

Notice for Professional Services

The City and County of Honolulu's Honolulu Fire Department (HFD) is seeking a Contractor for all HFD Medical programs to include: Emergency Medical Technician, Emergency Medical Responder (formerly First Responder), CPR Healthcare Provider, Automated External Defibrillator, Community CPR, Medical response Quality Assurance and Improvement, Infectious Disease, and Wellness and Fitness programs (Professional Service Category: Medicine & Surgery).

SCOPE OF WORK. The Contractor shall, in conjunction with the Medical Committee, be responsible for:

- a. The development, implementation, review, and update of the "Scope of Practice" and standard operating guidelines/protocols to include trauma, medical, pediatric, triage/mass causality incident(s), and other related incident types. Shall ensure that these guidelines/protocols are based on local, state, and national accepted practices/requirements.
- b. Monitoring all aspects of quality assurance/quality improvement control measures, to include the National Fire Incident Reporting System 300 series incident type(s), individual First Responder (Emergency Medical Responders) and/or Emergency Medical Technician (EMT) knowledge, skills, and performance.
- c. The initial, retraining, in-service, and certification training and shall ensure that training meets all local, state, and national requirements.
- d. Overseeing of the certification and recertification process for First Responders (Emergency Medical Responders) and/or EMTs.
- e. Maintaining and evaluating a Defibrillation Training Program and a training program for designated trainers. The Contractor shall conduct the training program until the designated trainers are certified to conduct the defibrillator training. In addition, this will include acting as a medical liaison for the Automated External Defibrillator (AED) Program and related medical issues among the HFD, Emergency Services Department, and Honolulu Police Department. Performing audits and/or analyses of the incident, using information relating to defibrillation, statistical data, and follow-ups of all cardiac arrest cases in which an HFD AED was utilized.

- f. Being an active participant in local, state, regional, and national Emergency Medical Services organizations. Should also be active in local and state disaster preparedness exercises and emergencies and a liaison to the medical community and media.
- g. Reporting to HFD on the days as mutually agreed upon.
- h. Advocating for and speaking on behalf of HFD as the Medical subject matter expert.
- i. Advising and assisting with related medical issues.

Any person that is interested in being considered in providing these services should submit Statements of Qualifications that include the following:

1. The name of the firm or person, the principal place of business, and the location of all its offices;
2. The age of the firm and its average number of employees over the past years;
3. The education, training, and qualifications of key members of the firm;
4. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
5. Any promotional or descriptive literature that the firm desires to submit.

Firms will be evaluated on the following criteria in descending order of importance:

1. Experience and professional qualifications relevant to the project type;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish the work in the required time.

Statements of Qualifications from interested firms shall be submitted with one (1) original, two (2) paper copies and one (1) electronic copy by December 14, 2012; no later than 4:30 p.m., Hawaii Standard Time, to:

City & County of Honolulu
Department of Budget & Fiscal Services
Purchasing Division
530 South King Street, Room No. 115
Honolulu, Hawaii 96813
Attn: Professional Services Advertisement No. 126

Any inquiry regarding the project should be directed to e-mail address bfs purchasing@honolulu.gov.



WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu