Health Education Program requirements;

CPR Training for Delaware Schools – Request for Information 2015

- Provide a teacher training model, related supplies and resources, and costs to support the CPR Training in Delaware Schools;
- Provide information, related supplies and resources, and costs to train students to meet Educational Code 851 K to 12 Comprehensive Health Education Program requirements; and
- Provide on-going support to LEAs that ensures current evidence-based cardiovascular guidelines, supplies, and equipment are applied appropriately.

3. Request for Information

The Request for Information (RFI) outlines the information that respondents are requested to submit in their response to this RFI. Please use this format. Additional instructions for submission follow in section 4. Vendor Logistics.

3.1 Respondent's Organization and Primary Contact

Please complete the following information regarding your organization's corporate headquarters, local office, and primary contact for any questions pertaining to your organization's response to this RFI.

ORGANIZATION HEADQUARTERS INFORMATION:

Company Name:
Address:
City, State & Zip:
Company Size: (Total Number of Employees)

REGIONAL OR LOCAL OFFICE INFORMATION:

Address:
City, State & Zip:
Primary Contact:
Phone: Fax:
E-mail:

PRIMARY CONTACT INFORMATION RFI:

Name: Title:
Address:
City, State & Zip:
Phone: Fax:
E-mail:

3.2 Plans, Approach and Measures of Success

1. Background and overview of the vendor organization, including a history of providing the same or similar services to schools and/or related organizations.
2. What effective practices exist to meet Regulation Title 14 of Administrative Code 851? Where do these practices exist?

CPR Training for Delaware Schools – Request for Information 2015

3. What CPR training opportunities are available through your organization to support Health Education teachers? What CPR supplies and/or materials are required to administer a training for Health Education teachers? What is the projected time and cost for training, including supplies and materials, training fees, replacement costs, or any other cost associated with training? What is the total number of participants that can attend training? Include additional training details as necessary.
4. What CPR training opportunities are available through your organization to support students? What CPR supplies and/or materials are required to administer a training for students? Describe the training model (train-the-trainer, facilitator lead, etc.), include the projected time and cost for training, including supplies and materials, training fees, replacement costs, or any other cost associated with student training? What is the total number of participants that can attend student training? Include additional training details as necessary.
5. What on-going support for LEAs is available through your organization to ensure current evidence-based cardiovascular guidelines, supplies and equipment are available to meet Regulation Title 14 of Administrative Code 851? What support is available for LEAs beyond the above services, including on-going training, if applicable?
6. Should an LEA partner with your organization, what is your organization's availability to support LEAs in the 2015-2016 school year? What is your organization's availability in the 2016-2017 school year and beyond?
7. Please provide a detailed pricing model for all cost information. Please include a general overview of all costs and the alignment to the stated objective. Include both initial and any ongoing costs as applicable.
8. Please give any additional information you feel is relevant and not covered above.

3.3 Request for Proposals

Based on the results of this RFI the State will determine whether to issue an RFP for some, all, or none of the aspects of the CPR Training in Delaware Schools.

4. Vendor Logistics

4.1 Timeline for Response Submissions

Please limit the response to RFI to a total of five (5) pages. Please double space and number all pages. Include all organization detail is a separate title page. Submit one hard copy and one electronic copy of your response by **December 18, 2015**. Your response must be received at the addresses below by **3:00 PM EST**. The electronic version of your response should be emailed to Peg Enslin; peggy.enslen@doe.k12.de.us. Please direct the hard copy response to Peg Enslin at the below address. Include the reference “**RFI 2016-09 – CPR in Delaware Schools**” on the mailing.

The hard copy response should be sent to:

Peg Enslin
Delaware Department of Education
401 Federal Street, Suite 2
Dover, Delaware 19901

4.2 Questions and Response Delivery

Please submit any questions or requests for clarification of this RFI electronically by posing your questions on the DDOE website

<https://pubapps.doe.k12.de.us/rfplisting/>. Responses to questions will be posted online. No questions will be answered after Friday **December 11, 2015**. Please do not contact other State of Delaware or Department of Education staff. A copy of the questions and responses will be available at <http://bids.delaware.gov>.

4.3 Response Format

Please prepare and submit one hard and one electronic copy of your response using Microsoft Office software. To facilitate a timely and comprehensive analysis of all responses submitted, please utilize the format and numbering presented in this RFI, with the questions repeated and followed by your response. Responses should be prepared simply and economically, providing a straightforward and concise narrative. Supplemental materials may be provided, but only those directed specifically at the issues contained in this RFI should be submitted.

4.4 Vendor Presentations

The State may elect to schedule meetings with vendors responding to this RFI to receive demonstrations of referenced systems, as well as to solicit additional information and clarification of the information presented. The decision to schedule meetings will be made following review of all RFI responses.

4.5 Proprietary Material

Any information contained in any response to this RFI that the vendor believes is proprietary must be clearly designated as such. Responses declaring the entire RFI response or an entire section proprietary will be neither accepted nor honored and will be rejected. If, after opening all bids in response to a possible subsequent RFP, a request is made to view any response to this RFI, the State of Delaware will comply with that request pursuant to the Freedom of Information Act. To the extent any information contained in a response to this RFI is marked as proprietary, such information will not be made available to the requestor until the affected vendor has been given an opportunity to provide an appropriate response, however, the State reserves the right under FOIA to disclose any information submitted.

CPR Training for Delaware Schools – Request for Information 2015

The vendor should clearly identify any materials, which constitute valuable formulae, designs, drawings, or research data or any materials otherwise claimed to be to be confidential trade secrets, along with a citation to the applicable statutory provisions supporting such a claim for confidentiality. Failure to so label materials as such, or failure to respond within ten days of notice of a request for access to materials submitted pursuant to this RFI, may be deemed a waiver by the vendor of any claim that such materials are, in fact, confidential. The State's sole responsibility shall be limited to maintaining the above data in a secure area and to notify any vendor of any request(s) for disclosure as soon as practicable from date of receipt of any such request.