



REQUEST FOR PROPOSAL

EMS Mental Health & Wellness Summit

Released May 31, 2023 | Responses Due June 14, 2023

Overview

The Minnesota Ambulance Association is interested in holding a Mental Health & Wellness Summit for EMS providers and professionals in August, 2023.

Structure

The Minnesota Ambulance Association is prepared to:

- Promote the event through website, social media and communications platforms.
- Work with the selected vendor to determine registration fees and will provide a process by which attendees can register and receive information related to the event.
- Perform a post-attendance survey.

The Minnesota Ambulance Association expects the following from its selected vendor:

- Clear communication and timely responses.
- Full description of the event including total number of hours, any accreditations, CEUs available to attendees, topics to be presented, list of presenters with credentials, list of materials included.
- The selected vendor will be responsible for site selection, site logistics, and costs related to hosting an event and must submit a detailed budget as part of the proposal.
- Services offered, and any expenses related to this project, must meet the Federal Uniform Guidance under Section 200 for costs, allowable expenses and compliance with all other relevant federal regulations.

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$30,000, with \$10,000 funded by HRSA/HHS and the remaining balance to be funded by nongovernment source(s) that will be determined by an RFP. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA/HHS, or the U.S. Government



Budget

The budget for this RFP is \$10,000.

All services and expenses must meet the Federal Uniform Guidance under Section 200 for costs, allowable expenses and compliance with all other relevant federal regulations.

Minimum Requirements

Proposals must meet federal grant guidelines and contain a detailed list of costs that identifies allowable and unallowable costs, a proposed registration fee structure and a list of what the registration fee will cover (unallowable expenses)

Individuals and organizations responding to this opportunity should meet the following minimum requirements:

- Must not be suspended or excluded from working in the State of Minnesota, or from participating in federal grant programs.
- Must be able to perform a 1 or 2 day Mental Health and Wellness Summit for EMS Professionals in the month of August, 2023 that meets the Federal Uniform Guidance under Section 200 for costs, allowable expenses and compliance with all other relevant federal regulations.
- Must be willing to take responsibility for site selection and logistics.
- Must commit to clear and timely communication with the Minnesota Ambulance Association so event registration can be opened, and the event promoted, in a timely fashion.

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Selection Process and Timeline

Interested parties should submit a written proposal that specifically defines the products and services offered to office@mnems.org no later than June 14, 2023. The timeline for the process regarding the review of and Proposals to the selection is as follows:

1. RFP distributed widely to potential organizations and consultants – **May 31, 2023**
2. Proposals Due – **June 14, 2023**
4. Proposals will be reviewed – **June 16, 2023**
5. Vendor selected and notified – **June 21, 2023**

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