Anchorage School District

Educating All Students for Success in Life

Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

Show the following on the outside of the offer envelope OR email subject line: **RFQ 2027-707 CPR and First Aid Training**	DATE ISSUED: November 2, 2026	DUE: **Prior to 1:00 p.m., Local Time** DATE: **November 12, 2026**

The Anchorage School District (referred to as the "District") invites offers from qualified vendors to provide CPR and First Aid Training, in accordance with the following documents that are a part of this RFQ 2027-707:

Section	Title	Pages
Cover Page	Request for Quotation	Consisting of 1 page
Section I	Instructions to Offerors	Consisting of 6 pages
Section II	Scope of Services	Consisting of 3 pages
Attachment A	Signature Page	Consisting of 1 page
Attachment B	Offeror's Checklist	Consisting of 1 page
Attachment C	Offer Form	Consisting of 1 page

AVAILABILITY OF RFQ:

This Request for Quotation (.pdf) is available electronically at the District's Purchasing website: www.asdk12.org/purchasing/.

CONTRACT:

A sample copy of the Form of Contract can be viewed at:
http://apps.asdk12.org/depts/purchasing/meeting/Sample_Contract/FORM_OF_CONTRACT.dotx

AWARD:

Award will be made to the lowest responsive, responsible offeror in accordance with Board Policy 3311, Administrative Regulation 3311.1(a).1, with preference to local offerors applied. Evaluation for determining the lowest offer shall be made in the aggregate. TO BE CONSIDERED FOR AWARD, ALL ITEMS MUST BE OFFERED.

PLAN HOLDER'S LIST:

A copy of the current plan holder's list can be viewed at:
http://apps.asdk12.org/depts/purchasing/meeting/Plan_Holders/2027/2027-707.xlsx

SECTION I
INSTRUCTIONS TO OFFERORS

A. GENERAL REQUIREMENTS

This solicitation is a REQUEST FOR QUOTATION (referred to as "RFQ") governed by applicable Anchorage School Board Policies, including Section 3311 of said Policies. School Board Policies are available at https://www.boardpolicyonline.com/?b=anchorage. Offerors should read this RFQ and review all instructions contained herein. Incomplete or incorrect offers may be rejected as not conforming to the essential requirements of this RFQ. Offers submitted on other than the prescribed forms contained in this RFQ may be rejected. Offerors may copy the forms contained in the RFQ for use in their offers; however, substitute forms or formats are unacceptable.

B. EXAMINATION OF CONTRACT DOCUMENTS

Offerors should read this RFQ and review all instructions contained herein. The submission of an offer shall constitute acknowledgement that the offeror has thoroughly examined and is familiar with the solicitation documents.

C. DEBARMENT AND SUSPENSION

Offerors must fully comply with the requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the Department of Education at 2 CFR §3485.12. Offerors are responsible for ensuring lower tier covered transactions include a term or condition requiring compliance with Subpart C of 2 CFR Part 180 and 2 CFR Part 3485, entitled Responsibilities of Participants Regarding Transactions. Contractors, subcontractors, or suppliers that appear on the Excluded Parties List System are not eligible for award of contracts that are a covered transaction under Subpart B of 2 CFR Part 180 and 2 CFR Part 3485. Offerors may access the Excluded Parties List System at www.sam.gov.

D. CONFLICT OF INTEREST

The Contractor agrees to certify that Anchorage School District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy as stated in Board Policy 3311, Administrative Regulation 3311.1(E).1.

E. FIRM OFFER

Offers made in response to this RFQ must be good and firm for a period of 30 calendar days from the date specified for submittal of offers.

F. WITHDRAWAL OF OFFERS

Offers may be withdrawn on written request delivered to the District Purchasing Senior Director (email is acceptable) only prior to the time specified for submittal.

G. AVAILABILITY OF FUNDS

Awards are contingent upon the availability of funds.

H. FEDERAL EXCISE TAXES

The District is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished when required.

I. PRICING AND PAYMENT

1. All prices shall be net and FOB Destination. In the case of discrepancy in the extended price calculation(s), the unit price(s) will prevail.

2. Payment will be made within 30 days after acceptance by the District. The District reserves the right to exercise a 10 day inspection period upon receipt, prior to acceptance. The District will provide notification(s), in writing, of any product not meeting the specifications contained herein. Any product determined to not meet the required specifications will be returned to the successful offeror, at no additional cost to the District and/or replaced with a product which meets or exceeds the required specifications. A successful offeror's failure to furnish a product that does not meet or exceed the required specification may be found in default, and their award may be cancelled in part or in whole, as determined by the District. Official acceptance shall be determined after an inspection of the product.

3. All prices shall be stated in U.S. dollars.

J. DELIVERY REQUIREMENTS - NOT APPLICABLE TO SOLICITATION/CONTRACT

K. QUESTIONS; METHOD FOR CLARIFICATION

Any offeror in doubt as to the true meaning of any part of this RFQ may submit to the District a written request for an interpretation thereof. Questions must be received by the District's Purchasing Department no later than three (3) calendar days prior to the date set for the submission of offers. Oral questions cannot be answered and are not binding for this RFQ. Questions can be submitted as follows:

Reference:	RFQ 2027-707 CPR and First Aid Training
Email:	purchasing@asdk12.org
[OR fax:	Anchorage School District Purchasing Department @ 907-243-6293]
Attn:	Fatou Jagne, Buyer

L. SUBMISSION OF OFFERS

1. Complete offers MUST be in the office of the Purchasing Department, Anchorage School District, 4919 Van Buren Street, Anchorage, Alaska prior to the time and date stated on the Cover Page of this RFQ. It is the responsibility of the offeror to ensure that their complete offer and acknowledgement of subsequent addenda, if any, are in the office of the Purchasing Department prior to the time of the scheduled offer opening.

2. Offerors should be aware that addenda may be issued for this RFQ. It is the offeror's responsibility to ascertain if addenda have been issued by checking the District's Purchasing website: https://www.asdk12.org/Page/5417.

3. No oral change or interpretation of the provisions contained in this RFQ is valid. Written addenda may be issued when changes, clarifications, or amendments to offer documents are deemed necessary by the District.

4. The Signature Page (Attachment A) must be completed and signed by an authorized representative of the firm submitting the offer. Additional information requested in this RFQ shall be submitted as indicated on the Offeror's Checklist (Attachment B).

5. Offers may be submitted by mail or via email. Offers submitted by mail must be sent to the address provided in the header of the Cover Page of this document and must also reference RFQ 2027-707 CPR and First Aid Training on the outside of the envelope. Offers submitted via email must be sent to purchasing@asdk12.org and reference RFQ 2027-707 CPR and First Aid Training in the email Subject line.

M. RIGHT OF REJECTION AND CLARIFICATION

The District reserves the right to reject any and all offers, to request clarification of information from any offeror, and to waive irregularities in the offer procedures. The District is not obligated to enter into a contract on the basis of any offer submitted in response to this RFQ. The District reserves the right, at its sole discretion, to cancel this RFQ or any part thereof, at any time, prior to the award of contract under this RFQ.

N. REQUEST FOR ADDITIONAL INFORMATION

Prior to the final selection, offerors may be required to submit additional information, which the District may deem necessary to further evaluate the offeror's submission. Responses are due within three (3) calendar days of request by the District.

O. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS

The District will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any offer. The District shall not be liable for any cost incurred by an offeror in responding to this solicitation or incurred for any work done, even in good faith, prior to execution of a contract and issuance of a notice to proceed, including but not limited to: offer preparation costs and other costs, including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the lowest responsive, responsible offeror and/or award of contract and/or rejection of offers. By submitting an offer, each offeror agrees to be bound in this respect and waives all claims to such costs and fees.

P. PROTEST AND APPEAL PROCESS FOR AGGRIEVED OFFERORS

1. An interested party may protest a solicitation or a proposed award of a contract in accordance with Board Policy 3311, Administrative Regulation 3311.1(c).1. All protests must conform to the submission requirements established therein.

2. A protest as to the specifications and/or terms and conditions of a solicitation must be received by the Purchasing Senior Director as least five (5) calendar days prior to the due date of the offer; failure to protest as provided herein constitutes a waiver of any objection to the solicitation.

3. Protest of any proposed award must be received by the Purchasing Senior Director within three (3) business days after issuance of the notice of intent to award.

4. Any appeal of a denied protest shall be performed in accordance with Board Policy 3311, Administrative Regulation 3311.1(c).1.

5. This procedure is not applicable to purchases under $25,000.

Q. PROTECTION OF PROPERTY

The contractor assumes full responsibility for and shall indemnify the District for any loss or damage to any District property, resulting in whole or in part from the negligent acts or omissions of the contractor, or any employee, agent or representative of the contractor.

R. PUBLIC RECORDS CLAUSE

This RFQ and the resulting offers received, together with copies of all documents pertaining to the award of a contract, will be kept by the Purchasing Department and made part of the record which will be open to public inspection. If an offer contains any information which is proprietary or confidential, each page of the offer containing such information must be clearly marked. Cost or price information will be open to public inspection.

S. NONDISCRIMINATION

1. No bidder/offeror on any District contract shall illegally discriminate on the basis of race; color; gender; sex (including pregnancy); national origin; age; marital status; political or religious beliefs; physical or mental disabilities; genetic information; family, social, or cultural background; sexual orientation; veteran status; or any other classification set forth in federal, state, or municipality of Anchorage law relating to equal employment opportunity.

2. The submission of a offer or proposal constitutes certification that if awarded a contract with the District, the offeror or offeror shall fully comply with the requirements of paragraph 1. above. This section of the Instructions to Offerors shall be deemed a part of the contract entered into by the successful bidder/offeror.

3. The successful bidder/offeror shall post in conspicuous places at its business operations a copy of this section, or notice setting forth the contents of this section, so that employees and job applicants are made aware of the protections against discrimination that this section provides.

4. Minority Business Enterprises:

   The District requires adherence to the Anchorage Municipal Code, relating to Minority Business Enterprises and will monitor and implement these policies through the District's Equal Employment Opportunity Director (EEO).

   a. It is the policy of the District that socially and economically disadvantaged minority businesses located within the Municipality of Anchorage be afforded an equitable opportunity to participate in District contracts.

   b. Any appeal from a decision of the Equal Employment Opportunity Director shall be to the Superintendent and, if not satisfied, to the Board.

T. ALASKA BUSINESS LICENSE

The selected offeror must provide the District with the offeror's Alaska business license number prior to award. Offerors should contact the State of Alaska; Department of Commerce, Community and Economic Development; Division of Corporations, Business & Professional Licensing, for information regarding business licensing. Contact information, information regarding business licensing, and business licenses, is available at www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx.

U. LOCAL PREFERENCE

Contracts shall be awarded by written notice issued by the Purchasing Senior Director to the lowest responsive, responsible offeror; however, some preferences may be given to local offerors using the sliding scale in Board Policy 3311, Administrative Regulation 3311.1(a).1, when funds are available and such preference is not

prohibited by the funding source. Local preference may be applied to any District procurement which utilizes cost as an evaluation criteria.

V. BRAND - NOT APPLICABLE TO SOLICITATION/CONTRACT

W. ASSIGNMENT

The successful offeror(s) shall not sell, assign, transfer or convey any contract resulting from this RFQ, in whole or in part, without the prior written consent of the District.

X. WARRANTY - NOT APPLICABLE TO SOLICITATION/CONTRACT

Y. OCCUPATIONAL SAFETY AND HEALTH WARRANTY - NOT APPLICABLE TO SOLICITATION/CONTRACT

Z. INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless the District from and against any and all claims of, or liability for, error, omission or negligent act of the Contractor under the contract or in any way arising from the Contractor's performance of the work under the contract, breach of warranties set forth in the contract, or from any defect in equipment furnished by the Contractor. The Contractor shall not be required to indemnify the District for a claim of, or liability for, the independent negligence of the District. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the District, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "District", as used within this Section, including the board members, officers, employees, agents and other Contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the District's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

AA. HOLD HARMLESS

Offerors shall defend and hold the District, its officers, employees, agents and insurers harmless from any and all claims arising from the use or consumption of product provided by offeror unless offeror can establish that such claims arise from the District's improper handling, storage, or use of the product.

BB. TERMINATION

See sample Form of Contract for Termination terms and conditions

CC. SEX OFFENDER/CHILD KIDNAPPER CERTIFICATION

Anchorage School Board Policy 3515.5 prohibits a contractor whose employees or agents may have direct or incidental contact with District students from sending any employee or agent to district property who has been convicted of a sex offense under federal law or the law of any state and who is required to register as a sex offender under Alaska law or by court order, or who has been convicted of child kidnapping under federal law or the law of any state and who is required under Alaska law or court order to register on the Alaska Department of Public Safety Sex Offender/Child Kidnapper Central Registry. Board Policy 3515.5 requires contractors to certify in writing the contractor's knowledge of and compliance with Board Policy 3515.5. Prior to executing a contract for this project, the selected Contractor shall verify that no employee or agent who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state. In addition, the contractor shall certify that, to its

knowledge, no employee or agent is a convicted sex offender or child kidnapper. The required form of certification is included as Exhibit 1 in the bid documents.

1. State of Alaska Sex Offender/Child Kidnapper Registry Contractor Certification

   Contractor certifies contractor is familiar with and is in compliance with Anchorage School Board Policy 3515.5, that no employee or agent of contractor who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state in which the employee or agent previously lived or worked, and that, to contractor's knowledge, no employee or agent is a convicted sex offender or child kidnapper.

2. State of Alaska Sex Offender/Child Kidnapper Registry Subcontractor Certification

   Subcontractor certifies subcontractor is familiar with and is in compliance with Anchorage School Board Policy 3515.5, that no employee or agent of subcontractor who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state in which the employee or agent previously lived or worked, and that, to subcontractor's knowledge, no employee or agent is a convicted sex offender or child kidnapper.

3. State of Alaska Sex Offender/Child Kidnapper Registry Sub-Subcontractor Certification

   Sub-subcontractor certifies sub-subcontractor is familiar with and is in compliance with Anchorage School Board Policy 3515.5, that no employee or agent of sub-subcontractor who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state in which the employee or agent previously lived or worked, and that, to sub-subcontractor's knowledge, no employee or agent is a convicted sex offender or child kidnapper.

END OF SECTION I

SECTION II
SCOPE OF SERVICES

A. INTENT

The intent of this solicitation and resulting contract is to obtain Offers from qualified contractors who specialize in providing American Heart Association (AHA) training, in Heartsaver, CPR & AED Training for Healthcare Providers/employees through Heartsaver First Aid CPR AED Instructor-Led Training and online courses. The successful contractor shall be capable of providing on-site comprehensive and continuing education with licensed/certified First Aid, CPR. The contractor shall conduct approximately 18 annual training events at both the contractor location and various school/facility locations throughout the year to an estimated 70 occupational first aid responders/employees. Training classes may be conducted at various training/conference rooms located at the school/facilities within the municipal boundaries.

B. SCOPE OF WORK

1. Furnish all labor, materials, equipment, travel and supervision to provide training for an initial CPR & AED Training for Healthcare Providers/employees through both instructor-led training and online courses. Training must follow and use American Heart Association course format.
2. Trainer must provide a two year AHA certification for all courses and maintain proof of training for each individual trained.
3. Training classes may be conducted on-site at various school/facilities locations or at the Contractor's business location (only if necessary).
4. Contractor shall train on scheduled dates determined by the District which may include business days, weekends and evenings.
5. Students shall consist of only district employees, District students ages K-12 are not to be trained by the Contractor under the contract resulting from this RFQ. District employees may be integrated in to Contractor scheduled classes with other students from outside ASD's employment.
6. Unit prices are per person cost.
7. Class scheduling may be conducted for individual or group training directly with the Contractor.
8. AED training must be on same type equipment located in District facilities.
9. In the event of cancellation, the district will provide cancellation notice 24 hours prior to the class scheduled; this will apply to classes as well as individuals attending.
10. A Minimum of five (5) students to hold a class, with no minimums for skills checks. A class may be cancelled and participants moved to the next available class, if there are less than 5 persons registered.

Note: The District currently maintains 89 Zoll AED automated external defibrillators.

C. CONTRACT TERM

Any contract awarded shall be effective from the date of award through June 30, 2027, with two (2) one-year options upon mutual consent of the parties.

D. CONTRACT TYPE

The contract awarded as a result of this solicitation shall be a fixed unit price contract for providing the services listed herein. All of the unit prices and any discounts be firm and fixed prices. The price will include all labor, materials, equipment, and transportation services to complete the training as specified by the American Heart Associations who set the guidelines for CPR/First Aid instruction.

E. CONTRACT MANAGEMENT

At the commencement of the resulting contract, the District and the contractor shall each designate a project manager. Such persons shall be the respective party's single point of contact for purpose of management of the contract. The contractor's project manager shall assume responsibility for the coordination of all contract issues under the contract. The ASD Director Health Care Services here after known as the Contract Administrator will disseminate information of the classes to its members. The contract will be serviced (i.e. payments) by the ASD Health Services Department; the vendor will send a list of all ASD employees that have **successfully** completed the course and received certification. This will accompany each billing statement until the amount of the contract is exhausted.

F. VENDOR PERSONNEL

The District reserves the right to approve personnel assigned to work under the contract, and any changes or substitutions to such personnel. The District's approval of a substitution will not be unreasonably withheld. Any such approval or disapproval shall not relieve the vendor from its obligations under the contract. In the event that vendor personnel become unavailable, it will be the vendor's responsibility to provide an equally qualified replacement in time to avoid delays to the work.

G. REPORTS

The Contractor shall provide the **Contract Administrator (Health Services)** with information related to the quantity, description (including training dates, location, and expirations of certification). The **Contract Administrator (Health Services)** will disseminate information about the classes to its members.

A report will be provided within 3-5 business days at the conclusion of each class with the total cost of the attendees that have **successfully** completed the course and received certification, this will be emailed to the Anchorage School District Health Services Department, attention Mireya Parra (parra_mireya@asdk12.org)

H. SERVICE CONTRACT DEFICIENCIES

1. The Contractor's failure to provide goods or service required by this contract will be grounds for the District to issue a Service Deficiency Claim (SDC) to the Contractor. The SDC will be provided to the Contractor in writing. The Contractor will advise the District, in writing, of the corrective action being taken.

2. If a deficiency is not corrected within seven (7) calendar days from the time it is issued, the District may issue another SDC and procure, from another Contractor, the goods or services necessary to correct the problem.

3. If the Contractor gets more than two (2) substantiated SDC's in a 30-day period or a total of five (5) substantiated SDC's in a 60-day period, it will be grounds for the District to declare the Contractor in default.

I. PROFESSIONAL RESPONSIBILITIES, STANDARD OF CARE REPRESENTATIONS

1. The Contractor shall provide training services in a professional manner, in accordance with industry standards, and within the terms and conditions of this contract. The Contractor, it's owners, employees, or subcontractors shall perform such services, as a professional to the District, to carry out services to the satisfaction of the District.

2. The District shall have the sole right to exclude from providing services under this contract any owner, employee or subcontractor of Contractor or any of its subcontractors, or any person under the control of the Contractor, to whom the District has a reasonable objection. The District reserves the right to object to the selection of subcontractors based on performance, special qualifications, and/or known work performance.

END OF SECTION II

ATTACHMENT A
SIGNATURE PAGE

This form must be returned with the submission/offer.

We the undersigned, in accordance with RFQ 2027-707 CPR and First Aid Training, hereby submit our offer.

Addendum Number(s) _____ is/are hereby acknowledged.

FOR OFFERORS USE ONLY
PLEASE COMPLETE ALL APPROPRIATE INFORMATION

Date: _____

Offeror: _____

Mailing Address: _____

City/State/Zip: _____

Physical Business Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Federal Tax ID Number: _____

Alaska Business License Number: _____

Offeror Signature: _____

Printed Name: _____

Printed Title: _____

ATTACHMENT B
OFFEROR'S CHECKLIST

INSTRUCTIONS

A. GENERAL

Offerors are advised that, notwithstanding any instructions or implications elsewhere in this RFQ, only the documents shown and detailed on this Checklist need to be submitted with and made part of their offer. Other documents may be required to be submitted after offer opening, but prior to award. Offerors are hereby advised that failure to submit the documents shown and detailed on this Checklist may be justification for rendering the offer non-responsive.

B. REQUIRED DOCUMENTS FOR OFFER SUBMISSION

1. Attachment A, Signature Page must be manually or electronically signed

2. Attachment C, Specifications/Offer Form(s) (consisting of 1page).

3. Erasures and/or other corrections made to the Specifications/Offer Form(s) must be initialed by the person signing the offer.

4. All addenda issued shall be acknowledged by manually or electronically signing each addendum and submitting prior to the offer opening, or by indicating acknowledgement in the space provided on the Signature Page - Attachment A.

C. REQUIRED DOCUMENTS FROM APPARENT LOW OFFEROR TO BE SUBMITTED WITHIN THREE (3) CALENDAR DAYS FROM NOTIFICATION BY THE PURCHASING DEPARTMENT

___Any other information deemed necessary by the Purchasing Senior Director or their designee.

___American Heart Association Certification

ATTACHMENT C
OFFER FORM

Item	Estimated Qty	Unit	Description	Unit Price	Extended Price
1	70	Each	Full Course: Heart saver CPR/AED/First Aid	$_____	$_____

CONTRACT VOLUME: The items and quantities listed are for award evaluation only. The District expects, but does not guarantee to purchase the quantities listed. The estimated quantities are based historical data and are subject to change. For purposes of evaluation and contract award, in the event of inconsistency between the unit price and extended amount, the unit price will govern.

VENDOR NAME: _____