


EMS Textbooks and Materials

IFB-25-0602

Wednesday April 2, 2025 at 10:00 am
Via WebEx

City of Phoenix
Finance Department


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Agenda

- ❖ Scope of Services
- ❖ Solicitation Instructions
- ❖ Questions & Answers (QA) & Deadlines
- ❖ Insurance and Indemnification
- ❖ Submittal Requirements
- ❖ Transparency Policy
- ❖ Proposal Deadline


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Welcome!

- ❖ Please mute microphones unless speaking.
- ❖ Please email your company name, first and last name, telephone number, and email address to: Clara.Delgado@phoenix.gov

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Scope of Services

The first class typically commences in January or February, while the second begins in August or September. Historically, the City of Phoenix places book orders in July of the preceding year to secure materials for both courses.

Delivery must be done 4 to 6 weeks before start date of each class to allow adequate time for student's review of materials.

- ❖ EMS Textbooks and Materials
 - Contractor to supply educational materials to support Phoenix Fire Department (PFD)
 - Services provided on an as-needed basis for five years, beginning on/about July 1, 2025

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Legal Notice


The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document and in the form of a written Solicitation Addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt of any/all addenda by signing and returning the document with their submittal, or the response may be considered non-responsive.

Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.

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Solicitation Instructions

- ❖ Registered as a City Vendor at ProcurePHX: <https://www.phoenix.gov/procure>
- ❖ Registered with the Arizona Corporation Commission
- ❖ Accept all terms and conditions without exception
- ❖ The City will not be responsible for oral instructions made by employees or officers, and any changes to the solicitation documents will be in the form of addenda.

PLEASE READ ALL DOCUMENTS THOROUGHLY


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Questions & Answers (Q&A)

- ❖ Also referred to in the schedule of events table as “Inquiries”
- ❖ All answers to be published on the City’s solicitation webpage
- ❖ Written answers supersede verbal answers

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Submittal Requirements

Submit one electronic copy to procurement@phoenix.gov:
Not to Procurement Officer

1. Offeror’s Proposal
2. Pricing Proposal
3. Addenda, signed
4. Delivery
5. Cost and Payments
6. Offer Page


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Q&A Deadline

- ❖ Submit questions by email no later than April 7, 2025, by 2:00 p.m. local Phoenix time to:
Clara.Delgado@phoenix.gov
- ❖ Answers available close of business on April 21, 2025
<https://solicitations.phoenix.gov/Solicitations/Details/2072>


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Transparency Policy

- ❖ All proposers under penalty of disqualification will refrain from contacting any City staff or officials to discuss this solicitation.
 - Begins upon solicitation posting and ends on day of City Council Award.
 - All questions must be directed to the procurement officer.
- ❖ Full policy in **Section 2.21** of the solicitation.
- ❖ Companies currently doing business with City are not prohibited from discussing their current contracts.


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Insurance & Indemnification


- ❖ Requirements in Section 7 may include:
 - General liability
 - Automobile liability
 - Worker’s compensation
 - Professional liability
- ❖ Work with your Insurance Broker
- ❖ Awarded Contractors: Certificates of Insurance due to City within 10-days after receipt of award notification

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Proposal Deadline

April 21, 2025
2:00 p.m. local Phoenix time



Late proposals will be rejected.

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