



# Negotiated Bid Response Invitation To Bid

23-OCT-2009 11:29

Louisville/Jefferson Co Metro Government

**Bid Number:** 1923

**Revision:** 0  
**Date:** 23-OCT-09

Sealed bids will be received until 3:00 PM and publicly opened and all bid prices read aloud at that hour on date specified and under following conditions:

Bids received after 3:00 PM on Reply By Date will not be opened.

Bids must be signed by individuals or firms making bid. Samples to be submitted if requested. The right is reserved to select the lowest and best bid, also to reject any or all bids or any part thereof.

On proposals amounting to \$2000.00 or over, successful bidder may be required to execute and give performance bond for full amount of same by a Surety Company authorized to do business in the Commonwealth of Kentucky before order is issued.

All items quoted are considered F.O.B. Delivered, unless otherwise stated.

Mark envelope with Bid Number, Reply By Date and Address to:

Office for Management & Budget - Division of Purchasing  
611 West Jefferson Street  
Mezzanine Level  
Louisville, KY 40202

Reply By: 11-NOV-09

# Description

- 1 A Price Contract to provide a portion of Louisville Metro Government's need for Specialized Training Services (utilizing American Recovery and Reinvestment Act of 2009 - ARRA) for a period of twelve (12) months, as per the attached specifications.

DELIVERY TIME: \_\_\_\_\_  
(# of days A.R.O.)

We guarantee all the above named goods to be first-class and equal in every particular to above specification. Delivery to be made immediately on advice of acceptance unless otherwise specified.

UNSIGNED BIDS WILL NOT BE CONSIDERED

FIRM NAME: AMERICAN RED CROSS

OFFICIAL'S SIGNATURE: M. E. Vogel C.O.O.

ADDRESS: P.O. Box 1675  
LOUISVILLE, KY 40201

PHONE: 502-589-4450

DATE: JANUARY 13, 2010



# Invitation To Bid

23-OCT-2009 11:29

Louisville/Jefferson Co Metro Government

Bid#: 1923

---

## Standard Text

Please submit all factory literature and supporting documentation with each submitted copy of your Bid/RFP.

If you have any questions concerning the Purchasing Requirements of this solicitation please call Senora Ford at (502) 574-5767.

Any inquiries on this Bid/RFP after the opening date shall be addressed in writing to:

Director of Purchasing

Office for Management & Budget - Division of Purchasing

611 West Jefferson Street - Mezzanine Level

Louisville, KY 40202

The Successful Bidder will be required to furnish insurance coverage as stated in the specifications.

If you do not plan to sub-contract any of this work, you must complete and sign Form GFE-1 to indicate work will be self-performed.

SUBMIT BIDS WITH A COMPLETE UNBOUND ORIGINAL (please mark original) and one copy (1) on CD-ROM or similar electronic media and THREE BOUND COPIES. All Three (3) copies should be complete copies of your original bid. Failure to submit ALL forms and information required in specifications may be reason for disqualification.

**STANDARD TEXT**

Please indicate your Louisville/Jefferson County Metro Government Revenue Commission Number [REDACTED] and your Federal Tax Identification Number [REDACTED]. If you are a Metro Government vendor or you are doing business in Metro Louisville, you should already be registered with the Revenue Commission and have all of your required taxes paid. If you become the successful vendor, you must be properly registered with the Revenue Commission and have all of your required taxes paid prior to the award of this contract. For further information please call Lisa Finegan of the Revenue Commission at (502) 574-4860.

Ordinance #214, Series 2005, concerning the requirement for an Affirmative Action Plan for contractors and vendors doing business with Louisville/Jefferson County Metro Government, shall apply to this Notice for Bids. Any questions concerning the ordinance should be directed to the Human Relations Commission at (502) 574-3631.

All parties hereto acknowledge any agreement is subject to Metro Government Ordinances, relating to the requirement of an affirmative action plan or other equal employment criteria for contractors and vendors to do business with the Metro Government. Failure to comply with the terms of said ordinances will be cause for suspension, termination or cancellation of any agreement.

All prices quoted are to be F.O.B. Delivered to Destination.

BID PRICES ARE TO BE FIRM FOR A MINIMUM OF Ninty (90) DAYS FROM BID/RFP OPENING DATE

Please include your FAX number (502) 561-3617.

Time discounts or cash discounts shall not be considered in award evaluation. Delivery time may be an evaluation factor in award of the Invitation for Bid/Price Inquiry/Proposal.

Metro Government is not responsible for any cost incurred by bidders/proposers in the preparation of bids/proposals.

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore, in which to his knowledge:

- a. He, or any member of his immediate family has a financial interest therein; or
- b. A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
- c. Any other person, business or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation, of any purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier

subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefore.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

The mentioned manufacturer's names and model numbers are used only to indicate type and quality of merchandise needed and are in no way intended to limit bidding

Assignment of Contract: The bidder shall not assign or subcontract any portion of the contract without the express written consent of the Louisville/Jefferson County Metro Government. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that the Metro Government shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of the Metro Government.

Payment Terms will be Net 30. Metro Government does not pay late fees or finance charges.

Submitted bids shall be for a firm, fixed price.

If the successful vendor agrees to extend the pricing for a twelve (12) month period additional items may be purchased from this bid by issuing a separate purchase order. The bid specifications must be met.

Inquiries on this Bid/RFP after the opening date shall be directed in writing to:

Director of Purchasing  
611 West Jefferson Street - Mezzanine Level  
Louisville, KY 40202

**Louisville/Jefferson Co Metro Government CONDITIONS**

1. Unless otherwise stated in the specifications, no bidder will be permitted to withdraw their bid until sixty calendar days after the opening date of this proposal.
2. Where this invitation covers two or more items for which unit prices are quoted, the Metro Government reserves the right to accept or reject any portion of the bid and to award purchase orders to the Metro Government's best advantage.
3. Prices quoted are to be exclusive of the State and Federal Excise Tax from which the Metro Government are exempt.
4. Explanation: Should a prospective bidder find discrepancy in or omissions from the specifications, or be in doubt as to their meanings, he/she shall at once notify the Metro Purchasing Director who shall send written instructions to all prospective bidders. The Metro Government will not be responsible for any oral instructions.
5. All commodities furnished are subject to inspection at the point of delivery by a representative of the Metro Government. All rejected supplies will be returned at vendor's expense.
6. By signature on the face of this bid the bidder expressly states that no fee/attorney's fee, commission, allowance, gratuity, reward, gift, promise or compensation of any kind has been made or paid or will be made or paid in connections with this transaction or any matters arising out of or pertaining to same.
7. The Bidder is requested to show both unit prices and lot prices. In the event of any error the unit price Bid shall prevail.
8. The Metro Purchasing Director reserves the right to waive any formality and/or technicality in any Bid if such waiver is to the Metro Government's advantage.
9. Bids shall be submitted on the forms provided and must be signed by the bidder or an authorized representative. Any corrections to entries made on bid forms should be initiated by the person signing the bid.
10. Bids must be submitted as directed in the Invitation for Bids.
11. Bids shall be submitted prior to the time fixed in the Invitation for Bids.
12. If more than one bid is offered on the same item by one party, or by any person or persons representating a party, all such bids shall be rejected.
13. The owner reserves the right to reject any and all bids.
14. The bidder to whom award is made may enter into a written contract with the Metro Government within the time specified in the Invitation. All insurance requirements including performance and payment bonds shall be furnished the time of signing the formal agreement.
15. The contractor agrees that in the performance of this agreement with the Metro Government, he/she will not discriminate against any workers because of race, creed, color, religion, national origin, handicap or sex and will comply with all applicable Federal, State or local laws and regulation prohibiting such discrimination. The aforesaid provision shall include, but not be limited to the following: Employment and upgrading, demolition or transfer, recruitment and recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training including apprenticeship. The contractor agrees to post

thereafter in conspicuous places, available for employees and all applicants for employment, notices setting forth the provisions of the above non-discrimination clause. The contractor further agrees to insert the foregoing provision in all sub-contracts hereunder.

16. PATENT INFRINGEMENT - The supplier/contractor must indemnify the Metro Purchasing Department against all damages and expenses resulting from patent infringement.



# Invitation To Bid

Louisville/Jefferson Co Metro Government

Bid#: 1923

## RENEWAL OPTION:

Metro Government reserves the right to renew & extend contracts for a period of one (1) year and from year to year thereafter, upon the same terms and conditions, if such renewal or extension is agreed to by the contractor. Total contract period cannot exceed five (5) years. Written notice of Metro Government's intention to renew/extend will be sent prior to the expiration date.

Metro Government reserves the right to issue a separate bid for this product / service when it is in it's best interest.

Any Kentucky Public Procurement Agency will have the option of making purchases or establishing a Price Contract under the terms and conditions of this bid.

Contractor shall notify Louisville-Jefferson County Metro Purchasing of any change in their status within 30 days of the change.

The prices on the resulting contract shall be the maximum that will be charged for the covered products and/or services. Any requested increase of these prices shall be requested in writing to the Metro Division of Purchasing. The Division of Purchasing will either accept or decline the request. Increases shall not be effective until approval is received in writing.

**PLEASE READ CAREFULLY**

This Invitation for Bids contains a signature page at the end of the document. By signing the signature page, the Bidder agrees to be bound by the following terms and conditions:

Bidder agrees that this document shall become the final contract and shall be legally bound by the bid document including all terms, conditions and specifications contained in the Invitation for Bids.

Bidder acknowledges that the individual signing the bid document for the Bidder has the authority to contractually and legally bind Bidder to the bid document and all terms, conditions and specifications contained therein.

Once this Invitation for Bids document has been signed and received by the Purchasing Department of the Metro Government, Bidder will not be allowed to change, alter, amend or withdraw their bid except with the express permission of the Director of Purchasing or in accordance to law.

In accordance with Condition #2 attached to the Invitation, if the award is divided among or between vendors, written notification will be given to each vendor of the specific items covered on their respective contracts.

SIGNATURE PAGE

*Matt E. Boyd c.o.o.*

Contractor (Please sign here and type in company name on line  
immediately below. Please leave all other lines blank)

American Red Cross - Louisville Area Chapter

Company Name

*Craig A. Bower*

Director of Purchasing

Contract Term:

Effective: February 1, 2010

Expires: January 31, 2011

Items Covered:

All: ✓ \*PRIMARY\*

See Attached: \_\_\_\_\_

The Invitation for Bid and response will become part of the contract



## **GOOD FAITH EFFORT ("GFE") REQUIREMENTS**

Participation by certified female owned, certified handicapped owned, or certified minority owned business entities or utilization by contractors of certified female, certified handicapped, or certified minority owned business as subcontractors, if the contract requires or warrants the use of subcontractors, is strongly encouraged and will be a consideration in determining the award of a contract.

All contractors are to utilize their best good faith efforts to utilize subcontractors, certified female owned, certified handicapped owned, and certified minority owned businesses if the procurement situation requires or warrants the use of subcontractors. Good faith efforts by contractors shall be made to reach the goals established by Metro Code of Ordinances § 37.67.

Under Metro Code of Ordinances §37.67, Louisville Metro Government has adopted the following minimum utilization goals for its annual procurement expenditures with certified minority owned, female owned and handicapped owned business enterprises ("MFHBEs"):

- 15% for certified minority owned businesses;
- 5% for certified female owned businesses; and
- 0.5% for certified handicapped owned businesses.

Failure to meet such goals will not result in disqualification from participation in the particular procurement process. Contractors, however, will be expected to provide written explanations (See attached GFE Forms) to the Executive Director of the Human Relations Commission of efforts they have made to utilize as subcontractors from certified minority, female and handicapped owned businesses.

Good faith efforts of a potential bidder include, but are not limited to the following:

- Attendance at pre-bid meetings, if any, scheduled to inform MFHBEs of prime and subcontracting opportunities;
- Advertisement in general circulation media, trade association publications, and minority and female business enterprise media to provide notice of subcontracting opportunities;
- Communication with the Human Relations Commission Office seeking assistance and identifying available qualified MFHBEs;
- Efforts made to select portions of work for MFHBE subcontracting in areas with established availability or MFHBE subcontractors;
- Providing a minimum of ten days written notice to known qualified MFHBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited;
- Efforts to negotiate with qualified MFHBEs for specific sub-bids, including reasons for rejection of any such sub-bids offered.
- Efforts made to assist qualified MFHBEs meet bonding, insurance, or other governmental contracting requirements.

These requirements are contractual obligations and will be included in the construction contract. Failure to comply may result in a finding of breach of contract, possible disqualification of the Bidder to bid on future contracts, or a claim for damages.

**SUBCONTRACTOR AND SELF-PERFORM WORK LIST (FORM GFE-1)**  
**FORM GFE-1 DUE DAY AFTER BID OPENING BY 4:00PM - FROM ALL BIDDERS - TO LOUISVILLE METRO HUMAN RELATIONS COMMISSION (Failure to timely submit Form GFE-1 will result in bid rejection)**

- Bidders shall list ALL Subcontractors/Suppliers to be used on this contract regardless of the dollar amount on Form GFE-1. If this bid includes bid alternates for additional work, Bidders shall list ALL Subcontractors/Suppliers who will be used if Louisville Metro elects to contract the additional work.
- Bidders are required to make good faith efforts to subcontract with MFHBES for every division of work available in this bid opportunity ("Divisions of Work") unless the work will be self-performed by the Bidder.
- Bidders shall list any GFE Divisions of Work they intend to self-perform and separately list any GFE Divisions of Work where the identity of the subcontractor who will perform the work is undetermined at bid time.

**NOTE: If you are not using subcontractors, you should indicate "ALL" in the "Divisions of Work (Bidder Will Self-Perform)" section, sign and submit the form.**

- Examples of Divisions of Work to be listed on Form GFE-1 include, but are not limited to: clearing/earthwork, site concrete, asphalt paving, framing, painting, flooring plumbing, electrical, and HVAC. The number of subcontracting opportunities or Divisions of Work for GFE purposes may be greater and/or different than the divisions of work that might be outlined in the technical specifications.
- Best good faith efforts require that Bidders make contact with each MFHBE at least ten (10) calendar days before bid opening and that MFHBES be provided the same information as other subcontractors/suppliers.
- Bidders shall contact MFHBES by letter, fax or email ("Written Communication") to advise them of potential subcontracting opportunities.
- Bidders should follow up the Written Communication with telephone calls to each MFHBE contacted to determine if a bid will be submitted or if further information is required. A MFHBE need not be contacted if that MFHBE responds to the Written Communication with a statement that the MFHBE will not bid on this project or if a MFHBE has already submitted a sub-bid.

**MFHBE SUBCONTRACTOR GFE LOG (FORM GFE-2)**

**FORM GFE-2 WITH ATTACHED WRITTEN COMMUNICATIONS DUE DAY AFTER BID OPENING BY 4:00PM - FROM ALL BIDDERS - TO LOUISVILLE METRO HUMAN RELATIONS COMMISSION (Failure to timely submit Form GFE-2 will result in bid rejection and failure to timely submit the attached Written Communications may result in bid rejection, at the Metro Government's discretion)**

- Each Bidder shall submit with the Form GFE-2 one copy of each Written Communication sent to a MFHBE Subcontractor/Supplier to solicit bids for this project.

• **Optional Good Faith Efforts**

Bidders should consider public advertisements, attendance at pre-bid meetings, and technical and/or financial assistance to MFHBES as part of their good faith efforts activities. Such activities should be listed on GFE-2 with written documentation of such activities attached.

**SUBCONTRACTOR PAYMENT CERTIFICATION (FORM GFE-3)**

**FORM GFE-3 DUE EACH MONTH OF THE CONTRACT PERIOD**

- The reporting of subcontractor payments for all Louisville Metro Government contracts will be accomplished by using the Form GFE-3, which must be submitted monthly to the Louisville Metro Human Relations Commission.
- The Form GFE-3 requires the listing of invoice numbers sent to the responsible Metro departments for payment. The amounts listed on the form should equal the total amount billed to Louisville Metro Government for the applicable month.

All forms are available on the Louisville Metro Human Relations Commission website:

<http://www.louisvilleky.gov/HumanRelations>







Bidder agrees to pay all subcontractors, including but not limited to, all MFHBE and DBE vendors promptly.

Bidder's DUNS Number 

If you do not have a DUNS number, contact Dun & Bradstreet at (866) 705-5711 or go to <http://fedgov.dnb.com/webform/displayHomePage.do>

**The Metro Government and Bidder shall comply with *Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et. seq.)* and all implementing regulations and executive orders, and *Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701)* and the *Kentucky Equal Employment Act 1978 (K.R.S. § 45.550 to 45.640)* and the *Americans with Disabilities Act (42 U.S.C. § 12101 et. seq.)*. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in relation to activities carried out under this bid or any contracting resulting from it on the basis of race, color, age, religion, sex, disability, or national origin. This includes provision of language assistance services to individuals of limited English proficiency seeking and/or eligible for services under this bid or resulting contract.**

## REQUIRED FEDERAL TERMS

Per 45 CFR 92.36:

1. Contractor agrees to provide the Purchaser, the United States Department of Health and Human Services Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.
2. Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
3. The Contractor agrees to maintain all books, records, accounts and reports required under this Contract for a period of not less than three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the Purchaser, the U.S. Department of Health and Human Services, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
4. Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
5. Energy Conservation - The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. See KRS 45A.351.
6. Clean Water –
  - a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* The Contractor agrees to report each violation to the Metro Government and understands and agrees that the Metro Government shall, in turn, report each violation as required to assure notification to the Department of Health and Human Services and the appropriate EPA Regional Office.
  - b. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by the United States Department of Health and Human Services.
7. Clean Air –
  - a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* The Contractor agrees to report each violation to the Metro Government and understands and agrees that the Metro Government shall, in turn, report each violation as required to assure notification to the U.S. Department of Health and Human Services and the appropriate EPA Regional Office.



14. Per 45 CFR 92.35:

The contractor certifies as follows:

The contractor certifies that it nor its affiliates are debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." The certification in this clause is a material representation of fact relied upon by **The United States Department of Health and Human Services**. If it is later determined that the contractor knowingly rendered an erroneous certification, in addition to remedies available to **the United State Department of Health and Human Services**, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

All materials submitted in response to the solicitation document will become the property of Metro. One copy of a submitted proposal will be retained for official files and will become public record. Any material that a vendor considers as confidential, but does not meet the disclosure exemption requirements of the Kentucky Open Records Act (ORA), should not be included in the vendor's proposal, as it may be made available to the public.

If a vendor's proposal contains materials noted or marked as confidential and/or proprietary that, in Metro's sole opinion, meets the disclosure exemption requirements of the ORA, then that information will not be disclosed pursuant to a written request for public documents. If Metro does not consider such material to be exempt from disclosure under the ORA, the material may be made available to the public, regardless of the notation or marking. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the ORA, then it should not include such information in its proposal because such information may be disclosed to the public.

**STANDARD TERMS AND CONDITIONS FOR  
CONTRACTS AND GRANTS USING ARRA FUNDS**

*Revised August 14, 2009*

**PREAMBLE**

*To the extent that this contract or grant involves the use of American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("ARRA") funds, the following terms and conditions apply.*

*For the purposes of applying these terms and conditions, the following definitions apply:*

- I. A "prime recipient" is a non-Federal entity that receives Recovery Act funding as Federal awards in the form of grants, loans, or cooperative agreements directly from the Federal government.*
- II. A "subrecipient" is a non-Federal entity that expends Federal awards received from another entity to carry out a Federal program but does not include an individual who is a beneficiary of such a program.*
- III. A "vendor" is defined as a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. Prime recipients or subrecipients may purchase goods or services needed to carry out the project or program from vendors. Vendors are not awarded funds by the same means as subrecipients and are not subject to the terms and conditions of the Federal financial assistance award.*

*The vendor or subrecipient specifically agrees to comply with each of the terms and conditions contained herein.*

*The vendor or subrecipient understand and acknowledges that the federal stimulus process is evolving and that new requirements for ARRA compliance may still be forthcoming from federal government, the Commonwealth of Kentucky and the Louisville/Jefferson County Metro Government ("Metro Government"). Accordingly, the subrecipient/vendor specifically agrees that both it and any subgrantees/subcontractors will comply with all such requirements during the contract period.*

**AVAILABILITY OF FUNDING**

Vendor/subrecipient agrees that programs supported with temporary federal funds made available by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, will not be continued with state financed appropriations once the temporary federal funds are expended.

**BUY AMERICAN REQUIREMENT (IF APPLICABLE)**

Vendor/subrecipient agrees that in accordance with ARRA, Section 1605, neither vendor/subrecipient or its subcontractors/subgrantees will use ARRA funds for a project for the construction, alternation, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. The vendor/subrecipient understands that this requirement may only be waived by the applicable federal agency in limited situations as set out in ARRA, Section 1605.

**STANDARD TERMS AND CONDITIONS FOR  
CONTRACTS AND GRANTS USING ARRA FUNDS**

*Revised August 14, 2009*

**CONFLICTING REQUIREMENTS**

Vendor/subrecipient agrees that, to the extent ARRA requirements conflict with Commonwealth of Kentucky and Metro Government requirements, the ARRA requirements shall control.

**FALSE CLAIMS ACT**

Vendor/subrecipient agrees that it shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, subgrantee, subcontractor or other person has committed a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

**ENFORCEABILITY**

Vendor/subrecipient agrees that if the vendor/subrecipient or one of its subcontractors/subgrantees fails to comply with all applicable federal and state requirements governing the use of ARRA funds, the Metro Government may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to the Metro Government under all applicable state and federal laws.

**INSPECTION OF RECORDS**

Vendor/subrecipient agrees that it shall permit the United States Comptroller General or his representative or the appropriate inspector general appointed under section 3 or 8G of the Inspector General Act of 1978 or his representative to: (1) examine any records that directly pertain to, and involve transactions relating to, this contract; and (2) interview any officer or employee of vendor/subrecipient or any of its subcontractors/subgrantees regarding the activities funded with funds appropriated or otherwise made available by the ARRA.

**PROHIBITION ON USE OF ARRA FUNDS**

Vendor/subrecipient agrees that none of the funds made available under this contract may be used for any casino or other gambling establishment, aquarium, zoo, golf course, swimming pools, or similar projects.

**REPORTING REQUIREMENTS**

Pursuant to Section 1512 of the ARRA, entities receiving ARRA funds must submit reports to the federal government no later than ten (10) calendar days after the end of each calendar quarter. This report must contain the information outlined below.

Accordingly, each subrecipient agrees to provide the Metro Government with the following information in a timely manner:

- a. Subrecipient's DUNS number;

**STANDARD TERMS AND CONDITIONS FOR  
CONTRACTS AND GRANTS USING ARRA FUNDS**

*Revised August 14, 2009*

- b. Award number or other identifying number assigned by the prime recipient;
- c. The total amount of ARRA funds received by subrecipient during the reporting period;
- d. The amount of ARRA funds that were expended or obligated during the reporting period;
- e. A detailed list of all projects or activities for which ARRA funds were expended or obligated, including:
  - i. the name of the project or activity;
  - ii. a description of the project or activity;
  - iii. an evaluation of the completion status of the project or activity; and
  - iv. an estimate of the number of jobs created and the number of jobs retained by the project or activity;
  - v. the primary place of performance of the subaward, including the city, state, congressional district and country;
  - vi. The names and total compensation of the five most highly compensated officers of the company if it received: 1) 80% or more of its annual gross revenues in Federal awards; and 2) \$25M or more in annual gross revenue from Federal awards.
- f. Any other information reasonably requested by the Metro Government or required by state, local or federal law or regulation.

Each vendor must supply their DUNS number and an estimate of the number of jobs created and number of jobs retained as a result of the award of ARRA funds.

OMB Memorandum M-09-21 dated June 22, 2009 outlines the standard data elements and federal implementation guidance for use in complying with the reporting requirements under Section 1512 of the ARRA.

**SEGREGATION OF FUNDS**

Vendor/subrecipient agrees that it shall segregate obligations and expenditures of Recovery Act funds from other funding. No part of funds made available under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, may be comingled with any other funds or used for a purpose other than that of making payments for costs allowable under the ARRA.

**SUBCONTRACTOR/SUBGRANTEE REQUIREMENTS**

Vendor/subrecipient agrees that it shall include these standard terms and conditions, including this requirement, in any of its subcontracts or subgrants in connection with projects funded in whole or in part with funds available under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5.

**WAGE REQUIREMENTS (IF APPLICABLE)**

Vendor/subrecipient agrees that, in accordance with Section 1606 of the ARRA, both it and its subcontractors shall fully comply with this section in that, notwithstanding any other provision of law, and in a manner consistent with the other provisions of the ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded in whole or in part with funds available under the ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40 of the United States Code. The

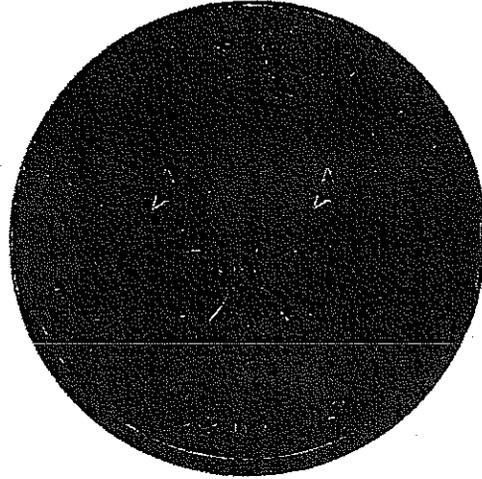
**STANDARD TERMS AND CONDITIONS FOR  
CONTRACTS AND GRANTS USING ARRA FUNDS**

*Revised August 14, 2009*

Secretary of Labor's determination regarding the prevailing wages applicable in the Commonwealth of Kentucky, and therefore in Metro Louisville as well, are located at: <http://www.gpo.gov/davisbacon/ky.html>

**WHISTLEBLOWER PROTECTION**

Vendor/subrecipient agrees that both it and its subcontractors/subgrantees shall comply with Section 1553 of the ARRA, which prohibits all non-federal Vendor/subrecipients of ARRA funds, including the Metro Government, and all contractors and grantees of the Metro Government, from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of (1) gross mismanagement of a contract or grant relating to ARRA funds; (2) a gross waste of ARRA funds; (3) a substantial and specific danger to public health or safety related to the implementation or use of ARRA funds; (4) an abuse of authority related to implementation or use of ARRA funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to ARRA funds. Vendor/subrecipient agrees that it and its subcontractors/subgrantees shall post notice of the rights and remedies available to employees under Section 1553 of Title XV of Division A of the ARRA.



Louisville Jefferson County  
Metro Government

**Department of Housing & Family Services  
Community Action Partnership Division**

BID #1923

**Request for Bids for Price Contract  
Specialized Training Services**

## **TABLE OF CONTENTS**

### **REQUEST FOR COMPETITIVE SEALED BIDS**

- I. Invitation and Instructions to Bidders**
- II. General Provisions**
- III. Insurance and Hold Harmless Agreement**
- IV. General Specifications**
- V. Evaluation Criteria**

## SECTION I

### INVITATION AND INSTRUCTION TO BIDDERS

- 1.0 Invitation: Louisville/Jefferson County Metro Government ("Metro Government") is now accepting bids for **Certified Nurse Assistant training**. The process of accepting bids and choosing the successful bidder shall be by Competitive Sealed Bidding. Sealed bids will be received at the office of Louisville Metro Government Office for Management & Budget – Division of Purchasing until 3:00 PM November 11, 2009, 611 West Jefferson Street, Mezzanine Level, Louisville, Kentucky, 40202. Prices for any bid item shall not be contingent upon the purchase of any other bid item included within this bid.

Bids received after the **3PM deadline on November 11, 2009** will be unopened.

**Bidder Questions and Inquiries:** Bidders having questions and inquiries on the specifications of this Competitive Sealed Bids shall be directed to:

**Louisville Metro Community Action Partnership  
ATTN: Allison Botula  
810 Barret Avenue, Room 238  
Louisville, KY 40204  
Phone: 502-574-1964**

Any information provided is not official unless reduced to writing by the Metro Purchasing Department. Any unauthorized contact with any other city official or employee in connection with this CSB is prohibited and shall be cause for disqualification of the Bidder. No questions or inquiries will be allowed beyond the pre-bid conference date as stated in the cover letter (if one is scheduled).

Careful attention must be paid to all requested items contained in this Competitive Sealed Bid (CSB). Bidders are invited to submit bids in accordance with the requirements of this CSB. Please read the entire package before bidding. Bidders shall make the necessary entry in all blanks provided for the responses. The submitted bid shall be firm for an acceptance period of ninety (90) days from the date of the bid opening.

Submitted bid shall be for a firm, fixed price.

The entire set of documents constitutes the CSB. The Bidder must respond in total and in the same numerical order in which the CSB was issued. Bidder's notes and comments may be rendered on an attachment, provided the same format of this CSB text is followed. All notes and comments shall be made in ink or be typewritten. Mistakes may be crossed out and corrections typed or written in ink adjacent thereto and must be initialed in ink by the person signing the bid. All bids shall be returned in a sealed envelope with CSB number and opening date stated on the outside of the envelope.

By submitting a Bid, the bidder acknowledges and agrees to be bound by the terms and conditions of the solicitation. This Competitive Sealed Bid document including all terms, conditions and specifications contained herein shall become the contract if Metro Government awards the Bid to the bidder hereunder. The bidder agrees that a resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this solicitation. It is further agreed between the parties, that any change of the contractual agreement must be formalized by issuance of a written modification from the Purchasing Department. The only terms and conditions acceptable to Metro Government are as

outlined in this CSB. Bids containing additional and/or inconsistent terms and conditions will be considered non-responsive and shall be rejected. Purchase or sales agreements, supplied by the bidder, making an offer in reply to this solicitation will not be accepted.

In the event a conflict exists between sections of this CSB, such conflict shall be brought to the attention of the Purchasing Department in writing for resolution.

Unless contractually provided, Metro Government agencies utilizing these contracts will not be required to enter into nor sign further agreements, leases, company orders or other documents to complete or initiate the terms of a delivery order resulting from these contracts. Any such documents so obtained will not be binding on the Metro Government or its agents and shall be cause for termination of the contract by the Metro Government.

As allowed by the Metro Government Finance Manual, Purchasing Policies, Section III, A, 3, multiple contracts may be issued and those contracts, if any, shall be ranked. A secondary or lower ranking contract may be used if the primary contractor is unable to perform. However, the primary contractor shall be given the first opportunity to provide the services required. Contracts shall be utilized in the order stated in the award.

- 1.1 Bid Opening: Sealed bids will be accepted in accordance with the instructions detailed in section 1.0. The bid opening is open to the public. The Bidder shall file all documents necessary to support its bid and include them with its bid. Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for receipt of bids.

## SECTION II

### GENERAL PROVISIONS

- 2.1 Each Bidder shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Bidder agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et seq.*, as amended, and KRS Chapter 338. The Bidder also agrees to notify the Metro Government in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. Bidder agrees to indemnify, defend and hold the Metro Government harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

- 2.2 Failure to submit ALL forms and information required in this CSB may be grounds for disqualification.

- 2.3 Addenda: All addenda, if any, shall be considered in making the bid, and such addenda shall be made a part of this CSB. Before submitting a bid, it is incumbent upon each Bidder to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that bid.

- 2.4 Bid Reservations: Metro Government reserves the right to reject any or all bids, to award in whole or part, and to waive minor immaterial defects in bids. Metro Government may consider any alternative bid that meets its basic needs.

- 2.5 Liability: Metro Government is not responsible for any cost incurred by a Bidder in the preparation of bids.

- 2.6 Changes/Alterations: Bidder may change or withdraw a bid at any time prior to bid opening; however, no oral modifications will be allowed. Only telegrams, letters, or other formal written requests for modifications or corrections of a previously submitted bid which is addressed in the same manner as the bid, and received by Metro Government prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of bid".

- 2.7 Clarification of Submittal: Metro Government reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Bidder.

- 2.8 Bribery Clause: By his/her signature on the bid, Bidder certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the Metro Government.

- 2.9 Additional Information: While not necessary, the Bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist Metro Government in better understanding and evaluating the Bidder's bid. Additional documentation shall not serve as a substitute for other documentation which is required by this CSB to be submitted with the bid.

- 2.15 Ambiguity, Conflict or other Errors in CSB: If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the CSB, they shall immediately notify Metro Government of such error in writing and request modification or clarification of the document.

- 2.16 Agreement to Bid Terms: In submitting this bid, the Bidder agrees that Bidder has carefully examined the specifications and all provisions relating to the work to be done attached hereto and

made part of this bid. By acceptance of a Contract under this Competitive Sealed Bid, Bidder states that it understands the meaning, intent and requirements of the Competitive Sealed Bids and agrees to the same. The successful Bidder shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Bidder shall be authorized for services or expenses reasonably covered under these provisions that the Bidder omits from its Bid.

2.17 Cancellation: If the services to be performed hereunder by the Bidder are not performed in an acceptable manner to the Metro Government, the Metro Government may cancel this contract for cause by providing written notice to the Bidder, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the Bidder may seek to bring the performance of services hereunder to a level that is acceptable to the Metro Government, and the Metro Government may rescind the cancellation if such action is in Metro Government's best interest.

#### A. Termination for Cause

- (1) Metro Government may terminate a contract because of the contractor's failure to perform its contractual duties.
- (2) If a contractor is determined to be in default, Metro Government shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. Metro Government may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
  - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
  - (d) Failure to diligently advance the work under a contract for construction services;
  - (e) The filing of a bankruptcy petition by or against the contractor; or
  - (f) Actions that endanger the health, safety or welfare of Metro Government or its citizens.

#### B. At Will Termination

Notwithstanding the above provisions, the Metro Government may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent. Payment for services or goods received prior to termination shall be made by the Metro Government provided those goods or services were provided in a manner acceptable to the Metro Government. Payment for those goods and services shall not be unreasonably withheld.

2.18 Assignment of Contract: The Bidder shall not assign or subcontract any portion of the Contract without the express written consent of Metro Government. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that Metro Government shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of Metro Government.

2.19 No Waiver: No failure or delay by Metro Government in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by Metro Government in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of Metro Government hereunder or shall operate as a waiver thereof.

2.20 Authority to do Business: The Bidder must be a duly organized and authorized to do business under the laws of Kentucky. Bidder must be in good standing and have full legal capacity to provide the services specified under this Contract. The Bidder must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Bidder to enter into this Contract. The Bidder will provide Metro Government with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the Bidder is authorized to do business in the State of Kentucky if requested. All bids must be signed by a duly authorized officer, agent or employee of the Bidder.

2.21 Governing Law: This Contract shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

2.22 Ability to Meet Obligations: Bidder affirmatively states that there are no actions, suits or proceedings of any kind pending against Bidder or, to the knowledge of the Bidder, threatened against Bidder before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Bidder to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.

### **VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS**

The contractor shall reveal any final determination of a violation by the contractor or subcontractor with the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the contractor or subcontractor. The contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 the apply to the contractor or subcontractor for the duration of the contract.

### SECTION III

#### HOLD HARMLESS AND INDEMNIFICATION CLAUSE, AND INSURANCE REQUIREMENTS

##### I. HOLD HARMLESS AND INDEMNIFICATION CLAUSE

Consultant agrees to indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Consultant's (or Consultant's subcontractors if any) performance or breach of the contract provided that such claim, damage, loss, or expense is (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or from negligent acts, errors or omissions and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

##### II. INSURANCE REQUIREMENTS

Prior to award of contract and commencing work, Consultant shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky Revised Statutes (KRS 342.350) will also be acceptable. The Consultant shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to and approved by the Louisville/Jefferson County Metro Government's Department of Purchasing, (who may request review by Louisville/Jefferson County Metro Government's Risk Management Division). The Consultant shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Consultant evidencing proof of coverages.

Without limiting Consultant's indemnification requirements, it is agreed that Consultant shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Louisville/Jefferson County Metro Government. The Louisville/Jefferson County Metro Government may require Consultant to supply proof of subcontractor's insurance via Certificates of Insurance, or at Louisville/Jefferson County Metro Government's option, actual copies of policies.

- A. The following clause shall be added to the Consultant's (and approved subcontractors) Commercial General Liability Policies:
  1. "The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."
- B. The insurance to be procured and maintained and **minimum** Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract:

1. **COMMERCIAL GENERAL LIABILITY**, via the Occurrence Form and/or "Claims Made" form, with a **\$1,000,000 Combined Single Limit** for any one Occurrence and **\$2,000,000 aggregate** for Bodily Injury, Personal Injury and Property Damage, including:
  - a. Premises - Operations Coverage
  - b. Products and Completed Operations
  - c. Contractual Liability
  - d. Broad Form Property Damage
  - e. Independent Contractors Protective Liability
  - f. Personal Injury
  
2. The Consultant shall purchase and maintain at their own expense a **PROFESSIONAL LIABILITY (Errors and Omissions Liability)** insurance policy, which includes a **minimum limit of liability of \$1,000,000** for each Wrongful Act. **In the event that the Consultant's policy is written on a "Claims Made" Form, the Consultant shall, after work has been completed, furnish evidence that the liability coverage has been maintained for at least one year after completion of work, either by submitting renewal policies with a Retroactive Date of not later than the date work commenced under this contract, or by evidence that the Consultant has purchased an Extended Reporting Period Endorsement that will apply to any and all claims arising from work performed under this contract.**
  
3. **WORKERS' COMPENSATION** insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and **EMPLOYERS' LIABILITY - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee.**

### III. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "B+ VI", unless proper financial information relating to the Company is submitted to and approved by the Louisville/Jefferson County Metro Government's Risk Management Division.

### IV. MISCELLANEOUS

- A. The Consultant shall procure and maintain insurance policies as described herein and for which the Louisville/Jefferson County Metro Government Department of Purchasing shall be furnished Certificates of Insurance upon the execution of the Contract. The Certificates shall include provisions stating that the policies may not be cancelled without the Louisville/Jefferson County Metro Government having been provided at least (30) thirty days written notice. The Certificates shall identify the Contract to which they apply and shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to the Louisville/Jefferson County Metro Government Department of Purchasing before the expiration date.
  
- B. Certificates of Insurance as required above shall be furnished, as called for and at least 30 days prior to the expiration of any policy(s).

Louisville/Jefferson County Metro Government  
Office of Management and Budget  
Purchasing Division  
611 West Jefferson Street  
Louisville, Kentucky 40202

- C. The Consultant agrees that it will not materially alter any of the insurance policies currently in force and relied on under this agreement. Further, the Consultant will not reduce any coverage amount below the limits required in this agreement
  
- D. Approval of the insurance by the Louisville/Jefferson County Metro Government shall not in any way relieve or decrease the liability of the Consultant hereunder. It is expressly understood that the Louisville/Jefferson County Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Consultant.

COMPETITIVE SEALED  
BID SUBMITTED BY:

By signing below you are agreeing to all Louisville Metro Government Terms  
& Conditions that are a part of this Request for Bid.

**Include this page in your response to this bid.**

Firm: American Red Cross, Louisville Area Chapter  
By: Kevin Wigginton  
Title: Director, Health and Safety Services  
E-Mail Address: Kevin.Wigginton@louisville-redcross.org  
Address: 510 E. Chestnut Street  
Louisville, KY 40202  
Telephone: 502-561-3739  
Fax: 502-561-3617  
Date: 12/1/09

Metro Louisville Revenue Commission Number: [REDACTED]

Federal ID Number : [REDACTED]

**Please include a copy of your W-9 with your submitted bid.  
This must be submitted prior to the award of a contract.**

I acknowledge receipt of the following Addendum:

Addendum #1: Pricing Sheet

Addendum #2: Nurse Aide Guidelines

Addendum #3: State Approval Letter

Any Additional Addendum (write in numbers): \_\_\_\_\_

Vendor Signature (all items above have been read and completed).

*MARK F. VOSEDES*  
*Mark F. Vosedes*  
CHIEF OPERATING OFFICER  
1-11-10

*Kevin N. Wigginton*  
*Kevin N. Wigginton*  
Director, Health + Safety  
1-11-2010

## SECTION IV

### GENERAL SPECIFICATIONS SPECIALIZED TRAINING SERVICES FOR THE CAP SPECIALIZED TRAINING PROGRAM

Request for bids to establish a price contract for specialized Certified Nurse Assistant (C.N.A.) training services, which will be supplied to low-income households meeting the federal poverty guidelines in the Louisville/Jefferson County Metro area per the following specifications:

#### Certified Nurse Assistant Training Requirements

1. Provide Certified Nurse Assistant (C.N.A.) training courses designed for Community Action Partnership students
2. Training program shall have a written description of the program that includes purpose, goals, and objectives/outcomes, and meets applicable federal and state requirements.
3. Provide written policies and procedures governing the following areas:
  - Student attendance
  - Student grading, including program progression and completion criteria
  - Student record maintenance
  - Student fees and financial aid
  - Student rights and responsibilities
  - Student grievance
4. Provide classroom and clinical instruction and supervision, through lectures, quizzes, tests, activities, videos, skills practice, evaluation and a clinical practicum
5. Provide supplies required for training including, but not limited to, books, uniforms, blood pressure cuff and stethoscope
6. Provide state certified instructor to train and supervise enrolled students
7. Provide communication and feedback on students progress and attendance, including maintenance of a weekly progress log
8. Maintain an annual completion/graduation of 70% or higher of the students enrolled
9. Provide classes up to five (5) times per year demonstrating flexibility in days of week and times classes provided
10. Provide itemized price list for cost per student and percentage discount on services

## **SECTION V.**

### **EVALUATION CRITERIA**

The bids received pursuant to this Competitive Sealed Bid will be evaluated on the following selection criteria:

The method of evaluation in determining which bid will best serve Louisville/Jefferson County Metro's interest will include but is not limited to the following criteria. All bids will be carefully considered within the framework of these specifications and all other relevant factors as determined by the Louisville/Jefferson County Metro Government.

- **Total cost of all services provided – 50%**
- **Ability to provide services per specifications listed above – 25%**
- **Provider's general experience and reputation – 15%**
- **Demonstration of vendor's commitment to low-income programs as measured by its offers of sponsorship – 10%**

Proposals will be reviewed by a committee consisting of representatives from:  
**Louisville Metro Community Action Partnership**

Metro reserves the right to award one or multiple contracts.

The services of this Agreement shall be performed pursuant to Community Action Partnership's contract with the Cabinet for Health and Family Services, CSBG-ARRA Document ID No: PON2 736 0900012341, attached hereto as Exhibit A, and the terms and conditions as set forth in Exhibit A are applicable and binding to this Agreement.

Dept. Recommendation

[REDACTED]

The new amount per student should be \$635 as opposed to \$645. I am not sure if you need to know this or not, but that is one change that we have requested. Thank you.

[REDACTED]

**Subject:** RE: Bid 1923 - FW: status - AARA Specialized Training - Certified Nurse Assistant

I concur. Thanks, mem

[REDACTED]

**Louisville Metro  
Community Action Partnership  
Specialized Training Services  
Bid Pricing**

**Standard Specialized Training Services**

*Please attach price listing.*

Average number of participants per class: 13 (participants)

Special Discounts offered: Y or  N Discount off service pricing: \_\_\_\_\_

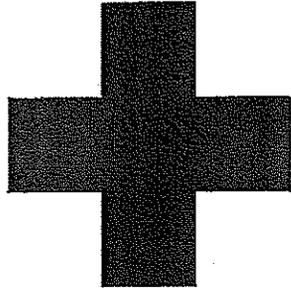
Number of jobs this contract may sustain/create if contract is awarded:

\_\_\_\_\_ Jobs Sustained      75 Jobs Created

Document to demonstrate offers of sponsorship and commitment to low income programs.

Document explaining general experience and reputation, such as references.

SEE ATTACHMENT



**American  
Red Cross**

## **NURSE AIDE TRAINING GUIDELINES**

### **Louisville Area Chapter**

510 East Chestnut Street • Louisville, KY 40202 • 502-561-3771  
Office Hours: Monday-Friday • 8:00am – 4:30pm  
E-mail: [health.info@louisville-redcross.org](mailto:health.info@louisville-redcross.org)  
Website: [www.louisville-redcross.org](http://www.louisville-redcross.org)

### **Shelby County**

183/185 Alpine Drive • Shelbyville, KY 40065 • 502-437-5147  
Walk-in registrations • Fri (only) • 8:30am to 4:00pm

### **Hardin / LaRue County ARC**

405 West Dixie Avenue • Elizabethtown, KY 42701 • 270-765-4979  
Walk-in registrations • Mon-Fri • 8:00am to 4:30pm

### **Ft. Knox ARC**

1131 Fifth Ave • Ft Knox, KY 40121 • 502-624-2163  
Walk-in registrations • Mon-Fri • 8:00am to 4:30pm

## **AMERICAN RED CROSS NURSE AIDE TRAINING PROGRAM**

American Red Cross (ARC) is fully committed to adhering to the highest standards of instruction through our Nurse Aide Training Program. In-House and Blended Learning courses will provide the training and skills that enable students to provide high quality care for residents in hospitals and long-term care settings. Successful completion of this seventy-five (75) hour course prepares the student to take the Kentucky competency exam.

### **ENROLLMENT GUIDELINES**

#### **ATTENDANCE OF THE ENTIRE SEVENTY FIVE (75) HOURS IS MANDATORY!!!**

Participants must be at least sixteen (16) years of age. While not required, a high school diploma or GED is preferred.

Physically able to lift forty (40) pounds.

Student must not be listed on the Nurse Aide abuse registry.

All students (In-House and Blended Learning) are required to have a Kentucky criminal background check free of convicted felonies or if you live out of state, you must furnish a copy from that state.

Student must present a TB skin test with a negative result within the past twelve (12) months or a copy of a chest x-ray report showing no active disease.

The TB skin test must be turned in to ARC the first week of class. Further details will be given during orientation on the first day of class.

Registrations and payments *must* be made in advance. **Cash or credit/debit card** is the preferred method of payment

Blended learning students are required to complete thirty six and one half (36.5) instructional hours online, complete the workbook and pass the online quizzes prior to the skills session. The completed workbook must be turned in to the instructor on the first day of the skills session. **NO EXCEPTIONS!!!!!!**

CPR classes are not required to participate in the Nurse Aide Training program; however, we recommend students prepare to further their career by scheduling CPR/PR classes with their local American Red Cross office.

## **COURSE FEES**

- In-House - \$635.00
- Blended Learning -\$620.00 (skills available at the Louisville location only)

**PLEASE NOTE:** Materials for the In-house Course; Book/Workbook, background check, uniform and Blood Pressure Kit ***are included*** in the course fee.

Expenses for TB skin tests, shoes, state testing and CPR classes ***are not included*** in the course fee.

After successful completion of our program students are eligible to take the KY Nurse Aide competency exam for an additional fee payable to the state testing centers.

## **REGISTRATION**

To register online with a credit/debit card log on to [www.louisville-redcross.org](http://www.louisville-redcross.org).

To register by phone with a credit/debit card for Louisville classes call 502-561-3771, for Shelby County classes call 502-437-5147, Fort Knox classes call 502-624-2163 or for E-town classes call 270-765-4979.

The registration form on page six (6) with payment can be brought to American Red Cross, 510 East Chestnut Street, Louisville, KY 40202, Health & Safety (Room 125), or Shelby County 183/185 Alpine Drive, Shelbyville, KY 40065 or E-Town ARC at 405 West Dixie Avenue, Elizabethtown, KY 42701 or Ft Knox ARC at 1131 Fifth Ave, Ft Knox, KY 40121.

## **REFUND & TRANSFER POLICY**

**REFUND POLICY – WE DO NOT GRANT REFUNDS UNLESS WE CANCEL A CLASS!!**

**Transfer Policy** - In emergency circumstances only, a student might have the option to transfer one time after their initial registration. The student must consult with the NAT coordinator for prior approval. If the NAT coordinator grants approval, the approved transfer form along with a one-time ***prepaid*** fee of fifty dollars (\$50.00) must be submitted to the Health & Safety Office at least five (5) business days prior to the scheduled class start date.

## **TB SKIN TEST**

A TB skin test with a negative result or a copy of a chest x-ray report showing no active disease within the past twelve (12) months is required. A TB test may be obtained from your family physician or through your local health department. Students may bring their TB test on the first day of class or details will be given during orientation on the first day of class. The test must be turned in to the ARC instructor the first week of class. If the student fails to comply, they will be dismissed from the program and a refund will ***NOT*** be given. **NO EXCEPTIONS!!**

## **BACKGROUND CHECK**

On the first day of class, all **Blended Learning** students will complete a consent form giving ARC permission to request a Kentucky criminal background check. If you live out of state, you must provide a local background check from your state.

A Kentucky or an out of state criminal background check free of convicted felonies is mandatory to attend long-term clinical hours. Should a student's background check be returned with a convicted felony, the student will be dismissed from the program and a refund will **NOT** be given. **NO EXCEPTIONS!!**

## **TEXTBOOK/WORKBOOK/SUPPLIES**

The latest edition of Mosby's Long Term Care Nursing Assistants textbook/workbook by Sorrento is required. For In house students this will be supplied to you on the first day of class.

*\*Blended Learning students must purchase before beginning the program*

Blended Learning students' **completed** workbook must be turned in to the instructor the first day of the skills session.

*\* Textbooks / workbooks are available for purchase at a cost of sixty two dollars (\$62.00) at all locations.*

## **UNIFORMS**

Students are required to wear Ceil Blue scrubs, white socks or natural colored hosiery, white leather shoes (clean, white athletic shoes may be worn) on the two (2) clinical days. Scrubs will be supplied to In-house students as this is already included in the tuition.

Blended Learning students may purchase scrubs at a cost of thirty dollars (\$30.00) per set (XS to XL) and thirty five dollars (\$35.00) per set (2XL and larger). A set consists of one (1) top and one (1) bottom of the same size.

## **TESTING**

The successful completion of the seventy-five (75) hour course qualifies the student for an ARC completion card which signifies eligibility for the Kentucky Nurse Aide competency exam. **Please review the student study manual for state testing sites.**

## ATTENDANCE

Kentucky Nurse Aide Training Program guidelines **require** students complete seventy-five (75) training hours. "**EVERY CLASS MUST BE ATTENDED**".

Kentucky Nurse Aide Training Program requires *In-House* students complete fifty-nine (59) hours in a classroom setting, plus sixteen (16) hours in a clinical setting. Clinical applications will be held at a facility designated by ARC. Every session **must** be attended.

The Blended Learning class is divided into four phases which are outlined below. Every session **must** be completed within a six (6) month period from registration date!! Kentucky Nurse Aide Training Program requires *all Blended Learning* students to complete thirty-six and one-half (36.5) hours of instructional study online in Phase I. Phase II consists of twenty-two and one-half (22.5) hours of practice and mastering nurse aid skills at ARC. Orientation to nursing facility policies and procedures and testing will be presented in Phase III. Phase IV consists of two (2) eight (8) hour days of on-site clinical applications at a facility designated by ARC.

## AMERICAN RED CROSS BLENDED LEARNING NURSE AIDE TRAINING PROGRAM

Blended learning skills and clinicals are available only at the Louisville Area Chapter at this time.

*Students must complete all phases within six (6) months of registration date.*

The *Blended Learning* course is divided into four distinct phases as outlined below:

**PHASE I** - The student must complete thirty six and one half (36.5) hours online training, the workbook, plus pass all online quizzes with a 70% or higher score to move to the next phase. The **completed** workbook must be turned in to the instructor on the first day of the skill session to proceed with Phase II. Upon instructor review, the workbook will be returned to assist in preparation for the state exam.

**PHASE II** - Twenty-two and one-half (22.5) class hours participating and practicing on mastering nurse aid skills are required prior to moving to Phase III. Skill classes are held at American Red Cross 510 East Chestnut Street, Louisville, KY 40202.

**PHASE III** - Orientation to nursing facility polices and procedures will be presented at American Red Cross 510 East Chestnut Street, Louisville, KY 40202. Students must make 70% or higher on the final exam to move to Phase IV.

**PHASE IV** - Students must demonstrate classroom knowledge providing on-site clinical applications (at a facility designated by ARC) by providing basic nursing care to the residents on two (2) eight (8) hour days.

**AMERICAN RED CROSS  
NURSE AIDE TRAINING REGISTRATION**

LOUISVILLE

SHELBY

FT. KNOX

E-TOWN

\* CHECK TRAINING SITE!

Date of Registration: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail

**Office Use Only**

Class Start Date \_\_\_\_\_ Schedule Instance # \_\_\_\_\_ Student ID # \_\_\_\_\_

_____ Tuition	\$ 645.00
_____ Background Check	
_____ Textbook/Workbook	
_____ BP Kit & Stethoscope	
_____ Scrubs	

Total \$ \_\_\_\_\_

Method of Payment: Cash    Check    Check # \_\_\_\_\_    Credit Card    Voucher

Credit Card Name listed \_\_\_\_\_

Billing address \_\_\_\_\_ Phone # \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Health & Safety Staff completing Registration

**THIS FORM MUST BE COMPLETELY FILLED OUT BEFORE SUBMITTAL TO HEALTH  
AND SAFETY OFFICE**



CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR MEDICAID SERVICES

Steven L. Beshear  
Governor

275 E. Main Street, 6W-A  
Frankfort, KY 40621  
(502) 564-4321  
Fax: (502) 564-0509  
www.chfs.ky.gov

Janie Miller  
Secretary

Elizabeth A. Johnson  
Commissioner

March 6, 2009

Sarah Ivers, RN  
Program Coordinator  
American Red Cross  
510 East Chestnut Street  
P.O. Box 1675  
Louisville, Kentucky 40201-1675

Dear Ms. Ivers:

The Department for Medicaid Services conducted an on-site review of your nurse aide training program on March 5, 2009. The program and individual student records were well organized. The student's completed the evaluation of the program and instructors anonymously. The course was rated above average and the instructors as excellent. The pass/fail rate of all students taking the state competency examination was good. Based on all records reviewed your program continues to meet both federal and state program guidelines. Thank you for your continued interest in this program. If you have any questions please contact Vicki Barber, RN at (502) 564-5707.

Sincerely,

Judy Montfort, R.N.  
Nurse Service Administrator  
M/VR

**Louisville Area Chapter**  
**American Red Cross Medicaid Nurse Aide Training**  
**75-hour IN HOUSE program**  
Classes are held at 510 E Chestnut Street · Louisville, KY · 502-561-3771  
Clinicals are held at a facility designated by ARC

**Day classes are Monday, Wednesday, Thursday 8:00 am to 4:30 pm (except as noted)**  
**Clinical hours are on varying days of the week 7:00 am to 3:30 pm (except as noted and are subject to change)**

**SI#      2010**

- 2304068**    March 1, 3, 4, 8, 10, 11, 15, 17 Clinicals dates: March 24, 25
- 2304108**    April 5, 7, 8, 12, 14, 15, 19, 21 Clinicals dates: April 22, 26
- 2238389**    May 3, 5, 6, 10, 12, 13, 17, 19 Clinicals dates: May 24, 25
- 2304137**    May 26, 27, 31 June 2, 3, 7, 9, 10 Clinicals dates: June 16, 17
- 2304160**    June 21, 23, 24, 28, 30. July 1, 5, 7 Clinical dates: July 8, 12

**Day classes are Tuesday, Thursday, Friday 8:00 am to 4:30 pm (except as noted)**  
**Clinical hours are Tuesday, Thursday 7:00 am to 3:30 pm (except as noted and are subject to change)**

**SI#      2010**

- 2238092**    Feb 23, 25, 26, Mar 2, 4, 5, 9, 11, 12    Clinical dates March 18, 19
- 2238120**    March 23, 25, 26, 30, April 1, 2, 6, 8, 9    Clinical dates April 15, 16
- 2238174**    April 20, 22, 23, 27, 29, 30 May 4, 6, 7    Clinical dates May 13, 14
- 2238190**    May 18, 20, 21, 25, 27, 28 June 1, 3, 4    Clinical dates June 10, 11
- 2238240**    June 15, 17, 18, 22, 24, 25, 29, July 1, 6    Clinical dates July 8, 9
- 2238263**    July 13, 15, 16, 20, 22, 23, 27, 29, 30    Clinical dates Aug. 5 and 6

Evening classes are 5:00 p.m. to 9:00 p.m. on varying days of the week.

Clinical hours are 7:00a.m. to 3:30 p.m. or 3:00 p.m. to 11:00 p.m. on varying days of the week.

**Monday, Wednesday class:**

**2010**

**SI#**

**2239479** March 15, 17, 22, 24, 29,31. April 5, 7, 12, 14, 19, 21, 26, 28. May 3 Clinical dates May 5, 10 (Wed, Mon 3:00 pm to 11:00 pm)

**SI#**

**Tuesday, Thursday classes:**

**2010**

**2239409** March 11, 16, 18, 23, 25, 30, April 1, 6, 8, 13, 15, 20, 22, 27, 29 Clinical dates May 6, 7 (Thur, Fri 7:00 am to 3:30 pm)

**2239429** May 13, 18, 20, 25, 27, June 1, 3, 8, 10, 15, 17, 22, 24, 29 July 1 Clinical dates July 8, 9 (Thur, Fri 7:00 am to 3:30 pm)

**Express classes are 8:00 a.m. to 4:30 p.m. on varying days of the week.**

Clinical hours are 7:00am to 3:30 p.m. on varying days of the week.

**SI# 2010**

- 2238319 Jan. 19, 20, 21, 22, 25, 26, 27, 29 Clinical dates Feb. 1, 2 (7:00 am to 3:30 pm)
- 2238344 Feb 3, 4, 8, 9, 10, 11, 16, 17 Clinical dates Feb 18, 19 (7:00-3:30pm)
- 2238389 Feb 22, 23, 24, 25, March 1, 2, 3, 4 Clinical dates March 5, 8 (7:00 am to 3:30 pm)
- 2238418 March 10, 11, 12, 15, 16, 17, 18, 22, 23 Clinical dates March 24, 25 (7:00 am to 3:30 pm)
- 2714832 March 29, 30, 31, April 1, 5, 6, 7, 8, & 12. Clinical dates April 13 & 14, 2010 (7:00 am to 3:30p)
- 2239217 April 15, 16, 19, 20, 21, 22, 26, 27, 28 Clinical dates April 29, 30 (7:00 am to 3:30 pm)
- 2239228 May 4, 5, 6, 7, 10, 11, 12, 13, 14 Clinical dates May 17, 18 (7:00-3:30pm)
- 2239242 May 20, 21, 24, 25, 26, 27, June 1, 2, 3 Clinical dates June 4, 7 (7:00 am to 3:30 pm)
- 2239264 June 21, 22, 23, 24, 28, 29, 30, July 1 Clinical dates 5, 6 (7:00 am to 3:30 pm)

Dates are subject to change

## **BLENDED LEARNING**

The Blended learning online portion is 36.5 hours. This includes tests that must be completed before the first day of your skill session and a workbook that **must** be completed and turned in on 1<sup>st</sup> day of skill session.

Blended-learning skills (22.5 hours) are Mondays and Wednesdays 8:00 a.m. to 12:30 p.m., except as noted. Skills are held at ARC 510 E Chestnut Street Louisville, KY.

Clinical hours (16 hours) are 7:00 a.m. to 3:30 p.m. on varying days of the week at a facility designated by ARC.

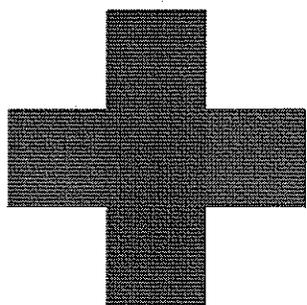
### **2010**

February 1, 3, 8, 10, 15 Clinical dates: February 17 & 22

March 1, 3, 8, 10, 15 Clinical dates: March 17, 22

April 5, 7, 12, 14, 19 Clinical dates 21, 26

May 3, 5, 10, 12, 17 Clinical dates 19, 24



**American  
Red Cross**

## **NURSE AIDE TRAINING GUIDELINES**

### **Louisville Area Chapter**

**510 East Chestnut Street • Louisville, KY 40202 • 502-561-3771**

**Office Hours: Monday-Friday • 8:00am – 4:30pm**

**E-mail: [health.info@louisville-redcross.org](mailto:health.info@louisville-redcross.org)**

**Website: [www.louisville-redcross.org](http://www.louisville-redcross.org)**

### **Shelby County**

**183/185 Alpine Drive • Shelbyville, KY 40065 • 502-437-5147**

**Walk-in registrations • Fri (only) • 8:30am to 4:00pm**

### **Hardin / LaRue County ARC**

**405 West Dixie Avenue • Elizabethtown, KY 42701 • 270-765-4979**

**Walk-in registrations • Mon-Fri • 8:00am to 4:30pm**

### **Ft. Knox ARC**

**1131 Fifth Ave • Ft Knox, KY 40121 • 502-624-2163**

**Walk-in registrations • Mon-Fri • 8:00am to 4:30pm**

## **AMERICAN RED CROSS NURSE AIDE TRAINING PROGRAM**

American Red Cross (ARC) is fully committed to adhering to the highest standards of instruction through our Nurse Aide Training Program. In-House and Blended Learning courses will provide the training and skills that enable students to provide high quality care for residents in hospitals and long-term care settings. Successful completion of this seventy-five (75) hour course prepares the student to take the Kentucky competency exam.

### **ENROLLMENT GUIDELINES**

#### **ATTENDANCE OF THE ENTIRE SEVENTY FIVE (75) HOURS IS MANDATORY!!!**

Participants must be at least sixteen (16) years of age. While not required, a high school diploma or GED is preferred.

Physically able to lift forty (40) pounds.

Student must not be listed on the Nurse Aide abuse registry.

**All** students (In-House and Blended Learning) are required to have a Kentucky criminal background check free of convicted felonies or if you live out of state, you must furnish a copy from that state.

Student must present a TB skin test with a negative result within the past twelve (12) months or a copy of a chest x-ray report showing no active disease.

The TB skin test must be turned in to ARC the first week of class. Further details will be given during orientation on the first day of class.

Registrations and payments **must** be made in advance. **Cash or credit/debit** card is the preferred method of payment

Blended learning students are required to complete thirty six and one half (36.5) instructional hours online, complete the workbook and pass the online quizzes prior to the skills session. The completed workbook must be turned in to the instructor on the first day of the skills session. **NO EXCEPTIONS!!!!!!**

CPR classes are not required to participate in the Nurse Aide Training program; however, we recommend students prepare to further their career by scheduling CPR/PR classes with their local American Red Cross office.

## **COURSE FEES**

- In-House - \$645.00
- Blended Learning -\$620.00 (skills available at the Louisville location only)

**PLEASE NOTE:** Materials for the In-house Course; Book/Workbook, background check, uniform and Blood Pressure Kit ***are included*** in the course fee.

Expenses for TB skin tests, shoes, state testing and CPR classes ***are not included*** in the course fee.

After successful completion of our program students are eligible to take the KY Nurse Aide competency exam for an additional fee payable to the state testing centers.

## **REGISTRATION**

To register online with a credit/debit card log on to [www.louisville-redcross.org](http://www.louisville-redcross.org).

To register by phone with a credit/debit card for Louisville classes call 502-561-3771, for Shelby County classes call 502-437-5147, Fort Knox classes call 502-624-2163 or for E-town classes call 270-765-4979.

The registration form on page six (6) with payment can be brought to American Red Cross, 510 East Chestnut Street, Louisville, KY 40202, Health & Safety (Room 125), or Shelby County 183/185 Alpine Drive, Shelbyville, KY 40065 or E-Town ARC at 405 West Dixie Avenue, Elizabethtown, KY 42701 or Ft Knox ARC at 1131 Fifth Ave, Ft Knox, KY 40121.

## **REFUND & TRANSFER POLICY**

**REFUND POLICY – WE DO NOT GRANT REFUNDS UNLESS WE CANCEL A CLASS!!**

**Transfer Policy** - In emergency circumstances only, a student might have the option to transfer one time after their initial registration. The student must consult with the NAT coordinator for prior approval. If the NAT coordinator grants approval, the approved transfer form along with a one-time ***prepaid*** fee of fifty dollars (\$50.00) must be submitted to the Health & Safety Office at least five (5) business days prior to the scheduled class start date.

## **TB SKIN TEST**

A TB skin test with a negative result or a copy of a chest x-ray report showing no active disease within the past twelve (12) months is required. A TB test may be obtained from your family physician or through your local health department. Students may bring their TB test on the first day of class or details will be given during orientation on the first day of class. The test must be turned in to the ARC instructor the first week of class. If the student fails to comply, they will be dismissed from the program and a refund will ***NOT*** be given. **NO EXCEPTIONS!!**

## **BACKGROUND CHECK**

On the first day of class, all **Blended Learning** students will complete a consent form giving ARC permission to request a Kentucky criminal background check. If you live out of state, you must provide a local background check from your state.

A Kentucky or an out of state criminal background check free of convicted felonies is mandatory to attend long-term clinical hours. Should a student's background check be returned with a convicted felony, the student will be dismissed from the program and a refund will **NOT** be given. **NO EXCEPTIONS!!**

## **TEXTBOOK/WORKBOOK/SUPPLIES**

The latest edition of Mosby's Long Term Care Nursing Assistants textbook/workbook by Sorrento is required. For In house students this will be supplied to you on the first day of class.

*\*Blended Learning students must purchase before beginning the program*

Blended Learning students' **completed** workbook must be turned in to the instructor the first day of the skills session.

*\* Textbooks / workbooks are available for purchase at a cost of sixty two dollars (\$62.00) at all locations.*

## **UNIFORMS**

Students are required to wear Ceil Blue scrubs, white socks or natural colored hosiery, white leather shoes (clean, white athletic shoes may be worn) on the two (2) clinical days. Scrubs will be supplied to In-house students as this is already included in the tuition.

Blended Learning students may purchase scrubs at a cost of thirty dollars (\$30.00) per set (XS to XL) and thirty five dollars (\$35.00) per set (2XL and larger). A set consists of one (1) top and one (1) bottom of the same size.

## **TESTING**

The successful completion of the seventy-five (75) hour course qualifies the student for an ARC completion card which signifies eligibility for the Kentucky Nurse Aide competency exam. **Please review the student study manual for state testing sites.**

## **ATTENDANCE**

Kentucky Nurse Aide Training Program guidelines **require** students complete seventy-five (75) training hours. "**EVERY CLASS MUST BE ATTENDED**".

Kentucky Nurse Aide Training Program requires *In-House* students complete fifty-nine (59) hours in a classroom setting, plus sixteen (16) hours in a clinical setting. Clinical applications will be held at a facility designated by ARC. Every session **must** be attended.

The Blended Learning class is divided into four phases which are outlined below. Every session **must** be completed within a six (6) month period from registration date!! Kentucky Nurse Aide Training Program requires *all Blended Learning* students to complete thirty-six and one-half (36.5) hours of instructional study online in Phase I. Phase II consists of twenty-two and one-half (22.5) hours of practice and mastering nurse aid skills at ARC. Orientation to nursing facility policies and procedures and testing will be presented in Phase III. Phase IV consists of two (2) eight (8) hour days of on-site clinical applications at a facility designated by ARC.

## **AMERICAN RED CROSS BLENDED LEARNING NURSE AIDE TRAINING PROGRAM**

Blended learning skills and clinicals are available only at the Louisville Area Chapter at this time.

*Students must complete all phases within six (6) months of registration date.*

The *Blended Learning* course is divided into four distinct phases as outlined below:

**PHASE I** - The student must complete thirty six and one half (36.5) hours online training, the workbook, plus pass all online quizzes with a 70% or higher score to move to the next phase. The **completed** workbook must be turned in to the instructor on the first day of the skill session to proceed with Phase II. Upon instructor review, the workbook will be returned to assist in preparation for the state exam.

**PHASE II** - Twenty-two and one-half (22.5) class hours participating and practicing on mastering nurse aid skills are required prior to moving to Phase III. Skill classes are held at American Red Cross 510 East Chestnut Street, Louisville, KY 40202.

**PHASE III** - Orientation to nursing facility polices and procedures will be presented at American Red Cross 510 East Chestnut Street, Louisville, KY 40202. Students must make 70% or higher on the final exam to move to Phase IV.

**PHASE IV** - Students must demonstrate classroom knowledge providing on-site clinical applications (at a facility designated by ARC) by providing basic nursing care to the residents on two (2) eight (8) hour days.

**AMERICAN RED CROSS  
NURSE AIDE TRAINING REGISTRATION**

**LOUISVILLE**

**SHELBY**

**FT. KNOX**

**E-TOWN**

\* CHECK TRAINING SITE!

Date of Registration: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail

**Office Use Only**

Class Start Date \_\_\_\_\_ Schedule Instance # \_\_\_\_\_ Student ID # \_\_\_\_\_

_____ Tuition	\$ 645.00
_____ Background Check	
_____ Textbook/Workbook	
_____ BP Kit & Stethoscope	
_____ Scrubs	

**Total**      \$ \_\_\_\_\_

Method of Payment: Cash  Check  Check # \_\_\_\_\_ Credit Card  Voucher

Credit Card Name listed \_\_\_\_\_

Billing address \_\_\_\_\_ Phone # \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Health & Safety Staff completing Registration

**THIS FORM MUST BE COMPLETELY FILLED OUT BEFORE SUBMITTAL TO HEALTH  
AND SAFETY OFFICE**

**Louisville Area Chapter**  
**American Red Cross Medicaid Nurse Aide Training**  
**75-hour IN HOUSE program**  
Classes are held at **510 E Chestnut Street · Louisville, KY · 502-561-3771**  
Clinicals are held at a facility designated by ARC

**Day classes** are **Monday, Wednesday, Thursday** 8:00 am to 4:30 pm (except as noted)

**Clinical hours** are on **varying days of the week** 7:00 am to 3:30 pm (except as noted and are subject to change)

**SI#      2010**

**2304049**    February 1, 3, 4, 8, 10, 11, 15, & 17. Clinicals dates: February 18, 22

**2238389**    February 22, 23, 24, 25. March 1, 2, 3, & 4. Clinicals dates: March 9, 10

**2304068**    March 1, 3, 4, 8, 10, 11, 15, 17. Clinicals dates: March 22, 24

**2304108**    April 5, 7, 8, 12, 14, 15, 19, 21. Clinicals dates: April 22, 26

**2304137**    May 26, 27, 31. June 2, 3, 7, 9, 10. Clinicals dates: June 16, 17

**2304160**    June 21, 23, 24, 28, 30. July 1, 5, 7. Clinical dates: July 8, 12

**Day classes** are **Tuesday, Thursday, Friday** 8:00 am to 4:30 pm (except as noted)

**Clinical hours** are **Tuesday, Thursday** 7:00 am to 3:30 pm (except as noted and are subject to change)

**SI#      2010**

**2236440**    January 26, 28, 29, Feb 2, 4, 5, 9, 11, 12    Clinical dates Feb 18, 19

**2238092**    Feb 23, 25, 26, Mar 2, 4, 5, 9, 11, 12    Clinical dates March 18, 19

**2238120**    March 23, 25, 26, 30, April 1, 2, 6, 8, 9    Clinical dates April 15, 16

**2238174**    April 20, 22, 23, 27, 29, 30 May 4, 6, 7    Clinical dates May 13, 14

**2238190**    May 18, 20, 21, 25, 27, 28 June 1, 3, 4    Clinical dates June 10, 11

**2238240**    June 15, 17, 18, 22, 24, 25, 29, July 1, 6    Clinical dates July 8, 9

**2238263**    July 13, 15, 16, 20, 22, 23, 27, 29, 30    Clinical dates Aug. 5 and 6

**Evening classes** are 5:00 p.m. to 9:00 p.m. on varying days of the week.

Clinical hours are 7:00a.m. to 3:30 p.m. or 3:00 p.m. to 11:00 p.m. on varying days of the week.

**Monday, Wednesday class:**

**2010**

**SI#**

**2239479** March 15, 17, 22, 24, 29,31. April 5, 7, 12, 14, 19, 21, 26, 28. May 3 Clinical dates May 5, 10 (Wed, Mon 3:00 pm to 11:00 pm)

**SI#**

**Tuesday, Thursday classes:**

**2010**

**2239372** Jan 12, 14, 19, 21, 26, 28, Feb 2, 4, 9, 11, 16, 18, 23, 25, March 2 Clinical dates Mar 4, 5 (Thur, Fri 7:00 am to 3:30 pm)

**2239409** March 11, 16, 18, 23, 25, 30, April 1, 6, 8, 13, 15, 20, 22, 27, 29 Clinical dates May 6, 7 (Thur, Fri 7:00 am to 3:30 pm)

**2239429** May 13, 18, 20, 25, 27, June 1, 3, 8, 10, 15, 17, 22, 24, 29 July 1 Clinical dates July 8, 9 (Thur, Fri 7:00 am to 3:30 pm)

**Express classes are 8:00 a.m. to 4:30 p.m. on varying days of the week.**

Clinical hours are 7:00am to 3:30 p.m. on varying days of the week.

**SI# 2010**

- 2238319** Jan. 19, 20, 21, 22, 25, 26, 27, 29 Clinical dates Feb. 1, 2 (7:00 am to 3:30 pm)
- 2238344** Feb 3, 4, 8, 9, 10, 11, 16, 17 Clinical dates Feb 18, 19 (7:00-3:30pm)
- 2238389** Feb 22, 23, 24, 25, March 1, 2, 3, 4 Clinical dates March 5, 8 (7:00 am to 3:30 pm)
- 2238418** March 10, 11, 12, 15, 16, 17, 18, 22, 23 Clinical dates March 24, 25 (7:00 am to 3:30 pm)
- 2714832** March 29, 30, 31, April 1, 5, 6, 7, 8, & 12. Clinical dates April 13 & 14, 2010 (7:00 am to 3:30p)
- 2239217** April 15, 16, 19, 20, 21, 22, 26, 27, 28 Clinical dates April 29, 30 (7:00 am to 3:30 pm)
- 2239228** May 4, 5, 6, 7, 10, 11, 12, 13, 14 Clinical dates May 17, 18 (7:00-3:30pm)
- 2239242** May 20, 21, 24, 25, 26, 27, June 1, 2, 3 Clinical dates June 4, 7 (7:00 am to 3:30 pm)
- 2239264** June 21, 22, 23, 24, 28, 29, 30, July 1 Clinical dates 5, 6 (7:00 am to 3:30 pm)

## **BLENDED LEARNING**

The Blended learning online portion is 36.5 hours. This includes tests that must be completed before the first day of your skill session and a workbook that **must** be completed and turned in on 1<sup>st</sup> day of skill session.

Blended-learning skills (22.5 hours) are Mondays and Wednesdays 8:00 a.m. to 12:30 p.m., except as noted. Skills are held at ARC 510 E Chestnut Street Louisville, KY.

Clinical hours (16 hours) are 7:00 a.m. to 3:30 p.m. on varying days of the week at a facility designated by ARC.

### **2010**

January 4, 6, 11, 13, 18 Clinical dates: January 17 & 22

February 1, 3, 8, 10, 15 Clinical dates: February 17 & 22

March 1, 3, 8, 10, 15 Clinical dates: March 17, 22

April 5, 7, 12, 14, 19 Clinical dates 21, 26

May 3, 5, 10, 12, 17 Clinical dates 19, 24



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR MEDICAID SERVICES**

**Steven L. Beshear**  
Governor

275 E. Main Street, 6W-A  
Frankfort, KY 40621  
(502) 564-4321  
Fax: (502) 564-0509  
[www.chfs.ky.gov](http://www.chfs.ky.gov)

**Janie Miller**  
Secretary

**Elizabeth A. Johnson**  
Commissioner

March 6, 2009

Sarah Ivers, RN  
Program Coordinator  
American Red Cross  
510 East Chestnut Street  
P.O. Box 1675  
Louisville, Kentucky 40201-1675

Dear Ms. Ivers:

The Department for Medicaid Services conducted an on-site review of your nurse aide training program on March 5, 2009. The program and individual student records were well organized. The student's completed the evaluation of the program and instructors anonymously. The course was rated above average and the instructors as excellent. The pass/fail rate of all students taking the state competency examination was good. Based on all records reviewed your program continues to meet both federal and state program guidelines. Thank you for your continued interest in this program. If you have any questions please contact Vicki Barber, RN at (502) 564-5707.

Sincerely,

A handwritten signature in cursive that reads "Judy Montfort, RN".

Judy Montfort, R.N.  
Nurse Service Administrator  
MVR

**Louisville Metro  
Community Action Partnership  
Specialized Training Services  
Bid Pricing**

**Standard Specialized Training Services**

*Please attach price listing.*

Average number of participants per class: 13 (participants)

Special Discounts offered: Y or  N Discount off service pricing: \_\_\_\_\_

Number of jobs this contract may sustain/create if contract is awarded:

\_\_\_\_\_ Jobs Sustained      45 Jobs Created

Document to demonstrate offers of sponsorship and commitment to low income programs.

SEE ATTACHMENT

Document explaining general experience and reputation, such as references.

SEE ATTACHMENT

**COMPETITIVE SEALED**

**BID SUBMITTED BY:**

**By signing below you are agreeing to all Louisville Metro Government Terms  
& Conditions that are a part of this Request for Bid.**

**Include this page in your response to this bid.**

Firm: American Red Cross, Louisville Area Chapter

By: Kevin Wigginton

Title: Director, Health and Safety Services

E-Mail Address: Kevin.Wigginton@louisville-redcross.org

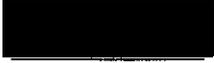
Address: 510 E. Chestnut Street  
Louisville, KY 40202

Telephone: 502-561-3739

Fax: 502-561-3617

Date: 12/1/09

Metro Louisville Revenue Commission Number: 

Federal ID Number : 

**Please include a copy of your W-9 with your submitted bid.  
This must be submitted prior to the award of a contract.**

I acknowledge receipt of the following Addendum:

Addendum #1: Pricing Sheet

Addendum #2: \_\_\_\_\_

Addendum #3: \_\_\_\_\_

Any Additional Addendum (write in numbers): \_\_\_\_\_

---

Vendor Signature (all items above have been read and completed).