

Request for Proposal for Program Agency

The Wyoming-Erie Regional EMS Council (“WEREMSCO” or “the Council”) seeks to enter into a relationship with a Regional Program Agency. Specifically, WEREMSCO wishes to engage a Program Agency to support and enhance its operation.

Qualified bidders are invited to submit a proposal **on or before 5 p.m. April 22, 2022**. Selection of the winning proposal, if any, is expected to be made at WEREMSCO’s regularly scheduled business meeting the evening of May 4, 2022.

Scope of Work

The bidder selected as the winning proposal, if any, will provide support as requested to aid WEREMSCO in the discharge of its duties. The bidder selected shall aid WEREMSCO in the discharge of the Council’s responsibilities pursuant to New York State Public Health Law Article 30 and other relevant laws and statutes.

The work includes the provision of at least:

1. A physical location, including secured storage for records and equipment, with access provided during defined business hours to WEREMSCO members. Provision of a physical location must include: a mailing address and business telephone. The Program Agency must receive, scan, and e-mail all correspondence to designated WEREMSCO officer(s) in a timely manner. Originals of correspondence must be given to WEREMSCO at agreed upon intervals. The Program Agency must also provide answering services for the business telephone and forward messages, including voicemail, to designated WEREMSCO officer(s);
2. Create and maintain WEREMSCO website and update as requested. Minimum website elements are: description of REMSCO from Article 30, list of current officers, list of current members, meeting announcements; calendar of important dates, recorded meetings, public hearing information (e.g. CON applications) and contact information;
3. Assist and support WEREMSCO in the modernization of its record keeping and communication processes, including creation of unique e-mail accounts for each council member at a WEREMSCO domain;
4. Provide audio & video recording of WEREMSCO meetings. Timely obtain closed captioning of those recordings. Within three (3) business days, post the closed-captioned videos and minutes on WEREMSCO website;
5. Facilitate virtual (ZOOM, Webex, etc.) meetings as permitted. Virtual meetings must satisfy requirements of Paragraph 4 and relevant laws and regulations;
6. Maintain records related to public access defibrillation (PAD) notices, registrations, etc.;
7. Support WREMAC, including keeping records and making records available upon request;

8. Maintain database / records of all certified EMS agencies in the region, including contact information;
9. Maintain database / records of all course sponsors in the region, including contact information;
10. Attend WREMAC, SEMAC, and SEMSCO meetings and provide summaries of those meetings to WEREMSCO;
11. Collaborate with WEREMSCO on training initiatives within the region to promote recruitment and retention of EMS providers, e.g. an annual regional conference, on-line training content, regular presentation of live CME; and
12. Clerical / secretarial support as required or requested.

Conflict of Interest Disclosure

Bidders shall disclose any prior or current relationship with WEREMSCO or any apparent or existing conflict based on current or former relationships. Bidders shall include as part of any proposal a list of EMS agencies and providers with whom they have current or prior relationships.

The Proposal

No specific form is required for a proposal other than it needs to be in writing and submitted electronically (no video, audio or oral presentations will be considered). Proposals must address all elements specified in the above scope of work, but are not limited to those elements. Bidders are encouraged to include in proposals suggestions for additional services that can help WEREMSCO better serve its community. All proposals must include a fee schedule. Fees may be enumerated for each task to be performed on behalf of WEREMSCO. Proposals of bundled fees will be considered. A proposal should address the bidder's experience as applicable to the above stated scope of work.

Evaluation of Proposals

Proposals are expected to be evaluated and discussed by WEREMSCO on May 4, 2022 at its regularly scheduled business meeting. WEREMSCO reserves the right to reject any or all proposals. **Proposals are to be addressed to WEREMSCO and submitted via electronic mail to carolintoddwaddle@gmail.com prior to 5 p.m. on April 22, 2022.** Questions about the proposal or process may be submitted by e-mail to carolintoddwaddle@gmail.com or by telephone to 585.689.1257.