



Practice Alert

Contracting for CPR Training

Cardio Pulmonary Resuscitation (CPR) and Basic First Aid training are required for licensure and at re-licensure of resource providers every two years.

Staff are encouraged to locate a vendor who will provide the service at no cost, however, payment for CPR and Basic First Aid training costing any dollar amount can only be made to a vendor that has been awarded the contract from the Division of Finance and Administrative Services (DFAS). There is no reimbursement to a resource provider for the cost of this training. Resource providers must obtain the training from a vendor who has been awarded the contract for their specific circuit.

The CPR/Basic First Aid contract is a “cost per participant” contract. The circuit shall complete a DBF-1 form. The Contract Unit may be contacted to assist with completion of the DBF-1. The circuit may submit names of prospective contractors that are available to provide the training service, but should not submit price quotes. Submission of names of prospective providers with the DBF-1 does not guarantee award of a contract to any of the prospective providers whose names were submitted; this merely means that the prospective providers will be contacted and have an opportunity to bid on the contract. The final decision of contract award is by DFAS. An item of importance entered on the DBF-1 is the estimated number of participants as the contractor is paid per participant. There are no other costs covered /paid with this contract (transportation, meals, lodging, materials, etc.)

The contract is awarded for a 12 month period and the contract is automatically renewed unless the Contract Unit is contacted and instructed otherwise. A request not to renew a contract must include documentation of the reason(s) for not awarding.

It is the responsibility of the Children’s Division to secure a location for the training. It is also the responsibility of the Children’s Division to use effective planning when forming the training groups in order to use the vendor appropriately and not excessively.

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