

PROPOSAL

Washington County Community College, hereinafter referred to as WCCC, is requesting proposals from qualified vendors to provide Safety and Emergency Preparedness Training for college staff and students. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

PROJECT SPECIFICATIONS

Scope of Work:

The selected contractor will deliver comprehensive in-person training that includes but is not limited to:

1. Active Shooter Response Training:
 - a. Preparedness planning, decision-making skills, and critical life-saving support during an active shooter event.
 - b. Techniques for lockdown, barricading, evacuation, and interacting with first responders.
2. Stop the Bleed Training:
 - a. Techniques for controlling severe bleeding, including direct pressure, wound packing, and tourniquet use.
 - b. Practical exercises and hands-on application.
3. Situational Awareness Training:
 - a. Techniques for recognizing, assessing, and reacting to potential threats.
 - b. Instruction on developing personal safety plans and risk mitigation strategies.
4. AED/First Aid/CPR Training:
 - a. Basic life support (BLS) instruction, including CPR, AED usage, and first aid for common medical emergencies.
 - b. Certification for staff and students (if available).
5. Custom Drills and Exercises:
 - a. Develop scenario-based training integrated with WCCC's emergency action plan.
 - b. Facilitate tabletop exercises and real-time drills for staff and students.
6. Annual Refresher Training:
 - a. One-hour video-based refresher course for previously trained staff.

Additional Requirements:

1. Provide all handouts, training materials, and certificates of completion.
2. Coordinate with WCCC to schedule training sessions, with flexibility for 20-25 participants per session.
3. Provide qualified instructors with relevant experience and certifications.

Project Timeline:

Training to commence in Fall 2025, with completion by May 2026.

Other Information:

1. Vendors may schedule an optional and not required pre-bid virtual discussion with Dr. Tyler Stoldt, Dean of Enrollment Management and Student Services. Pre-bid meeting is available by appointment by scheduling online at the following link: <https://wccc.me.edu/staff/tyler-stoldt/>
2. All training must comply with Maine state and federal guidelines and relevant certifications where applicable.

SUBMISSION REQUIREMENTS

A. Bid Opening: Bids will be opened at WCCC, One College Drive, Calais, Maine 04619

Closing Date/Time: Friday, June 20, 2025 at 12 pm

B. Identification of Bid Envelope: The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC****

Attention: Ashley MacDonald, Manager of Financial Services

Alternatively, quotes may be emailed to amacdonald@mainecc.edu by 12:00 p.m.

C. Insurance: The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.

D. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified.

Bidders are required to provide details, specifications sheets, and warranty information for all products submitted for consideration.

E. Bid Proposal Amount: The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

F. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guidelines and codes, as applicable. As well as the following Bid Notices.

BID SUBMISSION

ITEM NO.	DESCRIPTION	Bid Amount
1	Total proposed price per staff training	\$
2	Total proposed price per student training	\$
3	Annual refresher training video	\$
4	AED/First Aid/CPR certification (if separate)	\$
5	Other (explain)	\$
	TOTAL PROPOSED PRICE FOR PROJECT	\$

Submitted by:

Company Name: _____

Company Website: _____

Contact Name: _____

Phone Number: _____

Email: _____

Pricing Good for _____ days from submission or to date _____

ATTACHMENT A

NOTICE TO VENDORS AND BIDDERS:

STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses, or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.