

**EMERGENCY MEDICAL
TECHNICIAN
FOR THE MUSIC CITY CENTER**

RFP #109-2022



BEFORE WE BEGIN...

- Please sign-in
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

AGENDA

- I. Welcome/Introductions
- II. RFP Overview and Highlights
- III. Important Dates
- IV. Submission Requirements
- V. Q & A Session

INTRODUCTIONS

Jasmine Quattlebaum
Director of Purchasing/DBE

Melaneice Gibbs
Purchasing/DBE Coordinator

Elisa Putman
Sr. VP and Chief Operations Officer

Chris Schappert
Director of Event Services

Jim Greer
Director of Security

Heidi Runion
Director of Finance & Administration



RFP OVERVIEW AND HIGHLIGHTS

- Any contract resulting from this RFP will be for a three (3) year term with a one-time option to extend for one (1) additional two-year terms at the sole discretion of the Authority.
- Seeking qualified firms who are certified to perform EMT services for the MCC.
- A minimum of two (2) State Certified EMT's may be required for all events utilizing any section or the entire exhibit hall during actual show hours. EMT's and/or paramedics provided to MCC **must** have their State License.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

Have the capability to provide the following services but not limited to:

- A minimum of one State Certified EMT may be required during move-in hours/days for each event.
- If there are two or more events scheduled simultaneously in the exhibit hall, there may be a need for EMT's to be dedicated to each of the events (Example: The MCC exhibit hall space may divided into five (5) different sections for five (5) different events. If this occurs a total of ten (10) EMT's could be required at one time, however this would be a rare occurrence).

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- EMT's are required to be present ½ hour prior to the scheduled start time and are required to remain ½ hour following the scheduled end time as noted on the schedule.
- Contractor must notify the Command Center of all patients requiring an incident report to security for reporting/investigation prior to their departure.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- The contractor will assign a manager to be the point of contact for the duration of the contract and they will oversee the performance of this contract. This manager will be available twenty-four (24) hours per day via cellular phone, email, and/or telephone.
- Contractor must provide all OSHA required training for all medical personnel at no cost to the MCC.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities

- Contractor is responsible for all biohazard clean-up and proper disposal.
- It is the responsibility of the Contractor to track the hours worked by their personnel. It is also the contractor's responsibility to inform MCC if that laborer is approaching overtime hours. MCC will not pay for overtime.
- Personnel must be available twenty-four (24) hours per day, seven (7) days per week including holidays and within one (1) hour notice.

RFP OVERVIEW AND HIGHLIGHTS

- Contractor must be available to provide additional personnel or replacement personnel within one (1) hour of a request.
- All EMT personnel provided to MCC must be familiar with the facility, sign-in and sign-out procedures, the employee entrance, who/where to report and the type of work to be performed.
- All EMT personnel **MUST** enter and exit the facility via the Command Center.

RFP OVERVIEW AND HIGHLIGHTS

- Contractor must supply the Director of Security or his/her designee a monthly inventory of medical supplies for both First Aid rooms.
- Contractor must notify the Director of Security or designee when oxygen tanks need to be refilled.
- The Contractor should provide an accurate and complete invoice for each event individually and within twenty-four (24) hours of the conclusion of each event.

RFP OVERVIEW AND HIGHLIGHTS

The following medical equipment for two (2) first aid offices must be provided by the contractor:

- stretchers, spine boards
- stethoscopes
- splints
- full arm splint,
- large, medium and small cervical collars
- assortment of Oropharyngeal Disposable Airways
- Nasal cannula
- Sphygmomanometer (Blood Pressure Cuff)
- pocket respiration mask
- adult and pediatric bags and masks
- suction device
- biohazard clean up bags
- first aid office AED's (automatic external defibrillator) for each location (total of 2)
- MCC will supply an exam table, desk, oxygen tanks and chair

RFP OVERVIEW AND HIGHLIGHTS

- Those personnel assigned to MCC must wear MCC approved uniform.
- A two-way radio will be provided to one of the two EMT's working each separate event at the MCC, which will enable the EMT's to communicate with the MCC's staff and security.
- All personnel on two-way radios must utilize an earpiece so transmissions may not be heard by guest.
- All earpieces must be purchased by contractor. Earpieces are required to be worn at all times.

RFP OVERVIEW AND HIGHLIGHTS

- Contractor will be required to maintain the cleanliness of the First Aid rooms.
- Provide ambulance(s) on site upon request. Note: Metro EMS/911 will be the transport when needed unless otherwise noted by MCC.
- Contractor may purchase a maximum of two (2) monthly parking spaces as long as space is available at the prevailing rate. Contract employees who work on site are not guaranteed parking.

DIVERSITY PLAN OVERVIEW

- It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.
- Proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

DIVERSITY PLAN OVERVIEW

- Diversity Plan will outline the plan to achieve or exceed a target percentage of minority, woman, small businesses and/or service disabled veteran owned businesses participation.
- Use Strategic approaches and methodologies taken to ensure maximum participation by minority, woman, small, and service disabled veteran owned businesses suppliers.
 - For example:
 - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.
 - Utilize DBE businesses to provide supplies and materials needed to perform contract

DIVERSITY PLAN OVERVIEW

- Required to submit a monthly diversity report by the 15th of the following month as referenced in the Music City Center DBE program and guidelines.
- This may included monthly reconciliation of payments via cancelled checks.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

- ***No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.***
 - **DBE Primes are required to complete PNP**
 - **Covenant of Non-Discrimination (Exhibit A)**
 - Must be notarized
 - **Good Faith Effort Statement Form (Exhibit B)**
 - Provide written notice to at least three (3) available certified MWBEs
 - The first three items on this form **must be** initialed
 - **Good Faith Effort Verification Form (Exhibit C)**
 - Must include the individual's or entity's name, business location, and information requested
 - Back-up documentation supporting the outreach (i.e. Copies of email threads).

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	December 13, 2022
Responses to Inquiries	December 16, 2022
RFP Submissions Due	January 5, 2023 @ 3pm (CST)

EVALUATION CRITERIA

- **Tab 2) Business Plan**

Total points available for this criterion are 20 points.

- **Tab 3) Qualification of Firm**

Total points available for this criterion are 15 points.

- **Tab 4) Cost Criteria**

Total points available for this criterion are 35 points.

- **Tab 5) Reference Projects/Experience**

Total points available for this criterion are 25 points

- **Tab 6) Diversity Plan**

Total points available for this criterion are 5 points

SUBMISSION REQUIREMENTS

All submittals must be received by deadline - NO EXCEPTIONS.

Physical Copy: Please submit one (1) original, four (4) copies, and one (1) electronic copy of the complete proposal response including any attachments, on a WINDOWS PC compatible CD or flash drive (verify all files are on disc/flash drive prior to submitting proposal) of the following materials to the address set forth in Section V (D).

All text must be printed on single-sided or double-sided pages and includes the tabs (in order)

Proposals submitted electronically (i.e. Email) WILL NOT be accepted.



SUBMISSION REQUIREMENTS

Submissions can be submitted via hand delivery or sent by UPS or FedEx.

- **Hand/Courier Delivery Option:** Administrative Offices
600 Koreans Veterans Blvd
- **UPS or FedEx Option:** Music City Center House Docks
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read IV F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include required amount of copies and electronic copy (i.e. USB drive)
- Organize tabs using dividers in order listed in RFP (can use own formatting)
- Ensure to include all required Exhibit(s)

SUBMISSION REQUIREMENTS

- Read Section III. Diversity Plan thoroughly (5 pts)
 - Use Exhibit D
- Read Section III. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**
 - **Good Faith Effort Statement Form (Exhibit B)**
 - **Good Faith Effort Verification Form (Exhibit C)**

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.
- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/about/business-opportunities>