



R E Q U E S T F O R P R O P O S A L

Readiness and Emergency Management for Schools (REMS Grant)

The Princeton City School District is seeking proposals for assistance in the areas of External Evaluator, Crisis Plan Consultant and Training Consultant(s) for its Readiness and Emergency Management for Schools Grant. The Princeton City School District received a Readiness and Emergency Management for Schools (REMS) Grant in August 2010. The grant period is from August 1, 2010 thru July 31, 2012. The Princeton City Schools Grant will service 5,399 public school students as well as 1679 students in 6 area private schools for a total of 34 separate facilities. The areas affected by the project include the areas served by the Princeton City Schools in Hamilton County, Ohio including the Villages of Glendale, Evendale, Woodlawn and Lincoln Heights, and the cities of Springdale and Sharonville. The project encompasses 36 square miles of southwestern Ohio, in the north central part of Hamilton County. Hamilton County is also home to the City of Cincinnati with a population of approximately 900,000.

DESCRIPTION OF SERVICES:

Training Consultant(s): This/These person/persons will provide training in the following areas:

- Team Building, plan implementation, 4 phases of emergency management including 4 table top drills (DEMT, SEMTs, community partners and non-public schools (two days)
- Facilitating Grief Recovery (1 day)
- Critical Incident Stress Debriefing (1 day)
- Finalize ICS Team and protocols for Recovery Team to handle grief and trauma (counselors, social workers, psychologists, and nurses)
- Front Office staff training at the building level for district and non-public schools (1 day)
- Food Defense (1 day)

Training will follow a "Train the Trainer" model so that team members are able to train others in their respective schools. Training will be held at buildings and facilities in or close by the Princeton City School District. The trainer will be responsible for providing as needed Power Points (which the school will duplicate into handouts for attendees), sign-in sheets, evaluations of trainings, and certification of attendees when applicable.

QUALIFICATIONS:

Previous experience in conducting similar trainings is the most important qualification for the trainer along with excellent communication skills.

REQUIREMENTS:

Include the Scope of Services, time, cost and a list of references including phone numbers of where the applicant has worked doing similar trainings. Services will commence on or around January 2011 and will end on or around July 7, 2012.

Submission Deadline: All proposals are due by 12:00 pm on October 25, 2010. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

Submit Proposal To: Proposals shall be sealed and delivered to James M. Rowan, CFO/Treasurer, Princeton City School District, 25 W. Sharon Road, Cincinnati, Ohio 45246. Award of the contract resulting from this RFP will be based upon the most responsible bidder whose offer will be the most advantageous to Princeton City Schools in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

For Additional Information or Clarification, Contact: Questions regarding the scope of services should be directed to: Mr. Jim Freland, Security Director of Princeton City Schools

Project Director, REMS Grant

Email: jfreland@princeton.k12.oh.us