



# CITY OF HOUSTON

Administration & Regulatory Affairs Department  
Strategic Purchasing Division

**Annise D. Parker**  
Mayor

Calvin D. Wells  
City Purchasing Agent  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

April 16, 2010

**SUBJECT:** Letter of Clarification No.1  
Houston Fire Department Human Patient Simulator – Pediatric and Adult Training

**REFERENCE:** RFQ No.:Q23629

**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation as follows:**

Page 1, Paragraph one, second to last sentence is revised to read as follows: There are approximately **500** paramedics currently assigned to ALS units.

- **The following questions and City of Houston responses are hereby incorporated and made a part of the RFQ:**

1. How much new information do you need on Texas Children's Hospital if we are already listed as a vendor with the City?

***Answer: If you are a Certified Vendor Number of the City of Houston, you do not have to register with the City again, unless this is the first time your Division has done business with the City. The Vendor number shall determine who the Purchase Order will go to and who will receive the payment. It is not uncommon for a large city vendor to have more than one vendor number. I would like to suggest insure seamless communication I would confirm with the City Supplier Vendor Desk @ 832.393.8761, that your information is current, such as mailing address, contact name and number.***

*Partnering To Better Serve Houston*

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C. Green**

**LETTER OF CLARIFICATION 1  
HUMAN PATIENT SIMULATOR – PEDIATRIC & ADULT TRAINING  
SOLICITATION NO. Q23629**

2. Table 1 in the RFQ on the bidding website lists only 4 forms that must be submitted along with our proposal. However, in a email there were additional forms that are not listed in the RFQ as needing to be submitted:

***Answer: Please submit the forms that are being requested on the bidding website.***

3. The RFQ does not specify a particular proposal format to submit in describing our proposed training strategy for meeting your requirements. Can we submit this information in any format we desire, or do you have specifications for how you would like the proposal formatted?

***Answer: You may submit the information in any manner you desire. Typically the format is presented in a professional business format, such as a binder. If you are requested to provide a demonstration this format will coordinate with a demonstration.***

4. May we assume that the HFD will allow us to use HFD-owned medical supplies and equipment (paks, etc.) as needed to provide the most realistic and individualized training for your paramedics?

***Answer: HFD can loan LifePak12 equipment for simulation purposes (up to 5 LP12's). Other items, such as bandaging, IV's, ET tubes, BVM's can be reused and should be provided by the training vendor.***

5. After we submit the proposal, within what time period can we expect to hear whether we have been accepted or rejected?

***Answer: All respondents will be notified in writing after an award has been made.***

6. Are the trainers, Physical with ED experience and any Nurses or EMT/Paramedics, required to be licensed and/or certified in Texas or is it acceptable if they are licensed in another state or nationally accredited.

***Answer: All trainers should be licensed and/or certified. It would be acceptable that these licenses/certifications are from outside Texas so long as the same individual is considered appropriate to work in your respective facility.***

7. Do we need to provide video recording of the individual performances?

***Answer: Not to HFD, though the expectation is that video of the simulations would be used in the post-simulation debriefing.***

8. Is training based on Number of hours i.e.: one full day per person or do you want each learner trained to some type of handout as a requirement?

***Answer: Training shall be a set number of hours per day, 9 hours with one hour being a lunch break. There will not be the ability for individuals to leave early, nor to return on another date.***

9. Is the contractor required to furnish lunches?

***Answer: No.***

10. Does the contractor provide each student with a training manual or some type of handout as a requirement?

***Answer: This is not necessary, but would be looked at favorably.***

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11. The RFQ states: Page 2., *Section 1 – Pediatric Simulation Training*; 3. *Instructor Requirements, d. and Page 4., Section II – Adult Simulator Training*; 3. *Instructor Requirements, c.: Each individual scenario based training session shall have a student to leader ratio of no more than 6:1. Multiple rooms each housing a scenario can run concurrently.* Is there a maximum number of rooms or maximum number of student that can be off-shift at one time? (i.e.: 4 rooms with simulators for 24 students or the max number of students that can be in training at any one time is 20, etc?)

***Answer: The students will be trained off-shift, so there is not a firm maximum. We would advise probably no more than 60 students per day, unless it was clear that more could be handled.***

12. Does Houston Fire Department provide the training rooms or must the contractor arrange for training?

***Answer: The vendor will provide all space and trainers during the training day. HFD will not provide training rooms.***

13. Must training be spread out equally over 4 quarters or can it be concentrated in groups?

***Answer: There is no requirement as to how the training is to occur. It should be clarified in the proposal. HFD would like to engage and complete the training as soon as possible.***

14. The RFQ states: Page 2., *Section 1 – Pediatric Simulation Training*; 4. *Scope of Training, a. and Page 4., Section II – Adult Simulator Training*; 3. *Scope of Training, a.: One half of all credentialed paramedics, approximately 250-300, shall be trained in adult simulation each contract year.* Can the training be spread over a two day period back to back or must separate. Example: 20 two day classes (day 1 Adult and Day 2 Pediatric) or must it be 40 single day classes (20 Adult and 20 Pediatric).

***Answer: Each year, one half of paramedics will do an adult simulation and the other half will do a pediatric simulation. The following year, they will alternate. Every two years, each paramedic will have completed an adult and pediatric training session. Because of this, it must be viewed as single day classes.***

15. Is there a requirement to provide a test or proficiency exercise for each class (Pediatric and Adult)?

***Answer: In order to obtain CE credit, each student shall be required to pass an examination and complete a course evaluation. The curriculum as well as the examination format and evaluation will be developed between the vendor and the Medical Director's Office.***

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Carmen Gordon  
Senior Procurement Specialist  
Houston Fire Department  
713.247.5054

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END OF LETTER OF CLARIFICATION NO. 1

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