

RFP Questions and Answers- Posted 2/10/23

- 1. Are you looking for that individual to be onsite fulltime weekly or are you looking for somewhere to send your folks offsite for this service?**
 - a. This is a part-time, onsite role.
- 2. Will printing, signing, scanning, and converting the submittal forms to pdf and adding them to a zip file with the rest of my information be alright?**
 - a. Yes
- 3. Will video recordings be helpful or a distraction to the reviewing process?**
 - a. The written proposal portion which is due 2/15/23 is meant for proposers to put together the written qualifications as indicated in the Request for Proposal which will then be evaluated to create a shorter list that will progress to the interview process. After the written proposals are scored, the highest qualified proposers will then be invited for an interview where a video may be shown. The video would be helpful during interviews.
- 4. In the compensation billing section, am I simply being asked to enter my hourly compensation amount?**
 - a. Yes
- 5. I'm getting an update on my insurance to ensure it meets the requirements of this proposal. Does this need to be completed now or only when and if I am a serious consideration for the position?**
 - a. You can submit the Evidence of Coverage that you have in place. If you need to increase the level of your insurance, you may state that, if selected, you will maintain the Insurance Requirements of the District. The insurance requirements are located for your reference in "Exhibit B Insurance Requirements for Standard Service Contracts Between \$50,001-\$100,000". You may send that to your broker if you like, to get an estimate of what the required level of insurance will cost, so that you may have that figured into your cost of

doing business, since the rate you propose needs to be inclusive of all costs, like travel and insurance.

6. Do you have any onsite fitness centers at the 15 different locations?

- a. There is a workout space that has cardio and fitness equipment in all Fire Stations and Headquarters.

7. What equipment do you have available for group & one-on-one coaching?

- a. Fire stations and headquarters have a comprehensive selection of cardio machines, weight sets, and functional fitness equipment

8. Are the **Friday drills (15 mins) held virtually all FD locations or in person?**

- a. Friday drills are held in person at our training center behind our Sunnyside Fire Station in Campbell.

9. Based on what you've done in the past, please share with us areas you would like to see improvement on pertaining to the programming and offerings available.

- a. The Fitness and Wellness program started several years ago as a pilot project in the Training Division and was conducted by in-house staff. Later, a 10 hour per week contractor was hired. In the years that followed, a Fitness Committee was implemented and a Wellness Pilot established to encompass all aspects of wellness such as nutrition, sleep, and stress level. In the current evolution of this program, it is becoming a formalized program, which requires this formal competitive solicitation, now that it is a permanent program. In the future, we would like to extend this program again to include the aspects of Injury prevention and light rehabilitation, with the goal of preventing long-term leaves of absence due to workers' compensation-covered injury and ultimately increase the health of all.

10. Who currently conducts the annual firefighter physical fitness and cardio health testing?

- a. A contracted occupational health company conducts nearly all of the physical fitness and cardio health testing.

11. Could you please clarify what "back-up support" entails?

- a. Back-up Support for fitness testing means that the fitness coordinator would conduct the fitness and VO2Max (an/or other approved tests) test for fire fighters who have a scheduling conflict or have returned from leave and missed the annual fitness test. It is not anticipated that this role would regularly do this task, however, if needed, the selected individual or firm would need to have the knowledge and skill to do this independently.

12. Is physical fitness and cardio health testing conducted throughout the year or at a designated time frame?

- a. This is generally handled within a one-month timeframe, but may vary year to year.

13. What protocol is followed for the annual fitness and cardio health testing?

- a. The Bruce protocol is used for annual testing. Alternative approved testing methodologies may also be used on a case-by-case basis.

14. Where will fitness testing be conducted?

- a. Saratoga Fire Station.

15. Is the required fitness testing and cardio health testing (VO2 max) equipment provided or will the selected vendor need to supply the equipment?

- a. The department owns the equipment to test VO2 max as well as an In Body 270 Body Composition Analyzer.

16. Does Santa Clara County Central Fire Protection District currently contract with an individual or organization for the Fitness and Wellness Coordinator services? If yes, who is the individual/organization and what schedule is currently followed by the Occupational Fitness and Wellness Trainer/Coordinator?

- a. The District currently contracts with an individual who is a certified personal trainer and has other related and specific certifications. The individual works a varied 15 hours per week, on average.

17. Do/will all 300 fire prevention, suppression, investigation, administration and maintenance personnel participate in the annual fitness testing and wellness program?

- a. Only Public Safety Fire Suppression staff are required to do the annual fitness testing. There are currently 229 Public Safety Fire Suppression staff and approximately 66 fire suppression staff are on duty at any given time. Other staff are not required to participate; they may have opportunities to attend training, receive educational materials or optionally participate in medical screenings.

18. What Occupational Health Company conducts the annual medical exams? What comprehensive cancer screenings are offered?

- a. This question is not relevant to the Scope of Services for the role and is outside of the scope of what is being requested in the submitted proposals and the criteria being evaluated under this RFP.

19. Please specify the addresses of all fire stations/facilities that have exercise equipment.

- a. This information is located on the Santa Clara County Fire Department website: <https://www.sccfd.org/accreditation-document/>
Read the *Documentation of Area Characteristics*, starting on page 42, for a summary of all Fire Stations.

20. What weekly schedule do you anticipate for the Occupational Fitness and Wellness Trainer/Coordinator including locations?

- a. An average of 15 hours per week is anticipated. The selected individual or firm will need to prioritize the Department's needs by working with Training staff and managing their schedule and tasks independently to meet those needs.

21. Will the Occupational Fitness and Wellness Coordinator rotate to different locations? If so what will be the rotation schedule be?

- a. Yes, this role will rotate to different locations. The selected individual or firm will need to prioritize the needs by working with Training staff and managing their schedule and tasks independently to meet those needs.

22. What shift pattern is followed and what is the current set up for group physical fitness coaching? Ex. 3x/week at PT etc.

- a. The schedule is anticipated to be dynamic, because the fire fighters' schedules are, by nature, dynamic. This selected individual or firm must be comfortable and skilled in a rapidly changing environment and be able to pivot. One might have a plan to train at a station and you get there and the bell goes off and everyone leaves. This person must be able to adapt and be productive in another place or way at that point, which may include bumping the schedule and going to another station-for instance. The selected individual or firm will need to prioritize the overall needs by working with Training staff and managing their schedule and tasks independently to meet those needs.

23. How often is fitness re-testing offered?

- a. Retesting is offered on an as-needed basis. Most personnel pass the fitness test the first time.

24. What criteria is used to determine retesting for fitness and cardio health testing and approximately how many people per year does this entail?

- a. Those that do not meet the minimum standards for pushups, pullups, crunches and VO2 max minimums are placed on mandatory workouts and will be retested quarterly. The number of personnel who fall into this category varies year to year and the majority pass the first time, so it is a relatively small number.

25. How is flexibility testing currently measured?

- a. Flexibility is measured in a seated position on the floor and reaching toward the toes.

26. How is fitness testing and cardio health testing data collected and reported following HIPAA guidelines?

- a. The Department receives a confirmation specifying that the employee met, or did not meet, department standards.

27. Do you have any onsite fitness centers at the 15 different locations?

- a. Every station and Headquarters has a space for a comprehensive selection of cardio machines, weight sets, and functional fitness equipment. This may just be a corner of the apparatus bay or other designated space. Headquarters has a small carpeted fitness room. None of the locations have a designated fitness center, but rather have a designated space within the building.

28. What equipment do you have available for group & one-on-one coaching?

- a. The equipment varies by location but includes weight sets and functional fitness equipment and cardio machines. Group training will mostly be at the Friday drills at the Training Center. Otherwise training will be one-on-one or small group training, or sometimes via pre-recorded videos.

29. Are the [Friday](#) drills (15 mins) held virtually across all FD locations or in person?

- a. Friday Drills are in-person at our Training center. The number of students is dependent on the drill rotation schedule. On a regular drill day between 10-20 are expected.

30. Based on what you've done in the past, please share with us areas you would like to see improvement on pertaining to the programming and offerings available.

- a. See answer to question #9. We hope to expand and put more focus on injury prevention.

31. How were the approximate hours per week estimated for this role?

- a. The hours were determined based on need and budget.

32. How does the District evaluate this role's impact/effectiveness?

- a. We have a Fitness Committee that evaluates all related fitness activities. This group meets quarterly. In addition to the Fitness Committee feedback and input, we hope to see a reduction in injuries over time.

33. What has the District done in the past to accomplish the same objectives this role provides?

- a. This role has been in place for over 20 years, in one capacity or another. Prior to the contract fitness trainer, the department Training Division was responsible for

fitness testing. The program has been evolving, so the objectives have also expanded over time. The Fire Department has reviewed the program regularly, make sure it stayed relevant to the Fire Service, incorporated new technologies and met fitness industry standards and best practices. See also answer to Question #9.

34. How does the District either encourage and/or mandate fitness/wellness to employees?

- a. It is a requirement of the job and firefighters must meet the established standards per District policy.

35. Fitness testing is only done once a year?

- a. Yes

36. When is the annual fitness testing done, and where?

- a. It is normally conducted at the Saratoga Fire Station, or the Occupational Health Company's pop up location (if they are testing for multiple departments at the same time) or at the Headquarters fitness room. Generally, fitness testing is scheduled outside of the fire season months. Fire season is approximately April through October, so often times it is near the beginning of the year.

37. What are the current movement standards and minimum metrics for each test?

- a. In general, the minimum physical standards are: VO2 max (age dependent), pullups 3 minimum, pushups 20 minimum, and curl ups 30 minimum. Grip strength and static plank are also tested, but are advisory only.

38. Could you please describe your current injury rehabilitation program and the type/percentage of injuries reported on an annual basis?

- a. An overview of the usual course of events is that injured personnel are sent to an approved worker's compensation physician. From there Physical Therapy is usually prescribed unless the injury is more serious requiring surgery. With respect to the Scope of Services and role we are filling, the fitness trainer/coordinator would not be involved until the personnel is fully released back to work. At that point, the fitness trainer would potentially meet with the

person and make recommendations to build back stamina and movement as well as offer recommendations to help avoid re-injury.

39. How many first aid vs clinic visits?

- a. This question is not relevant to the Scope of Services for the role and is outside of the scope of what is being requested in the submitted proposals and the criteria being evaluated under this RFP.