

ADT: 58306 PREV:

POSTING NUMBER: DOH 58306MW

Date _____

Vendor Name _____

Address _____

Subject: Request for Quotation

Dear _____:

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The Ohio Department of Health, Division of Prevention and Health Promotion, Bureau of Environmental Health, is soliciting quotations for a contract for the provision of a subject matter expert on the topic of Prevention and Management of Drowning Incidents at the March 20, 2013 Annual Environmental Health Conference (the Midwest Workshop). A description of the deliverables required and the submission instructions are included in this request for quotes (RFQ). Interested parties must submit a written quotation with costs per analysis to include all aspects of the presentation. The successful bidder will be required to sign a contract with the Ohio Department of Health with services to commence on or about March 1, 2013 through March 31, 2013.

Notice: This RFQ is not an offer or a contract. Bidder's written response to this RFQ offering shall be considered as a formal offer to provide the services requested in this RFQ.

Background

Midwest Workshop is an annual conference that is provided for local health department partners and other interested parties. Each day of the conference offers current and in-depth information on an Environmental Health program. The successful Bidder will provide a 6-hour session at the conference on Drownings. This will include a morning lecture on the Prevention and Management of Drowning Incidents and continue into the afternoon with participation of the local fire department, Ohio Parks & Recreation Association and the American Red Cross.

Qualifications

A party interested in this project must be a nationally recognized subject matter expert in the field of drowning prevention. Bidder must be certified as an Emergency Medical Technician (EMT) with experience in aquatic safety and rescue.

Services Required

The selected Bidder shall perform the following:

1. Prepare and present one 6-hour training to occur on March 20, 2013, at the Annual Midwest Workshop on the topic of “Standard Care for the Prevention and Management of Drowning Incidents”.
2. Bidder shall be responsible for all written materials to be provided to participants at the presentation. Bidder shall submit the written materials to the ODH Project Manager not later than March 15, 2013 for review and approval.
3. Bidder shall be responsible for all electronic and other non-written materials to be used during the presentation (i.e. Power Point, video, web-based information). Bidder shall show all such materials to the ODH Project Manager not later than March 15, 2013 for review and approval.

Submission Instructions

Interested parties must submit a written response to include price quotations for the individual screenings and analyses set forth above.

Proposal Must Include:

1. Vendor name, address and federal tax identification number.
2. Vendor contact person, telephone number, fax number, and e-mail address.
3. The name and solicitation number of this RFQ.
4. Completed W-9 Form
5. Cost breakdown for the various elements of the deliverables set forth above.

Deadline

To be considered, an original and two copies of the proposal must be submitted no later than 4:00 P.M. February 5, 2013. No FAX proposals will be accepted. Proposals may be mailed or delivered to:

Ohio Department of Health
Environmental Health
35 East Chestnut 7th Floor
Columbus, Ohio 43215
Attn: Mary Clifton

Inquiries should be directed in writing to Paul Maragos at the above address or by e-mail to Mary.clifton@odh.ohio.gov. All questions must be submitted by January 29, 2013. Answers to the questions will be posted to the Ohio Department of Health website (<http://www.odh.ohio.gov/about/funding.aspx>) by February 1, 2013. Telephone inquiries will not be accepted.

Any and all materials submitted in response to this request shall become the property of the State of Ohio and may be returned only at the State's option. All materials received shall be public information and shall be open to public inspection upon award and execution of a contract.

Certifications

The successful bidder or bidders will be required to complete a certification regarding compliance with Governor Kasich's Executive Order 2011-12K.

General Provisions

- A. ODH is under no obligation to pay any costs incurred in the preparation of quotation submissions.
- B. ODH reserves the right to reject any and all offers where the Bidder fails to meet the terms and conditions of the RFQ, including, but not limited to, standards, specifications, and requirements, or where the response to the RFQ contains significant inconsistencies and/or inaccuracies.
- C. ODH reserves the right to reject, in whole or in part, all offers, where ODH, taking into consideration factors including, but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of ODH or the state.
- D. ODH may cancel and/or re-issue the RFQ, in whole or in part, when the services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFQ, or pricing offered is considered to be excessive in comparison with

existing market conditions or exceeds the available funds of ODH, or it is determined that award of a contract would not be in the best interests of ODH and/or the state.

- E. ODH reserves the right to waive minor defects and to provide bidders with the opportunity to correct material defects when no prejudice to the rights of other bidders or to the public will result. Bidders shall be afforded fair and equal treatment regarding any clarification and/or correction.
- F. ODH reserves the right to amend or withdraw the RFQ any time prior to the award of a contract. The Bidder may withdraw a response to the RFQ any time prior to the award of a contract.
- G. All products which result from the proposed contractual agreement will be the sole property of ODH.
- H. All bids will be considered firm and in the event a contract ensues as a result of this solicitation, the bidder selected will be required to fulfill the contractual obligations at the amount quoted in the cost proposal.
- I. In the event a contract ensues as a result of this solicitation, the bidder selected may be required to sign a statement or certify that they will protect the confidentiality of all individuals served.
- J. Pursuant to Section 149.43 of the Ohio Revised Code, the proposal may be considered a public record and be released upon request but not before the closing and evaluation of bids pursuant to Section 125.071(C) of the Ohio Revised Code.
- K. ODH reserves the right not to award a contract under this RFQ. ODH reserves the right to award multiple contracts under this RFQ.

Sincerely,

Mary Clifton
Project Manager
Ohio Department of Health
Division of prevention and Health Promotion

RJL/mc

Request for Quotes Notification List

Lifesaving Resources, LLC
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Kennebunkport, Maine 04046
207-967-8614
donna@lifesaving.com