



Request for Proposals (RFP) **For CPR and First Aid Training Services for Early Care Educators**

Questions and Answers

May 31, 2024

Question: Who will be receiving the CPR and First Aid Trainings?

Answer: Our target audience are the educators, teachers, and directors of the Childcare Centers in Broward County.

Question: What is the average amount of classes you expect to hold per month?

Answer: We currently average about two CPR training classes per month.

Question: Will you be providing the training location, or will the vendor have to provide their own training location?

Answer: We only have one location where classes can be held at our main office and classes aren't able to be held on weekends, so we ask that the Vendor be able to provide their own on-site training location to allow for weekend trainings to increase the amount of educators able to attend.

Question: Is there a nominal fee for educators that sign up for the trainings or do they have to pay to receive a copy of their certificates?

Answer: Yes, we ask the educators to pay a nominal fee to encourage them to attend the trainings. Once they sign up for a session, they pay a nominal fee to the Coalition, and it offsets the amount billed by the Vendor and the Coalition pays the difference.

Question: Will the Vendor receive a set rate per class or per attendee? How will the Vendor be paid?

Answer: The Vendor should offer us their best price in their proposal, but it should be a fixed cost fixed price fee proposal whether it's per class session held or per attendee. If there is any cost for travel, it should be baked into the cost proposal and not charged as an additional fee per session. The Vendor will submit a monthly invoice with a fixed rate for all sessions held for the month along with supporting documentation and the Coalition will pay the Vendor after review of each invoice.

Question: What kind of references is the Coalition looking for to include in the Proposal and how many?

Answer: The proposal will include two client references which should detail client name, company, phone number, and email address. There should be enough sufficient information for the Coalition to be able to reach out and check references.