

JANAURY 10, 2014

ADDENDUM NO. 2

For

REQUEST FOR PROPOSAL

For

**Maintenance of Automated External Defibrillator (AED) Program; and Automated Training in AED, Cardio Pulmonary Resuscitation (CPR), First Aid and Public Safety Dispatch for O'Hare and Midway International Airports
Specification and Contract Document No. 118118**

For which Proposals were due in the office of the Chief Procurement Officer, Department of Procurement Services, Room 301, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 **at 4:00 p.m., Central Time, on January 13, 2014**

The following changes and/or revisions are incorporated into the above referenced RFP Document as noted. All other provisions and requirements as originally set forth remain in force and are binding.

THE RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THE ADDENDUM IN THE COVER LETTER SUBMITTED WITH THEIR PROPOSAL.

SECTION 1: Notice of Revisions to the RFP.	
BID/PROPOSAL DUE DATE HAS BEEN EXTENDED TO <u>JANUARY 23, 2014</u>	
1.	Proposal Due Date has been extended to <u>January 23, 2014</u>. For which proposals are due in the Department of Procurement Services, Bid & Bond Room, Room 301, City Hall, 121 N. LaSalle Street, Chicago, Illinois, 60602, at 4:00 p.m., Central Time
2.	Cover page of the RFP is hereby amended to read as follows: <u>"All responses must be received by 4:00 p.m., Central Time on January 23, 2013"</u>
3.	Section I.E.1, Deadline and Procedures for Submitting Proposals, change proposal due date in items 1 and 5 to read as follows: <u>"4:00 p.m., Central Time, January 23, 2014"</u>
4.	Section I.F, Procurement Timetable, change the Proposal due date to read as follows: Proposals Due: <u>January 23, 2014</u>
SECTION 2. - Answers to questions submitted for clarification of the RFP.	
Question 1:	How many employees' do you expect to take the program? The RFP says that will not exceed 3000 in one year.
Response:	<i>The number of employees will vary with the Department of Aviation ("CDA") and the needs of the airport. The CDA does not anticipate that number exceeding 3,000 employees in one year.</i>
Question 2:	How many employees' where certified in CPR/AED last year?

Response:	<i>Over the previous year, about 15 half-day classes in CPR/AED techniques, and 5 in First Aid techniques, have been provided monthly, at O'Hare and Midway. Class sizes have generally ranged from 6-18 students per class. The total student load fell well below the 3,000 annual maximum provided in the RFP.</i>
Question 3:	The certification agency we train people with is called "Emergency First Response". Does our Agency "Emergency First Response" qualify for your standards?
Response:	<i>The Heartsaver® standard is the one the CDA wishes to continue to use. While the standard you cite may have the same standards, courses must conform to Heartsaver® standards, and be so certified.</i>
Question 4:	How frequently would you like the CPR/AED first aid classes held? 7 days a week? 5 days a week? Is it possible to see a schedule from the past?
Response:	<i>Requirements vary dependent upon the needs of the CDA and O'Hare and Midway International Airports. While most classes would be offered during normal business hours, Monday – Friday, requirements can and do emerge for weekend and night classes, as discussed in the Scope of Services in the RFP.</i>
Question 5:	For AED maintenance and service are we to follow manufactures guidelines or do you a specific maintenance program you would like implemented?
Response:	<i>The manufacture's guidelines should be followed, except when modified by the CDA.</i>
Question 6:	Is it possible to see the last proposal you accepted for the Maintenance of Automated External Defibrillator (AED) Program; Employee Training in AED, Cardio Pulmonary Resuscitation (CPR), First Aid, and Public Safety Dispatch for O'Hare and Midway Airports?
Response:	<i>The current Contract (PO #17917) can be viewed and downloaded on the City of Chicago's website: www.cityofchicago.org/procurement.</i>
Question 7:	What is the yearly budget for Maintenance of Automated External Defibrillator (AED) Program; Employee Training in AED, Cardio Pulmonary Resuscitation (CPR), First Aid, and Public Safety Dispatch for O'Hare and Midway Airports?
Response:	<i>The CDA expects the Respondent's to propose the cost and budget for the services they propose in their response.</i>
Question 8:	At the pre-bid meeting someone mentioned that the Public Safety Dispatch program was not immediately needed and something that would be down the road. Do you know how far down the road 6 months, 1 year, 2 years? Since this is a 5 year contract.
Response:	<i>The CDA does not foresee a need for these services, however, it is possible that they might be needed at some point within the 5-year term of the Contract.</i>
Question 9:	There is a direct cost associated with each person's certification that the certification agency charges to have the certification issued. Is this a cost that we should include on our budget or will this cost be associated with training material budget?
Response:	<i>The CDA expects Respondents to provide certified personnel. This is a cost of doing business and is an overhead cost to be borne by the Respondents.</i>
Question 10:	Each student is required training material, would the city purchase the materials from a separate budget or should we include in this budget?
Response:	<i>The City currently has a supply (and supply source) of most of the required training materials, but it is up to the Respondent to keep this inventory up-to-date. These materials include AED training units, CPR dummies/accessories, and medical materials (e.g. face masks, gloves) associated with AED use. Upon contract award, the Respondent will need to take inventory of the existing stock, compare it to anticipated class loads/material requirements, and identify (to CDA) any required additional materials. CDA will then purchase required supplies from the identified supplier. The Respondent shall update these requirements as needed, but at least monthly. The Respondent may need to purchase some required items (e.g. training manuals) directly, if there is no City</i>

	<i>supplier of that item, in which case the City will reimburse the Respondent for that purchase.</i>
Question 11:	For learning material would the city issue a copy to each student or would the city buy X amount of learning material from a rental department? The rental department would allow the students to have the material for only as long as they are enrolled in the class.
Response:	<i>Any required student training literature would be purchased and distributed, as appropriate, rather than rented. Higher cost learning materials would be used in class, returned, and reused.</i>
Question 12:	The RFP states that we would be responsible for updating an online platform with employee training records. Do you provide us with a city website to be updated? Or are we responsible for maintaining a website with that information?
Response:	<i>The Respondent shall be responsible for providing timely, accurate information, in a format specified by CDA, but not a website, per se. A City website may be used to send, receive and display information provided by the Respondent, but the site, itself, would be maintained by the City.</i>
Question 13:	Are all the AED currently in use manufactured by the brand Phillips? If not what other brands are currently in use?
Response:	<i>The Phillips AED units now in use will be replaced by Defibtech units in the near future. This transition should be in progress, or complete, by the time of contract award.</i>
Question 14:	In the past have the other vendors charged by a per student basis or is it simply an hourly rate?
Response:	<i>See Response to #6 above.</i>
Question 15:	What is the pay schedule if awarded the contract?
Response:	<i>CDA will pay the successful Respondent's direct costs, burden and overhead using the applicable multiplier as per the terms of Exhibit 2, Schedule of Compensation, of the RFP. The successful Respondent will also be paid a negotiated fixed fee that shall be determined based upon the annual budget and hours of work provided by the successful Respondent.</i>
Question 16:	Can you provide a schedule of classes from the previous year of training? I know going forward the schedule will be different but from a staffing stand point it makes a huge difference if there is 2 classes a week or two a day.

Response:	See Response to #2 above.
Question 17:	Please confirm you would like to only have American Heart or American Red Cross training which is the gold standard.
Response:	<i>The American Heart Association HeartSaver® standard is the standard to which all CDA CPR/AED training and program administration have been conducted, to date. This is the curriculum and standard the CDA desires to continue for CPR/AED. However, other curricula may be used, for First Aid and Dispatch training.</i>
Question 18:	The American Heart program administration manual requires all students need to have books before during and after the course. It also states librarying of books is not allowed. How should student books be quoted?
Response:	<i>The successful respondent would be compensated for these as direct costs per Exhibit 2, Schedule of Compensation, of the RFP.</i>
Question 19:	Please confirm that the dispatch portion of the bid is not filled out it will not count against the bidder.
Response:	<i>Respondents who omit the Emergency Medical Dispatch portion of the Scope of Services will not be penalized from a scoring perspective for purposes of this RFP so long as they can certify to their understanding that they may be required to provide this services at some point during the contract term.</i>
Question 20:	The specifications refer to cabinet repair as “minor”. What are the expectations of “minor”? For example, will electricians be required to work on any equipment that may be hardwired to a security system or otherwise and/or will union carpenters be required to install new cabinets?
Response:	<i>There is no requirement for repair work to the AED cabinets. The requirement is to report discrepancies to CDA, who will perform needed repairs.</i>
Question 21:	Can other curriculums or a combination of curriculums be used for CPR/AED, First Aid and First Responder Training other than American Heart Association?
Response:	<i>The American Heart Association HeartSaver® standard is the standard to which all CDA CPR/AED training and program administration have been conducted, to date. This is the curriculum and standard the CDA desires to continue for CPR/AED. However, other curricula may be used, for First Aid and First Responder training.</i>
Question 22:	Will public safety dispatch curriculum designers have access to communications center for needs analysis of classes?

Response:	Yes. Access will be provided.
Question 23:	During curriculum design, will contractor have access to the public safety dispatch area for monitoring both calls and dispatch?
Response:	Yes. Access will be provided.
Question 24:	What information will be provided by City of Chicago to aid in the public safety dispatch topics? i.e. policy and procedures, current training program or will vendor be creating initial and on-going training with information gathered during needs analysis.
Response:	Dispatch-related standard operating procedures (“SOP”), and any existing training curricula, will be provided, to the extent they are available. The selected Respondent would, however, be expected to conduct and utilize a needs analysis, and to use it as a basis for development of a course tailored and customized to CDA’s needs. It is understood that such development would require access to the Communications Center for needs analysis and for monitoring of call-taking and dispatch; such access will be provided.
Question 25:	APCO being a generalized program that must be customized to the individualized public safety answering point (PSAP) Will the contractor be responsible for customization or will that be provided by the PSAP?
Response:	CDA is taking steps to develop said customization, and will provide all that has been developed, should Dispatch training be required of the Respondent.
Question 26:	Is the city open to other or approaches to dispatcher training other than APCO? i.e. customized based solely on policy and procedures?
Response:	Yes. Other approaches to the Dispatcher training requirement, including needs and SOP-based customization, will be considered.

END OF ADDENDUM NO.2

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**