



Partners in Professional Pathways

ECEPDO@PASSHE
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

ECEPDO@PASSHE administers the Early Childhood Education Professional Development Organization at the PA State System of Higher Education in 4 different regions of Pennsylvania, which include the Northwest, Southwest, Central and Northeast.

The purpose of this request for proposal (RFP) is to solicit instructors/entities to provide Pediatric First Aid (PFA) and Pediatric Cardiopulmonary Resuscitation (CPR) training services to early learning professionals in the 4 ECEPDO@PASSHE Regions, in accordance with DHS Regulations. The 4 PASSHE regions are defined later in this document.

ECEPDO@PASSHE will provide administration and coordination of PFA/CPR training services of this RFP for the dates of July 1, 2022, thru June 30, 2023, by:

1. Establishing procedures to allow training entities to invoice and receive payment for individuals or groups in a regular and timely fashion.
2. Implement a monitoring process so that contracted deliverables are offered and completed in accordance with agreed upon terms.
3. Providing coordination of training requests and DHS referrals for individual programs and/or open group training events.

Method of Delivery

It is strongly recommended that Face-to-Face training in DHS regulated child care programs is provided. Given the ongoing COVID-19 pandemic a hybrid approach is acceptable, given that an in-person, hands-on skills training, is a key part of the certification process.

Eligibility

Individual trainers and entities are invited to apply for this opportunity. Any entity responding will need to identify specific individuals in their organization who will conduct the work and include the details of their qualifications. All instructors must have a current PQAS (Pennsylvania Quality Assurance System) number and must be included in Part 2 of this application. In addition, all trainers must provide training in accordance with DHS approved curriculums.

Instructor Rates

If awarded, contracts will be paid at a fee for service rate. Instructor rates must include all expenses related to training services including, but not limited to, direct and indirect hours, travel expenses, materials and supplies, and the PFA/CPR certificate card.

Submission

RFP submissions are due no later than 5:00 PM, EST on Wednesday, June 8th. All submissions must be made electronically by emailing to cprfirstaid@ship.edu.

To ensure all regional needs are met, responses may be further solicited and accepted throughout the contract period.

Timeline

<u>CALENDAR</u>	<u>DATE</u>
RFP released to public on www.ecepdo.org	May 18th, 2022
RFP Submission Deadline RFP's must be submitted electronically. No Late submissions will be accepted.	June 8 th , 2022 by 5:00 PM
ECEPDO@PASSHE announces successful Bidders	June 17 th , 2022
Required: Virtual training on the PD Registry	July 2022 (Exact date TBD)

Instructions

Bidders must complete the following for consideration for funding:

1. Part 1-Organizational/Individual Profile
2. Part 2-Response to Service Request
3. Part 3-Staffing Plan and Attestation

Responses must be submitted on the corresponding pages under the Application section and as directed with accompanying attachments. Please save a copy of your RFP application to submit together with all required attachments.

Completed RFP's must be submitted electronically to cprfirstaid@ship.edu. Submission deadline is 5:00 PM on June 8th, 2022, with no exceptions.

Please submit all questions regarding the RFP to cprfirstaid@ship.edu

APPLICATION

Part 1: Organizational/Individual Profile

Please respond to the following questions:

1. Legal Entity Name of Organization/Individual: _____
2. Operating Name if different from Legal Entity Name: _____
3. Organization/Individual Address: _____
4. Name of the RFP contact Person: _____
5. Phone number of the RFP Contact Person: _____
6. Email address of the RFP Contact Person: _____
7. Organization's Tax ID/EIN or individual's Social Security number: _____

Include a copy of the following attachments:

- Copy of most recent W-9 form.

Part 2: Response to Service Request

General Requirements

- Contractors will deliver all services in Fiscal Year 2023 (July 1, 2022-June 30, 2023)
- Contracts will offer Professional Development (PD) that is consistent with OCDEL's vision for Professional Development for the PA ECE Workforce.
- Contractors must demonstrate that instructors offering professional development in facilities serving children and youth have met Pennsylvania's Act 31 requirements for Mandated Reporter Training and Act 153 requirements for clearances and background checks. (<http://www.keepkidssafe.pa.gov/>)
- Contractors must be compliant with ECEPDO@PASSHE insurance requirements.
- All instructors must be a current [PQAS approved instructor](#) with Pediatric First Aid and Pediatric CPR Certification
- All instructors must instruct a DHS approved curriculum, listed below. Pediatric or child must be listed in the title, on the card or on the certificate per DHS requirements.
- Contractors will provide the training materials and certification materials to participants.
- All courses must be posted and reconciled in the [PA PD Registry](#), with Shippensburg University listed as the Training Organization.
- Face-to-face training to DHS regulated child care providers is strongly preferred during this contract period. Hybrid models of face-to-face and online sessions will be accepted, however a hands-on, in-person, instructor led, component must always be a part of the

- certification.
- Contractors will monitor enrollment so that in the event of low enrollment, ECEPDO@PASSHE can support the contractor’s recruitment efforts in a timely manner to ensure that classes run as scheduled.
 - All promotion of ECEPDO@PASSHE funded courses must include ECEPDO@PASSHE logo and the statement “Funded by the ECE PDO@PASSHE”. Logo will be provided to approved bidders.
 - Enrollment in ECEPDO@PASSHE funded classes will be given to ECE staff working in a DHS licensed child care facility in the following regions: Northwest, Southwest, Central and Northeast.
 - All training provided via this contract is subject to observation by ECEPDO@PASSHE staff or representatives with adequate notice.
 - Contractors are subject to financial audits related to contracts with ECEPDO@PASSHE; upon request contractors will provide documentation to support budgeted costs associated with the contract.
 - Contractors are subject to course evaluations, provided by ECEPDO@PASSHE staff. Notice will be given prior to a course evaluation.
 - All ECEPDO@PASSHE contracts will include applicable state and federal contracting language and requirements.

Approved Curriculums

Only OCDEL approved curriculums may be taught in conjunction with this RFP.

Instructors must instruct on pediatric/child focused curriculum and “pediatric” must be in title and/or on the card or certificate for it to be accepted by DHS Certification.

On the following table, the complete list of OCDEL approved curriculums is listed. **The last column, which is highlighted in yellow, must be completed for each line.** Please indicate whether or not that curriculum will be offered in conjunction with this RFP.

Provider	Course Name	Course Length	Certification Period	Hybrid/Blended Option?	PD Registry Course Catalog	Curriculum provided by this RFP (Yes or No)
American Heart Association	AHA Heart Saver Pediatric First Aid with child-Infant CPR	6-8 Hours	2 Years	Yes	Yes	
American Red Cross	American Red Cross-First Aid/CPR/AED including Pediatric First Aid and CPR	4.5 Hours	2 years	No	Yes	

Health and Safety Institute	MEDIC First Aid Pediatric Plus CPR, AED and First Aid for Children, Infants and Adults	6 Hours	2 years		No	
Health and Safety Institute	American Safety and Health Institute Pediatric First Aid, CPR, and AEC	6 Hours	2 years	Yes	Yes	
Health and Safety Institute	EMS Safety Services CPR, AED, and First Aid for Childcare Providers	6.5-8 Hours	2 years		Yes	
National Safety Council	National Safety Council Pediatric First Aid, AED and CPR				Yes	

Payment

Instructor rates must include all expenses related to training services including, but not limited to, direct and indirect hours, travel expenses, materials and supplies, and Pediatric First Aid/CPR Certificate card.

Flat rate per person \$ _____,

Minimum Group Size: _____ Maximum Group Size: _____

Flat rate per person if minimum group size above is not met: \$ _____

Describe any Additional fees: _____

Indicate which Region(s) and/or Counties you propose to provide on-site training. If you intend to provide this service to an entire region, please just check the box beside the Region Name. Please note that each region must be clearly identified and separated on the invoice.

Northwest Region

- Erie County Warren County
- Crawford County McKean County
- Mercer County Potter County
- Venango County Forest County
- Lawrence County Cameron County
- Beaver County Clarion County
- Butler County Jefferson County
- Armstrong County Indiana County
- Clearfield County

Southwest Region

- Allegheny County Washington County
- Blair County Greene County
- Fayette County Cambria County
- Bedford County Huntingdon County
- Somerset County Franklin County
- Fulton County
- Westmoreland County

Central Region

- Tioga County Clinton County
- Lycoming County Centre County
- Mifflin County Juniata County
- Union County Snyder County
- Perry County Cumberland County
- Dauphin County Lebanon County
- Adams County York County
- Lancaster County Northumberland County

Northeast Region

- Lehigh County Northampton County
- Berks County Schuylkill County
- Carbon County Monroe County
- Susquehanna County Pike County
- Lackawanna County Wayne County
- Bradford County Sullivan County
- Wyoming County Luzerne County
- Columbia County Montour County

In addition, for any provider who has selected an ENTIRE region to provide training to, we ask you to provide a recurring training, at least twice per month (e.g. Every 2nd Saturday and every 4th Thursday) at various geographic locations across the region. Please indicate the financials for this standard training IF they differ from the financial information above:

Flat rate per person \$ _____,

Minimum Group Size: _____ Maximum Group Size: _____

Flat rate per person if minimum group size above is not met: \$ _____

Describe any Additional fees: _____

Narrative Questions:

1. Provide a brief description of you/your organizations understanding of the Early Childhood Education systems in Pennsylvania and a description of how you/your organization will support ECE practitioners in meeting DHS Requirements.
2. What is the rate of the services you are proposing to deliver? How have you calculated that rate? What is included in that rate?
3. What is your current turn-around time from when a provider requests training to the training being completed? Please describe your process a bit.
4. How will your training be conducted? Fully in-person? Hybrid? Please describe timing of the training. If in person, how long does it take? If hybrid, how long online and in person?
5. Describe your quality assurance protocols to ensure that your agency will comply with contract requirements and ensure accurate invoicing for completed services.

Summary of Request:

Payment Method (Flat Fee, per student)	Cost per person	Total cost	Region (NW, SW, C, NE)	Curriculum	Modality (Face to Face, Hybrid)

Total contract Request: _____

Part 3: Staffing Plan & Attestation

Please list below PQAS approved instructors who will be performing the duties of this RFP. Attach a separate page if needed.

Instructor Name	PQAS #	Region Services Will Be Provided (NW, SW, C, NE)

Attestation

Applicants must read and initial attestation. Please initial beside each statement:

_____ The applicant attests that all instructors are PQAS approved instructors with a current and valid PQAS number, and the proper endorsement to deliver the training of this RFP.

_____ The applicant attests that all instructors are certified to deliver the OCDEL approved curriculum and possess documentation reflecting these certifications as current.

_____ The applicant attests that all staff and/or subcontractors funded by this RFP must demonstrate that all instructors providing training in any facility serving children and youth have met Pennsylvania's Act 153 requirements for clearances and background checks. The applicant attests that these documents are subject to audit by the ECEPDO@PASSHE.

_____ The applicant attests that all staff and/or subcontractors funded by this RFP will review the PD Registry training, and understand the importance of collecting the PD Registry Number of each participant and understand how to enter this information into the PD Registry.

_____ The applicant attests that these documents are subject to audit by the ECEPDO@PASSHE.

By signing below I acknowledge that this information is accurate and complete.

Name

Date

Signature