



March 27, 2005

Dear Participating Training Vendor:

The Treasure Coast Regional Training Council (TCRPC) is accepting bids on the following two courses. Vendors are asked to bid on each course individually, as the award process will be determined independently. Please identify in your bid the requested specifications and any additional features you are offering. Bids may be submitted in writing to the Treasure Coast Regional Planning Council or the Training Chairperson, Daniel Wouters, at dwouters@martin.fl.us. The bidding process will be closed on April 22, 2005, at 5 pm. The vendors awarded the bid will be notified no later than May 1, 2005.

Unknown Chemical Identification/ Classification

This two-day (16 hour) course trains students in the operations of the HazCat® Chemical Identification Kit and qualitative analysis of unknown liquids and solids. Students are to be taught the theory of chemical analysis, hazards, and safety procedures. The two chemical analysis worksheets provided with the kit will be explained and how its processes are to be utilized. Training is to be hands on with a minimum of 6 solids and 6 liquids to analyze. Examples should include at least one PCB, organophosphate, metals analysis process, and mixtures separation. Training kits should be provided to each training team. Teams are not to be comprised of more than three students. Handouts and safety equipment will be made available to each student. The training locations will be supplied by the hosting agency suitable for this type of class.

The TCRPC is interested in offering one or two of these courses in the region. The TCRPC's Region includes Indian River, St. Lucie, Martin, and Palm Beach Counties. Training dates will be determined by the TCRPC and courses are to be completed before June 15, 2005. Please indicate in your bid: course outline, description, minimum and maximum number of students, estimated number of samples to analyze, cost per student per course offering, number of training kits being provided, and instructor(s) name and qualifications.

National Incident Management Systems

This Basic Level Incident Command Course is an introduction of the National Incident Management Systems. The course will allow agencies to be compliant with Dept. of Homeland Security Presidential Directive 8's NIMS description and must meet ICS-100 and ICS-700 level training curriculums. The attendees will include local government, health department, hospital, and school board employees and should be tailored to their needs. This course will train personnel in the operations of the NIMS and its requirements. This course will aid local agencies in meeting HSPD 8 NIMS training requirements. Materials should be made available to all students in attendance.

The TCRPC is considering offering up to four of these courses in Palm Beach, Martin, St. Lucie, and Indian River Counties. Bids are to be per class offering and should include a course outline, description, instructor's name and qualifications and a maximum number of attendees. Training locations will be provided by the TCRPC. Training dates will be determined by the TCRPC and courses are to be completed before June 15, 2005.

All bids must be received no later than April 22, 2005. If there are any questions, please contact Daniel Wouters, Training Chairman at 772-370-3927.

Sincerely,

Daniel Wouters

Chris Bushman, Chairman • Terry Hess, Coordinator
Treasure Coast Local Emergency Planning Committee (LEPC), District X
301 East Ocean Boulevard, Suite 300, Stuart, FL 34994
Phone 772/221-4060 – Fax 772/221-4067
e-mail: thess@tcrpc.org web site: <http://www.tcrpc.org>