



Request for Proposals

All Clear Emergency Management Group, LLC is seeking requests for proposals for pre-conference workshops for the 2017 Vermont Healthcare and EMS Preparedness Conference. Pre-conference workshops will be held on November 7-8, 2017 in Burlington, VT.

Specifically, the conference wishes to offer conference attendees specialty program certification including, but not limited to the following:

- Pediatric Emergencies for Pre-hospital Professionals (PEPP)
- Geriatric Education for Emergency Medical Services (GEMS)
- Prehospital Trauma Life Support (PHTLS)
- Tactical Combat Casualty Care (TCCC)
- Principles of Ethics and Personal Leadership (PEPL)
- Basic Disaster Life Support (BDLS)
- EMS Safety

In addition, other courses requested may include:

- BLS/ALS Standardized Courses
- Mental Health/Psychological First Aid
- Disaster Preparedness

Proposals should be made for individual classes although we welcome multiple submissions from the same organization.

Submissions should include:

- Course Title and Description
- Duration of Course (4 hours, 8 hours, 16 hours)
- Prerequisites for Students
- Minimum and Maximum Number of Students
- Course Instructor(s) and Credentials
- Contact Information of Primary Instructor/Course Organizer
- Space Requirements and Room Set-up Requests (i.e. number of breakout rooms, minimum size of breakout rooms, number of tables/chairs, and arrangement of the number of tables and chairs)
- Audio/Visual Requirements (i.e. required number of pc laptops for presentations, number of LCD projectors, whether audio for the computer(s) is required, number of microphones, etc.)
- Total Per-Student Cost for Course Delivery (including any additional equipment and adjunct faculty expenses)

Proposals should be sent to JoAnne Huie at info@vtemsconference.com no later than May 19, 2017. Questions may also be directed to JoAnne via email or by phone at 336-802-1800.