



LAKE LAND COLLEGE  
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LAKELANDCOLLEGE.EDU

REQUEST FOR PROPOSALS  
FOR  
BLS Heart Saver CPR Provider for Illinois Department of Corrections

PROPOSALS DUE: June 12, 2025

## Request for proposals for American Heart Association Basic Life Support CPR Training

Lake Land College (LLC) is seeking proposals from qualified vendors to provide Basic Life Support (BLS) and Heart Saver CPR training to the Illinois Department of Corrections (IDOC) employees per the most recent contract between the LLC and IDOC. The training location will be held at IDOC sites across the state based on need and contract specifications. This RFP aims to identify a reputable, experienced CPR provider capable of delivering comprehensive and effective BLS and Heart Saver CPR certification and recertification courses.

Proposals will be received until 12 p.m. Central Standard Time on June 12, 2025 in the Board and Administration Building on the campus of Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL. Proposals received after this time will not be accepted. Proposals will be opened and publicly read immediately after the specified closing time. All interested parties are invited to attend. Mail at least two printed copies to: Lake Land College, Attention: Connie Compton, 5001 Lake Land Blvd., Mattoon, IL 61938

Please contact Chris Strohl at [cstrohl@lakelandcollege.edu](mailto:cstrohl@lakelandcollege.edu) or at 217-234-5225 with specific questions. Obtain bidding documents/requirements online at <https://www.lakelandcollege.edu/facilities/>

### Project Scope:

Lake Land College shall be responsible for the following deliverables and activities under this agreement:

- **Procurement of Training Resources:** Purchase all training equipment, materials, and supplies as approved by IDOC, ensuring alignment with the standards set by the American Heart Association (AHA) for Heart Saver CPR and Basic Life Support (BLS) certification.
- **Communication and Coordination:** Maintain consistent communication and coordination with designated IDOC staff to facilitate smooth planning, scheduling, and delivery of training activities.
- **Staff Registration and Academic Recordkeeping:** Enroll all participating IDOC staff in applicable college credit courses, maintain academic records, and issue grades upon successful completion of training requirements.
- **Compliance with Contract Requirements:** Ensure all training activities, content, and administrative processes fully comply with the terms and conditions outlined in the agreement between IDOC and Lake Land College.

The selected provider shall be responsible for delivering Basic Life Support (BLS), Heart Saver CPR and First Aid training in accordance with the most current American Heart Association (AHA) guidelines. Responsibilities under this agreement include, but are not limited to, the following:

- **Instructor-Led Training Delivery:** Provide in-person, instructor-led Heart Saver CPR and Basic First Aid courses at locations mutually agreed upon by IDOC and Lake Land College. All training must reflect the latest AHA BLS and Heart Saver protocols.
- **Training Schedule:** Training will be provided at the designated location over three (3) consecutive days. The re-certification courses will be held on day one (1). The initial certification will be held on days two (2) and three (3). In the event, only re-certification is needed at a location, the course will last one (1) day.

- **Skills Documentation and Recordkeeping:** Accurately document the completion of all required skills for each IDOC participant in the AHA system and maintain academic and training records in compliance with AHA, IDOC, and Lake Land College processes and policies.
- **Certification Issuance:** Issue official AHA certification cards to each IDOC employee who successfully completes the in-person train-the-trainer course, and each IDOC employee receiving training from IDOC-certified staff to train at each on-site. Certification must be provided by the training provider in accordance with AHA guidelines.
- **Class Scheduling Coordination:** Collaborate with Lake Land College representatives to schedule both certification and recertification sessions based on IDOC's training needs.
- **Advance Class Notification:** Provide the college with finalized class details (dates, times, locations, and participant rosters) at least five (5) working days prior to each scheduled session.
- **Train-the-Trainer Compliance:** Deliver train-the-trainer programming in accordance with all current AHA guidelines.
- **Annual Equipment Audit:** Conduct a comprehensive audit of training equipment at all IDOC facilities on an annual basis.
- **Monthly Supply Reporting:** Submit a monthly report via email to the designated Lake Land College staff with supply and equipment needs for each facility.
- **Ongoing Technical Support:** Provide timely assistance to IDOC staff regarding any questions or concerns related to BLS, Heart Saver CPR, or basic first aid training.
- **Travel Reimbursement:** Submit all travel documentation within ten (10) working days following each class. Reimbursement will be made at the current State of Illinois rate.
- **Material Updates:** Ensure that all IDOC training sites are equipped with the most current training materials based on AHA updates and requirements.
- **Monthly Contract Meetings:** Hold monthly Zoom meetings with the designated Lake Land College staff to review contract activities, address any issues, and provide updates.
- **Training Volume:** Certify and recertify up to 150 IDOC employees during each academic year (July 1—June 30) of the following year.
- **Card Processing and Distribution:** Manage the processing and distribution of AHA certification cards for all IDOC staff trained under this agreement by certified instructors affiliated with the provider's AHA training center.
- **Monthly Invoicing:** Submit detailed invoices for all training services, supplies and travel expenses to Lake Land College within ten (10) days of each completed course.
- **Compliance and Confidentiality:** Adhere to all applicable Lake Land College policies, including academic integrity standards and the Family Educational Rights and Privacy Act (FERPA), ensuring the confidentiality and appropriate handling of student and training records.

Proposals will be evaluated based on the following criteria and required deliverables:

- **Project Approach and Methodology:** A detailed description of the proposed approach, methodology, and organizational structure to be utilized in fulfilling the College's stated project scope. The format for response is detailed in the Response Section of the RFP.
- **Firm Qualifications and Experience:** Demonstrated experience and qualifications in delivering large-scale BLS Heart Saver CPR training programs using the train-the-trainer model.
- **References and Performance Feedback:** Submission of relevant references, including contact information, along with any available feedback regarding the proposer's past performance on similar projects.
- **IDOC Facility Access Requirement:** The contractor must obtain prior written approval to access and conduct training within all Illinois Department of Corrections (IDOC) facilities before any contract award. Approval is contingent upon successful completion of all mandatory background checks, security screenings, and full compliance with IDOC's applicable policies and procedures.

## Request for Proposal - Response Section

Please respond to the RFP using the format outlined below.

### Method of Award:

The award for BLS and Heart Saver CPR services shall be made to the proposer whose submission is determined to be the most comprehensive, responsive, and advantageous to the College, providing the best overall value. Lake Land College reserves the right to reject any or all proposals and is under no obligation to accept the lowest-cost proposal if it is not deemed to be in the College's/program's best interest.

In evaluating proposals and determining the award, Lake Land College will consider multiple factors including, but not limited to, the proposer's demonstrated service capabilities, integrity, responsiveness, reputation, and record of past performance. Please respond to each section below, keeping responses brief and concise.

### Response Section:

1. Please outline the identified trainer(s) experience with delivering American Heart Association (AHA) and Basic Life Support (BLS) certification training.
2. Please confirm the identified trainer(s) will have current AHA and BLS certification that meets all AHA guidelines for training the outlined courses. Describe and confirm how the assigned trainer(s) will remain compliant on their certification and steps that will be taken to validated compliance.

3. Please describe your training schedule for the three (3) consecutive days of training, including both certification and recertification courses.
4. If applicable, please describe your training personnel onboarding process to ensure trainers meet the required certification, including background checks, ensuring an assigned trainer is not legally prohibited from teaching the outlined courses. All training personnel must meet all IDOC entrance requirements and background and security checks.
5. Please describe your process to meet the annual training equipment audit for each IDOC location. Provide a proposed sample report and schedule that would meet this requirement.
6. Describe your process to meet the requirements for the creation and distribution of all AHA certification cards for IDOC staff members trained at their assigned IDOC location.
7. Lake Land College requires the contractor to maintain detailed reporting following each completed class. The reporting should include the number of participants who started, ended, and successfully completed the course. Please describe and provide sample reports that you anticipate utilizing to meet this requirement.
8. Contractor will facilitate monthly meetings with designated Lake Land College staff to ensure an efficient process and provide a top-notch training program for IDOC. Describe how you would accomplish this and provide a sample agenda.

## Economic

1. Lake Land College will pay a flat rate per student who completes AHA training. Please complete the following fees schedule for Year 1 (July 1, 2025- June 30, 2026), Year 2 (July 1, 2026- June 30, 2027), and Year 3 (July 1, 2027- June 30, 2028)

Year 1—Cost per student completing certification \$\_\_\_\_\_

Year 1—Cost per student completing recertification \$\_\_\_\_\_

Year 2—Cost per student completing certification \$\_\_\_\_\_

Year 2—Cost per student completing recertification \$\_\_\_\_\_

Year 3—Cost per student completing certification \$\_\_\_\_\_

Year 3—Cost per student completing recertification \$ \_\_\_\_\_

2. Lake Land College will reimburse contractor mileage on a per-class basis, using Google directions to calculate the round-trip mileage from a single identified location to the IDOC locations. The same starting location will be used for ALL classes. The College will reimburse using the State of Illinois mileage rate. The college will not provide a vehicle, nor be responsible for insurance related to the transit process. Please provide the single starting location that will be used for the purpose of calculating mileage. All expenses will be reimbursed at the current state rate.
3. Any ad hoc cost not identified in this proposal, ask the college to consider it as part of this contract.