

## NOTICE TO PROPOSERS

Notice is hereby given that The City of Oklahoma City (“Contracting Entity”) will receive proposals at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** through its Electronic Bidding System until 4:00:00 p.m. CDT, on the 14<sup>th</sup> day of May 2025, for the following:

**Title:** Emergency Medical Technician Basic and Paramedic Training

**Proposal Number:** RFP-OCITY-26500

**Electronic Bidding System:** Bidnet <https://www.bidnetdirect.com/oklahoma/cityofoklahomacityandtrusts>

**Pre-Proposal Conference:** Non-mandatory, April 30, 2025 at 10:00:00 a.m. CDT on TEAMS

**Online Audio and Video**

Teams Meeting Web Address: <https://teams.microsoft.com>  
Meeting ID: 258 547 409 222  
Meeting Passcode: Lb2Jf3R3

**Phone call with Audio only:**

Dial: 1 405-534-4946,,133976239#  
United States, Oklahoma City  
Phone conference ID: 133 976 239#

**Question-and-Answer Period:** Proposers may submit questions through the Electronic Bidding System up to: May 8, 2025 at 12:00:00 p.m. CDT

**Contacts:**

**Contracting Entity:**

The City of Oklahoma City  
Fire Department  
820 NW 5<sup>th</sup> Street  
Oklahoma City, OK 73106

**Buyer(s):**

Pennie Leck  
[pennie.leck@okc.gov](mailto:pennie.leck@okc.gov)

Sherry Cochran-Schmees  
[sherry.cochranschmees@okc.gov](mailto:sherry.cochranschmees@okc.gov)

**City Clerk:**

[CityClerk@okc.gov](mailto:CityClerk@okc.gov)

**Invoices:** [CityInvoices@okc.gov](mailto:CityInvoices@okc.gov)

**Contract Duration:** The Professional Services Agreement shall be for one year.

**Renewal Option (if any):** Option to renew for four additional one-year periods.

**Governing Law:** Oklahoma law and venue state or federal court in Oklahoma County, Oklahoma.

**Insurance, Bonds, Warranties Required (if any):** See Special Provisions.

## Notice

### Basic Information

**Reference Number** 0000382438  
**Issuing Organization** The City of Oklahoma City and Trusts  
**Owner Organization** OKC Fire Department  
**Solicitation Type** RFP - Request for Proposal (Formal)  
**Solicitation Number** RFP-OCITY-26500  
**Title** Emergency Medical Technician Basic and Paramedic Training  
**Source ID** PU.MU.USA.2722754

### Details

**Location** Oklahoma County, Oklahoma  
**Delivery Point** See RFP Documents  
**Purchase Type** Duration:1 year  
**Description** The Contracting Entity is soliciting proposals from institutions to provide EMT-B and EMT-P (Emergency Medical Technician Basic and Paramedic) initial training for the Oklahoma City Fire Department. The proposer(s) may provide options for an institutional site hybrid program and/or satellite hybrid program and/or propose alternative training that is scheduled around the Fire Department shift calendar for Oklahoma City Fire Department employees. Multiple contracts may be awarded to ensure employees are provided with options to receive training.

### Dates

**Publication** 04/23/2025 10:00 AM CDT  
**Question Acceptance Deadline** 05/08/2025 12:00 PM CDT  
**Questions are submitted online** Yes  
**Closing Date** 05/14/2025 04:00 PM CDT

**Other** 04/30/2025 10:00 AM CDT

### Contact Information

Pennie Leck  
pennie.leck@okc.gov

OKC Fire Department  
Sherry Cochran-Schmees  
sherry.cochranschmees@okc.gov

City Clerk  
cityclerk@okc.gov

### Pre-Bidding Events

**Event Type** Non-Mandatory Preproposal Conference  
**Attendance** Recommended  
**Event date** 04/30/2025 10:00 AM CDT  
**Location** Teams Meeting  
**Event Note** **Online Audio and Video**  
Teams Meeting Web Address: <https://teams.microsoft.com>  
Meeting ID: 258 547 409 222  
Meeting Passcode: Lb2Jf3R3  
  
**Phone call with Audio only:**  
Dial: 1 405-534-4946,,133976239#  
United States, Oklahoma City  
Phone conference ID: 133 976 239#

### Bid Submission Process

**Bid Submission Type** Electronic Bid Submission  
**Pricing** No Pricing  
**Pricing** No Pricing  
**Bid Documents List**

Item Name	Description	Mandatory	Limited to 1 file
Proposal Documents	Attach Proposals Document(s) as requested in the RFP.	Yes	No
Letter of Authorization	Attach Completed Letter of Authorization (if needed)	No	Yes
Exceptions	Attach Exceptions to RFP Requirements (if needed)	No	No

**Allow Additional Documents** Yes

## Documents

### Documents

Document	Size	Uploaded Date	Language
Sample Professional Services Agreement.pdf [pdf]	499 Kb	02/07/2025 05:07 PM CST	English
General Instructions.pdf [pdf]	156 Kb	02/07/2025 01:43 PM CST	English
Sample RFP Acord Form.pdf [pdf]	161 Kb	02/07/2025 01:45 PM CST	English
Letter of Authorization.pdf [pdf]	89 Kb	02/07/2025 01:44 PM CST	English
RFP-OCITY-26500 Notice to Proposers.pdf [pdf]	150 Kb	04/03/2025 02:39 PM CDT	English
RFP-OCITY-26500 Special Provisions.pdf [pdf]	425 Kb	04/04/2025 04:12 PM CDT	English

## Categories

### Selected Categories

NIGP Category (1)	
924	<b>EDUCATIONAL/TRAINING SERVICES</b>
92400	<b>EDUCATIONAL/TRAINING SERVICES</b>

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## Courtesy Email

**Sent using email addresses**

ereynolds@eocotech.edu;frank.strange@okstate.edu;reecer@osuokc.edu;terry.mendez@occc.edu

# The City of Oklahoma City and its Trusts

Request for Proposals

RFP-OCITY-26500

Emergency Medical Technician Basic and Paramedic  
Training



## **SPECIAL PROVISIONS**

(Special Instructions and Scope of Services)

**Special Provisions are deemed to be part of the Professional Services Agreement and shall supersede any conflicting term, requirement or condition in the Professional Services Agreement.**

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## The Opportunity

### *Project Summary*

The Contracting Entity is soliciting proposals from institutions to provide EMT-B and EMT-P (Emergency Medical Technician Basic and Paramedic) initial training for the Oklahoma City Fire Department. The proposer(s) may provide options for an institutional site hybrid program and/or satellite hybrid program and/or propose alternative training that is scheduled around the Fire Department shift calendar for Oklahoma City Fire Department employees. Multiple contracts may be awarded to ensure employees are provided with options to receive training.

### *Background*

The mission of the City of Oklahoma City Fire Department is to provide emergency response, fire prevention, and public education services to the Oklahoma City community so they can have their lives and property protected. The Department operates 38 ALS stations covering 620 square miles and protects over 700,000 people.

The Operations Division provides innovative emergency response and Community Risk Reduction activities to residents and visitors in our community to minimize life and property loss from fires and reduce injury and death from medical emergencies as well as other hazards. This division includes Emergency Medical Services and Medical Transport Services, which responds to life-threatening emergencies in Oklahoma City, by offering immediate medical assistance to improve or stabilize patient conditions or providing quick treatment and transport to medical facilities. The Department currently provides four EMS supplemental transport units in cooperation with EMSA.

The City of Oklahoma City currently pays for costs associated with Fire Department personnel receiving Emergency Medical Technician Basic and Paramedic training either by paying the school(s) directly or reimbursing employees upon successful completion. The City desires to obtain agreement(s) for this type of training to pay the school(s) directly to relieve the out-of-pocket expenses to the employees.

### *Statement of Need*

The Oklahoma City Fire Department (OKCFD) requires high-quality, professional training for its emergency response personnel to ensure they are fully equipped to provide lifesaving medical care in emergency situations. The selected proposer(s) will deliver Emergency Medical Technician-Basic (EMT-B) and Emergency Medical Technician-Paramedic (EMT-P) initial training to new and existing fire department personnel, ensuring they meet state and national certification standards.

As first responders, Oklahoma City firefighters play a critical role in pre-hospital emergency care. With an increasing demand for emergency medical services, OKCFD must ensure its personnel are trained to provide rapid, effective medical intervention in a variety of emergency situations, including:

- **Trauma response** (motor vehicle accidents, falls, industrial incidents)
- **Cardiac emergencies** (heart attacks, strokes, respiratory distress)
- **Pediatric and geriatric emergency care**

- **Advanced airway management and life support**
- **Mass casualty incidents and disaster response**

Providing initial EMT-B and EMT-P training will strengthen the department's emergency response capabilities, improve patient outcomes, and enhance community safety.

### *Goals*

- The EMT-Basic program shall prepare students to enter the prehospital emergency medical services field and provide basic life support. The course shall meet or exceed the requirements of the National Emergency Medical Services Education Standards as well as the recommended training hours provided by the Oklahoma State Department of Health.
- The EMT-Paramedic program shall provide training in precise patient assessment and management of trauma and medical emergencies, advanced airway management, fluid initiation, resuscitation and pharmacological interventions. Students shall develop the skills for providing a critical role as a team leader during patient crisis situations.
- The student must be eligible to take the National Registry EMT-Basic or Paramedic exam upon successful completion of training.

## **Scope of Services**

### *Description of Services*

Proposers may provide options for an institutional site hybrid program and/or satellite hybrid program and/or propose alternative training that is scheduled around the Fire Department shift calendar for Oklahoma City Fire Department employees. Multiple contracts may be awarded to ensure employees are provided with options to receive training.

The programs offered should be accredited by the appropriate state and nationally accredited certification bodies. Proposer shall be licensed by the Oklahoma State Department of Health to provide EMS training at the levels of EMT Basic and Paramedic. Proposers should include the following information in their proposal:

- Proposers shall provide detailed description of training offered and coursework
- Provide tuition costs and all applicable fees for enrollment in the programs
- Provide cost of books, materials, and uniforms required
- Provide the itemized cost of Anatomy & Physiology course
- Provide description and frequency of classroom session requirements (lab and testing)
- Provide total program hours
- Provide duration of the program
- Provide minimum number of students required to have Fire Department class
- Provide maximum number of students allowed
- Number of College Credit hours provided (if available)
- Provide any prerequisites or requirements
- Describe add/drop policy as it relates to billing

- Provide invoice/billing procedure
- Describe the process if student does not successfully complete program

### *Options*

Proposers may provide the following options:

**A. Institutional Site Hybrid Training for EMT-Basic**

**B. Institutional Site Hybrid Training for EMT-Paramedic**

The program offered should be CAAHEP accredited programs (Commission on Accreditation of Allied Health Education Programs).

**C. Satellite Hybrid Program at OKCFD Training Center for EMT-Basic**

Proposers may host training at the Oklahoma City Fire Department Fire Training Center located at 850 N. Portland, OKC, OK 73107.

The institution will provide the on-line Lead Instructor and provide clinical scheduling and oversight.

Oklahoma City Fire Department will provide lab equipment and instructors.

Textbooks and online resources will be provided by the Oklahoma City Fire Department.

**D. Satellite Hybrid Program at OKCFD Training Center for EMT-Paramedic**

Proposers may host training at the Oklahoma City Fire Department Fire Training Center located at 850 N. Portland, OKC, OK 73107.

The institution will provide clinical scheduling and oversight.

Oklahoma City Fire Department will provide lab equipment, lab instructors, and a primary instructor.

Textbooks and online resources will be provided by the Oklahoma City Fire Department.

**E. Alternative Training for EMT-Basic and EMT-Paramedic**

Proposers may provide alternative basic and paramedic training options they have that may work around the Fire Department schedule.

**F. Institution Scheduled Class for EMT-Basic and EMT-Paramedic**

If the Fire Department is unable to meet the minimum number of students required for a Fire Department class and the option is available for students to enroll in an existing class the institution provides, please provide costs per student and include all information as required under description of services.

### *Pricing for Training and Materials*

Proposer must submit detailed pricing and what your price offering is for the City of Oklahoma City. Include tuition cost, books, materials, and all applicable fees for enrollment in each of the programs. Clearly describe any fees that will not be invoiced directly from the Proposer that may be due to outside vendors/agencies such as background checks and drug screens.

Following the award of contract, Proposers may be permitted to adjust pricing in response to price increases or changes in program requirements, provided that adequate documentation is submitted and the adjustment is approved by the City of Oklahoma City Purchasing Agent.

Please include invoice/billing procedure with proposal.

### *Contract Management Expectations*

As part of the City of Oklahoma City's commitment to becoming more outcomes-oriented, the Contracting Entity seeks to actively and regularly collaborate with the selected vendor to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. The Fire Department will work in close partnership with the selected institutions and will dedicate the EMS Chief to be available for quarterly or as needed check-in meetings.

### *Performance Reporting*

The institution will provide an assessment of affective behavior for each student. Students will be required to complete a written consent for release of educational records to the Fire Department in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

### *Contract Payment*

The Contracting Entity issues payment in accordance with the Professional Services Agreement. Proposer(s) should invoice the Contracting Entity at the email address that appears in the Notice to Proposers.

Late charges and interest cannot be assessed against the City of Oklahoma City.

## **How We Choose**

### *Minimum Qualifications*

- Instructors will need to meet the Oklahoma State Department of Health requirements to be lead instructors.
- The Contractor shall maintain a local office within the OKC Metropolitan Statistical Area.

### *Selection Process*

Each proposal will be evaluated by a selection committee. The selection committee is comprised of members from City Manager's Office, Finance Department, and Fire Department. The committee may make its selection based solely on the submitted proposals, or, at its discretion, conduct interviews and/or request presentations with some or all Proposers. The selection committee will then report the results of its evaluations and make a recommendation for the award. The recommendation must be approved by relevant City leadership, including approval by City Council.

## *Evaluation Criteria*

As noted in City of Oklahoma City ordinance, [Section 2-417](#), the following factors may be considered when awarding contracts:

1. The ability, capacity and skill to perform under the contract or provide the service required i.e. Training and materials, Pricing for training and materials.
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder i.e. History of basic and paramedic program including pass-rate.
4. The quality of performance of previous contracts or services i.e. Customer references.
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
6. The sufficiency of the financial resources and ability to perform under the contract.
7. The quality, availability and adaptability of the supplies, or contractual services to the particular use required.
8. The ability to provide future maintenance and service i.e. Project team members and local service support.
9. The number and scope of conditions and/or exceptions attached to the bid.

For this solicitation, applicants will be evaluated primarily based on factors 1, 3, 4, and 8 from the list above. However, the selection committee reserves the discretion to evaluate applicants on any additional factors outlined in the applicable ordinance as deemed necessary.

## Proposal Instructions & Content

TIMELINE	TIME (CT) & DATE	LOCATION / ADDITIONAL INFORMATION
Interviews and/or Demos	Mid-May to End of May 2025	<ul style="list-style-type: none"> <li>The Contracting Entity may interview or request demos from none, one, some or all Proposers.</li> </ul>
Negotiation & Proposer(s) Selection	Beginning of June 2025	<ul style="list-style-type: none"> <li>Selected Proposer(s) will be notified in writing.</li> <li>Any award is contingent upon the successful negotiation of final Professional Services Agreement terms. If negotiations cannot be concluded successfully, the Contracting Entity reserves the right to negotiate a Professional Services Agreement with another Proposer or withdraw the RFP.</li> <li>Negotiations shall be confidential and not subject to disclosure to competing Proposer(s) unless and until a Professional Services Agreement is reached.</li> </ul>
Estimated Professional Services Agreement Execution	July 1, 2025	<ul style="list-style-type: none"> <li>Subject to Contracting Entity approval.</li> </ul>

*The above dates are tentative and subject to change. The Proposal Release date, Pre-Proposal meeting, if applicable, Question-and-Answer period, and Proposal submission deadline are available to view on Bidnet Direct and the Notice to Proposers.*

*Proposal Content*

Proposers are encouraged to use this table to ensure all components are included in their Proposal. Complete proposals will include the following:

<b>Proposal</b>	
<input type="checkbox"/> Cover Letter	A simple letter of submittal.
<input type="checkbox"/> Company History	Describe historical background and track record of company. Include information regarding the history of basic and paramedic programs including pass-rate.
<input type="checkbox"/> Project Team	Describe team that will be working on this project. Include contact information, titles, and office locations.
<input type="checkbox"/> Technical Proposal	Describe your company’s ability to perform the services as requested in the Special Provisions, including pricing.
<input type="checkbox"/> Customer References	A minimum of <u>three</u> references are required. Provide references from other local government customers when possible.
<b>Additional Documents Upon Award:</b> <i>Awarded Proposer(s) will be required to submit the following upon award. We encourage you to take note of these requirements. Please review sample documents in Bidnet Direct prior to proposal submission.</i>	
<input type="checkbox"/> Professional Services Agreement	
<input type="checkbox"/> Acord Form	
<input type="checkbox"/> Letter of Authorization, if applicable	