



South Seneca Volunteer Ambulance Corp.

"We Care"



Request for Proposals

Overview: South Seneca Community Volunteer Ambulance Corp, Inc., d.b.a South Seneca Ambulance (SSA), seeks proposals to provide Certified Instructor Coordinator (CIC) services for the company's Continuing Medical Education (CME) Recertification Program as the CIC of Record for the program. Further services would include twelve (12) hours per year, divided on a quarterly basis, of didactic and/or skills review training, and making recommendations to the Training Coordinator for additional training as needed.

Background: The mission of SSA is to provide clinically superior pre-hospital emergency medical services and education, which are preferred by our patients, partners, and communities through multi-agency and multi-disciplinary collaboration. SSA serves the southern portion of Seneca County, providing Advanced Life Support (ALS) ambulance services to Covert, Fayette, Lodi, Ovid, Romulus, and Varick, as well as mutual aid to surrounding areas as requested. SSA answers more than 800 calls per year with a combined staff of about 30 volunteers and 15 career members. The seven-person Board of Directors has charged the Director of Operations to identify and implement additional training opportunities to both further our mission and meet member needs.

Timeline: The RFP process begins July 1, 2021. Deadline for receipt of proposals is July 31, 2021. Questions will be accepted July 1st through July 16th. Any questions after July 16th will not be addressed. All questions will be addressed by July 21, 2021. The Director of Operations and Training Coordinator will submit recommendation for selection to the Board of Directors for voting on at their August 17, 2021 meeting. Notification of vendor selection is anticipated by Monday, August 23, 2021. Please do not contact us. We will communicate award of the contract. Contract and effective date of award will depend upon the individual proposal selected.

Submission: Each proposal should be submitted in the form of a letter and be accompanied by information about the individual or organization's interest in providing the professional services. It should include how the submitter will achieve the goals of SSA in providing CIC oversight and member training. RFPs should include a brief description of the submitters training background, resume or CV, copies of appropriate training certifications and qualifications, and a rough estimate of quarterly dates that training might be conducted.

The proposal should also include the flat yearly rate which the submitter would accept for the service of CIC of Record and twelve hours of training. Should the Director of Operations wish to retain the individual or entity for additional training above and beyond the contracted twelve (12) hours, an additional hourly rate may be included in the proposal.



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Scope of Services

Need: The purpose of this RFP is to solicit proposals from quality training providers who have the capacity to serve as the CIC of Record for SSA and who have the ability to develop and deliver a small number of specific training designed to further the professional development of SSA members over a three-year contract period. The individual or entity selected will provide CIC services for approximately 15 to 20 individuals over the course of the contract period.

SSA also seeks an individual or entity that is willing and able to provide twelve (12) hours per year, divided on a quarterly basis, of didactic and/or skills review training, and making recommendations to the Training Coordinator for additional training as needed. The program can include various delivery methods (i.e. hands-on and/or classroom style). During the contract period, recommendations for additional training can be made to the Training Coordinator and/or Director of Operations via e-mail. Proposals with elements of hands-on instruction will be more strongly considered than those without. An ideal training format includes both classroom and hands-on training. Individuals or entities with the ability to provide additional training such as AHA course, PEPP, GEMS, CEVO, etc. will also be more strongly considered.

Submissions: Please send complete proposal, electronically in a PDF format, to the Board of Directors at BOD@SSAEMS.org.

Thank you,

Zachary J. Gibeau
Director of Operations