

REQUEST FOR INFORMATION (RFI)

NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES STATEWIDE CPR, FIRST AID AND AED INSTRUCTOR TRAINING AND CERTIFICATION

Issued: January 27, 2022

Responses Due: February 10, 2022 by 2pm ET

Purpose

The New York State Office for People With Developmental Disabilities (OPWDD) is seeking information and collecting input from interested parties regarding the preparation of a Request for Proposals (RFP) for Statewide CPR, First Aid and AED Instructor Training and Certification. OPWDD is seeking one (1) vendor to provide **statewide services** including new Instructor training and certification, Instructor recertification training, and certification and recertification of OPWDD employees trained by OPWDD Instructors. The vendor would provide training, curriculum, course materials, certification eCards, and support. Only new OPWDD employees hired to be Instructors will require new Instructor training. Instructor training requirements include up to 50 new Instructor certifications statewide for year 1, approximately 30 per year for years 2 through 5, and the remaining Instructors will require ongoing recertification as their certifications expire.

OPWDD's goals in issuing this RFI are to:

- Gather information from potential vendors in establishing a **statewide solution** for CPR, First Aid and AED Instructor training and certification to be provided by one (1) vendor.
- Elicit ideas and/or recommendations on how to structure an RFP encompassing needed services.
- Identify potential challenges and/or roadblocks related to OPWDD's requirements.

Background

Currently, OPWDD District Offices contract with several different nationally recognized vendors (ARC, AHA, NSC) to provide CPR, First Aid and AED Instructor training. OPWDD Instructors train and certify approximately 7,500 OPWDD employees annually. OPWDD currently has 160 Instructors statewide and expects to maintain approximately 215 Instructors statewide.

OPWDD operates 13 District Offices with 15 locations in the State, and within 6 designated Regions. See the OPWDD Regions and District Offices attachment for a complete list of OPWDD District Office locations.

Requested Information

Please provide information requested on the following pages. Use the additional space provided on page 8 for long responses.

Please **complete this RFI Form** and return all of the requested information electronically to contracts@opwdd.ny.gov.

Contact Information

Name of individual responding

Name of agency/organization

Mailing address

Email address

Phone Number

1. What do you recommend as far as certification in CPR, First Aid, and AED?

2. Please describe your process for grandfathering or transitioning Instructors certified by other vendors.

3. Do you offer separate Instructor certification and recertification courses? If yes, what are the differences?

4. Please explain your Instructor certification and recertification training process.

5. How long is your Instructor certification valid for until it has to be renewed?

6. How long is your Instructor recertification valid for until it has to be renewed?

7. Are you able to provide Instructor manuals without an entire Instructor Kit?

8. Do you include hardcopy manuals for Instructor courses? If you provide hardcopy manuals, do you also provide electronic copies?

9. Do you provide Instructor training classes statewide in OPWDD's 13 Districts? If so, what distance from each District Office location? See *OPWDD Regional and District Offices attachment*.

10. If you do not provide Instructor training in each District, do you provide Instructor training in each of OPWDD's 6 Regions? Please list the locations of these classes. See *OPWDD Regional and District Offices attachment*.

11. Are there any OPWDD Regions or Districts that you cannot provide services or cannot subcontract or partner with another to provide Instructor training? See *OPWDD Regional and District Offices attachment*.

12. How often do you provide Instructor trainings in each OPWDD District?

13. Please list equipment used for the Instructor certification training course.

14. Do you have any requirements for equipment to be utilized in the Instructor trainings that OPWDD would need to purchase?

15. What type of equipment is necessary for OPWDD to own or purchase for OPWDD Instructors providing the Provider training to OPWDD employees?

16. What are your requirements for scheduling an Instructor training course?

17. Is there a minimum number of attendees required for an Instructor training course?

18. What is the minimum number of attendees for confirming the Instructor training course?

19. Is there a timeframe for notice of attending an Instructor training course?

20. Do you have cancellation requirements for the Instructor training course?

21. How soon can cancelled classes be rescheduled?

22. Please describe your process of issuing certification cards.

23. Please describe what reporting is available regarding certified Instructors and Providers.

24. What is the easiest way to provide costs for evaluation purposes?

25. Please identify any cost saving measures such as volume related discounts, discounts for supplies purchased outside of the contract, etc.

26. Do you provide a statewide training solution in any other state(s)? If not provided on a statewide basis, how are trainings provided?

27. Do you have partnerships statewide where you follow the same procedures in certifying?

28. How long have you been providing Instructor training and certification?

29. Do you provide or have you provided CPR and AED Instructor training to a NYS agency or NYC agency? If provided to a NYS agency, were the trainings provided Regionally?

30. Are you capable of providing these services statewide? If so, how would you do it?

31. Briefly describe the type of support you provide and how it is provided.

Please return this form to contracts@opwdd.ny.gov.

ADDITIONAL SPACE FOR RESPONSES

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes - it does not constitute a Request for Proposal (RFP) or an Invitation for Bid (IFB) or a promise to issue an RFP or an IFB. This RFI does not commit OPWDD to contract for any supply or service whatsoever. Vendors are advised that OPWDD will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP or IFB, if any are issued.