

	EMBASSY OF THE UNITED STATES OF AMERICA Bogotá, Colombia. International Narcotics and Law Enforcement Section – INL	TITLE: Basic and Advance Medical Training and Certification for Colombian National Police with Emphasis on Field Operations. PLACE: Santa Marta, Facatativá and Tuluá	Number of Pages: 8
			Request No.
			Date: 10th December, 2015

GENERAL TERMS AND CONDITIONS

PLEASE READ CAREFULLY THE INSTRUCTIONS, ATTACHMENTS AND DOCUMENTATION YOU SHOULD FILL OUT OR ATTACH TO YOUR REPLY.

IF YOU DO NOT FULFILL THE REQUESTED REQUIREMENTS, DATE AND TIME OF DELIVERY AND THE PROPOSAL PRESENTATION LAYOUT, YOUR QUOTATION SHALL NOT BE TAKEN INTO CONSIDERATION.

THE AMERICAN EMBASSY, INL SECTION is currently interested in receiving proposals for the aforementioned training and certification which should include certified medical instructors, required certification and training paperwork, supply of course materials, transportation, accommodation, diplomas, unforeseen items, VAT (IVA) tax and all other expenses intrinsic to the contract.

The proposal should **address item per item and in the same order**, the following:

- a) Proposal presentation letter, to include the following: company name, Tax code number (NIT), name of legal representative, citizenship card number, address, business phone numbers, fax, mobile phone numbers and electronic mail address.
- b) Related experience emphasizing training certifications applicable to the project to be implemented proposal (maximum 3 pages), indicating contractor company, purpose of the contract, description of how the requirement will be met, inclusive contract dates and total price.
- c) Attach certificates of suitability issued by the Ministry of Health and/or Education, as well as the International certification as appropriate
- d) Description of materials to be used and pedagogical processes, specifying additional aspects to those stipulated in these terms and conditions.
- e) The attached quotation chart properly filled out *THE EMBASSY IS EXEMPT FROM PAYMENT OF VAT; THE PROPOSAL SHOULD NOT INCLUDE VAT. THE EMBASSY SHALL ISSUE A TAX EXEMPT LETTER VALID FOR THE REVENUE SERVICE, I.E. THE "DIAN".*

GENERAL CONDITIONS

1. JUSTIFICATION

The Colombian National Police through its Anti-Narcotics Division, with support from the US Embassy; is currently involved in operations where its personnel require this capability to mitigate the impact of hostile actions of subversive groups and organized crime, who continue to impact public order, with direct and indirect attacks against Colombian security forces and non-combatant civilian population. During the last seven years the Colombian National Police Jungla personnel that were previously certified annually to perform required field medical duties have lost their certification. It is essential that the Colombian National Police Jungla personnel specialized in addressing medical emergencies. The personnel to be trained are located in the cities of Santa Marta, Tuluá, Facatativá and San Luis, Tolima. The intent is that all personnel to be trained be certified at the national and international level, to be recognized nationally by either the Colombian Ministry of Education, Ministry of Social Protection, and/or the Association of Trauma (ACAPH), as well internationally by institutions such as the National Association of Emergency Medical Technicians (NAEMT) and the American Heart Association (AHA). The requested certifications will allow the Jungla personnel once certified to act effectively and legally in emergency situations throughout Colombia.

2. PURPOSE

To select the best qualified and most capable formal educational institution that meets the stipulated requirements to provide Basic and Advance Medical training and certification with emphasis on field operations through the use of accredited trauma simulators, and pre-hospital invasive procedures.

3. DESCRIPTION OF SERVICES

Provide certified and accredited basic and advance medical trainings and certification with emphasis on field operations for Colombian National Police Jungla Commandos and Instructors at the sites identified above:

3.1. Basic Medical Training and Certification with Emphasis on Field Operations with the following specifications:

- **Training in the following modules:**
 - Clinical Patient with emphasis on operational field scenarios
 - Trauma with emphasis on operational field scenarios
 - Basic and Advance resuscitation techniques while on special situations
 - Update of RCP's 2015 guides
- **Administrative and logistical details:**
 - Training of **96** police officers divided into 2 cycles (see table 1)
 - Each training cycle shall be carried out simultaneously at each of the Anti-Narcotics Police Bases (Facatativá, Santa Marta and Tuluá). These cycles shall comply with the same dates, times and content.
 - Each cycle of the Basic Medical Training and Certification with emphasis on field operations shall have a minimal weekly hourly intensity of 56 hours,

beginning on a Monday and ending on Saturday of the same week, without exceeding the May 31, 2016 deadline for completion of all cycles.

- The methodology of the training program of each cycle shall comply with a breakdown of 20% classroom instruction and 80% of practical field exercises.
- As addressed above the authorized training sites are Colombian National Police bases located at Facatativá, Tuluá and Santa Marta.
- Instructor student ratio shall be at a minimum 1:5 (At least 1 instructor is required for each group of 5 students)
- Each instructor shall hold required medical and training certifications. Copies of required certifications shall be provided to the Contracting Officer upon award.
- Each module shall be accompanied by all required logistical equipment, including trauma simulators required for the practical field exercises. The aforementioned equipment shall be provided by the contracted vendor. All material, equipment, simulators, etc., shall be the same at each training location.
- The contracted vendor shall provide all material required for the instruction and certification.
- All expenses resulting from the movement; travel of instructors and/or material shall be covered entirely by the contractor.
- The entirety of all instruction (both physical instruction and study materials) shall be in Spanish. Proposals with interpreters shall not be accepted.
- The contracted vendor shall submit a full training program proposal up to 5 business days after being informed of the contract and at least 10 business days before the start of training, for approval by INL, CO and COR.
- The contractor shall seamlessly replace instructors should an instructor not be capable/able to provide training as scheduled, though the contractor shall inform immediately (both telephonically and in writing) of the changes to both the INL COR and the Colombian National Police. The contractor shall provide a copy of the certifications of the new personnel along with the notification of change.
- The US Embassy (INL) reserves the right to monitor the training and the instructors.
- The contractor shall promptly inform both the Contracting Officer's Representative, as well as the Jungla Commander Officer of any situation that disrupts the normal development of the training program.

SITE	Basic 96pax	
	Cycle 1	Cycle 2
Santa Marta	11	12
Tuluá	11	11
Facatativá	26	25
	48	48
	96	

Table 1

3.2. Advance Medical Training and Certification with Emphasis on Field Operations with the following specifications:

- **Training and certification in the following modules:**
 - Tactical Medicine
 - Preparation and high performance
 - Medication administration

- **Administrative and logistical details:**
 - Training of **70 men** divided into 2 cycles (see table 2)
 - Each training cycle shall be carried out simultaneously in each of the Anti-Narcotics Police Bases (Facatativá, Santa Marta and Tuluá). These cycles shall meet the same dates, times and contents.
 - Each cycle of the Advance Medical Training and Certification with emphasis on field operations shall have a minimal weekly hourly intensity of 90 hours, beginning on a Monday and ending on Saturday, without exceeding the deadline for completion of all cycles of May 31, 2016.
 - The methodology of the training program of each cycle shall comply with an intensity of 20% of classroom instruction and 80% of field practices.
 - Training sites will be the Colombian National Police bases located at Facatativá, Tuluá and Santa Marta.
 - Instructor student ratio shall be at a minimum 1:5 (at least 1 instructor is required for each group of 5 students)
 - Each instructor shall hold requisite medical and training certifications. Copies of these certifications shall be provided to the Contracting Officer's Representative of the US Embassy upon award of contract.
 - Each module shall be accompanied by the necessary logistical equipment, including the trauma simulators required for the practical field exercises, which shall be provided by the contractor. All material, equipment, simulators, etc., shall be the same at each of the training bases identified in this document.
 - The contracted vendor shall provide all the material required for the instruction and certification.
 - All expenses resulting from the movement / travel of instructors and/or material shall be covered entirely by the supplier.
 - The entirety of both physical instruction and study material shall be in Spanish. Proposals with interpreters shall not be accepted.
 - The contractor shall submit a full training program proposal up to 5 business days after contract award.
 - The contractor shall seamlessly replace instructors should an instructor not be capable/able to provide training as scheduled and the contractor shall inform immediately (both telephonically and in writing) of the changes to both the INL COR and the Colombian National Police. The contractor shall provide a copy of the certifications of the new personnel along with the notification of change.
 - The US Embassy (INL) reserves the right to monitor the training and instructors.

- Instructors shall promptly inform both the COR, as well as the Jungla Commander Officer of any situation that disrupts the planned/programmed training

SITE	Basic 96pax		Advance 70pax	
	Cycle 1	Cycle 2	Cycle 1	Cycle 2
Santa Marta	11	12	8	8
Tuluá	11	11	8	7
Facatativá	26	25	19	20
	48	48	35	35
	96		70	

Tabla 2

4. TRAINING ASPECTS AND CONTENTS

The instruction should develop the personnel skills necessary to provide under operational field conditions, any healthcare procedure that injured personnel may require, with the intent of increasing patient survivability through proper stabilization and immediate care through application of current/modern Colombian and international medical practice standards in the area of tactical medical care with emphasis on field operations; as required but not limited to the following procedures “as taught by specialists”: performing practical application on medical dummies (simulators) clearing airway, stabilization exercises; the use of: oropharyngeal, nasopharyngeal, laryngoscopy with tracheal intubation tube (TT) laryngeal mask (ML), combitube, laryngeal tube (TL) cannulas, tracheostomy puncture, cricotiroidotomia, use of quiclot for the control of severe bleeding, venepuncion, venous cutdown, chest tube placement, needle chest decompression, management and practice of portable monitor for vital signs, management stopcock, venocat management, intraosseous infusion, transportation and evacuation of wounded, as well as providing knowledge in basic and advance medical training and certification with emphasis on field operations in accordance with the below.

4.1. Basic Modules:

4.1.1. Clinical Patient with emphasis on field operations

- Vital Signs
- Initial approach of clinical patient
- Chest pain and Coronary syndrome
- Breathing difficulty
- Abdominal Pain
- Altered mental status
- Syncope and seizures
- Headache, nausea and vomiting
- Poisoning
- Drug dilution, antibiotics and painkillers
- Provision of ideal first aid kit

4.1.2. Trauma with emphasis on operational scenarios

- Kinematics of Trauma
- Biosecurity and assurance of site and scene
- The ABCDE of trauma
- Advanced airway in trauma
- Shock and controlling bleeding
- Closed and open trauma systems (neck, thorax, abdomen, extremities and joints)
- Peripheral vascular trauma
- Neurotrauma
- Burns
- Advanced trauma intervention

4.1.3. Basic and advance resuscitation techniques while on special situations

- Survival chain
- Activating the emergency system
- Basic cerebrocardiopulmonar resuscitation
- Automatic External Defibrillator
- Foreign body airway obstruction
- Monitor / Defibrillator
- Cardiac arrhythmias
- Tachycardia and bradycardia
- Comprehensive post-cardiac care
- Organization of Blue Code team

4.1.4. Update of RCP 2015 Guides

- Cardiorespiratory Collapse in adults
- Automated external defibrillation
- Stroke
- Ventilation and oxygenation techniques
- Pharmacology and use of medication for the implementation of the brain-cardiopulmonary resuscitation

4.2.1. Advanced Modules:Tactical Medicine

- Care under fire
- Tactical field care
- Tactical Evaluation
 - CASEVAC
 - MEDEVAC
- Hazardous materials
 - START Triage
 - SHORT Triage
- Simulation exercises and integration

4.2.2. Specialized Training

- Nutrition and Hydration
- Ergogenic aid
- Injuries, physical therapy and rehabilitation
- Environmental Pathology: heat exhaustion, altitude sickness, hypothermia
- Physiological adaptation to high altitude and heat
- Overload and over training

4.2.3 Medication Administration

- Medication generalities
- Medicine subject to special control
- Legal regulation of medicine
- Scientific and technological standards of medicine
- Pharmaceutical forms
- Adverse events
- Pharmacological surveillance of medicine
- Magistral preparation
- Pharmacokinetics and pharmacodynamics
- Medication Administration
- Dilutions
- The 10 Rights of Drug Administration
- Medication Administration Errors

5. TRAINING REQUIREMENTS AND GENERAL CONDITIONS OF CONTRACT:

Basic and Advance medical training and certification with emphasis on field operations for Jungla Commandos and instructors of the Antinarcotics Directorate Unit of the Colombia National Police. The training is to be performed throughout Colombia; aimed to train and certify personnel on the above mentioned invasive procedures to counteract and stabilize trauma as the first response during field operations.

5.1 In addition to theoretical classroom sessions, the training shall provide practical activities in a field environment to include but not limited to the rotation of individual student and group workshops taught by qualified professional instructors/specialists (medical doctors) as required in support of training and certification.

5.2 Provide instructors for all pre-hospital practices, instructors shall be exclusive to each student group, these instructors shall also work exclusively for the group assigned and shall under no circumstances assist two groups simultaneously; instructors shall also be with the group of students. Instructor absence and/or departure from a training site without prior authorization and/or replacement of an instructor without COR approval is not approved.

5.3 Each student shall be trained individually in each of the exercises required for certification, as well as shall be provided with individual training material, and individual certification shall not be conducted under group instruction.

6. MATERIAL

All of the material used before and during the certification such as: books, manuals, gloves, oropharyngeal and nasopharyngeal airways, tracheal tube (TT), laryngeal mask (LM), combitube, laryngeal tube (LT), puncture tracheotomy airways, material for puncture cricothyroidotomy (scalpel and tube), quiclot envelopes, venesection (scalp), tube to thorax, catheters no. 14, thoracic needle decompression, 3-way stopcock, handling of venocath, intraosseous infusion equipment, airway and RCP dummies, consulting books, medications manual for reference during training, as well as any additional items not mentioned above, but needed for the successful completion of the course shall all be supplied by the contractor.

7. QUANTITY OF MATERIALS PER MAN FOR PRACTICING EXERCISES

The amounts of material required for the specific practices and training should be sent in advance to each training location (Facatativá, Tuluá and Santa Marta) as to be available upon commencement of training to ensure the objective of each module and/or exercise is met.

Prior and timely delivery of printed material on the topics in the theoretical area (brochures, photocopies, reference books, practical elements, etc.) is essential, so that all participants can properly prepare for classes, exercises and evaluations.

8. CERTIFICATION

Upon completion of the course, every participant that has successfully completed the course should receive a certificate (Diploma) recognized by either the Ministry of Education, Ministry of Social Protection, the Colombian Association of Trauma (ACAPH), the National Association of Emergency Medical Technicians NAEMT and/or the American Heart Association (AHA). The contractor shall provide each student with a detailed list of the number of training hours successfully completed.