

Request for Proposal (RFP)

Burning Man ALS Medical Operation

Black Rock City LLC

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CONFIDENTIAL DOCUMENT

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Table of Contents

1. SUMMARY AND BACKGROUND	3
2. PROPOSAL GUIDELINES	4
3. PROJECT PURPOSE AND DESCRIPTION	4
4. PROJECT SCOPE	6
5. REQUEST FOR PROPOSAL TIMELINE	8
6. BUDGET	9
7. BIDDER QUALIFICATIONS	9
8. PROPOSAL EVALUATION CRITERIA	10
ATTACHMENT A	12



1. SUMMARY AND BACKGROUND

Black Rock City LLC (BRC) is currently accepting proposals to provide on-site medical care and patient transport services at the Burning Man event in 2018.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction in which BRC wishes to go.

A contract with BRC is not your average contract. BRC is looking for an organization not only capable of providing a high standard of care, but also willing to actively participate in furthering the Principles that are the foundation of Black Rock City. We recognize that contractors must make a profit, and we also recognize there is significant prestige associated with being the contractor for our event. If profits and prestige would be your sole reasons for submitting a proposal, we ask that you put this RFP down and apply elsewhere. Burning Man is not for you. We are looking to partner with our contractor who will provide top quality, best practice care while at the same time being committed to the ethos that makes our temporary City the great place it is.

The Burning Man event (Burning Man) is an eight-day outdoor arts festival that is produced by BRC and held annually at a site called Black Rock City (or just the "City") in the rugged and austere Black Rock Desert Wilderness Area in northern Nevada. The event site is approximately 11 miles from the nearest small town (Gerlach, population 130), and approximately 93 miles from the nearest hospitals in Reno, Nevada. There is a small fire department in Gerlach with a single ambulance staffed with EMTs.

In 2016, the Burning Man event was attended by approximately 67,000 participants and an additional 9,000 volunteers and staff.

Providing medical care presents numerous challenges owing to attendance size, the hostile environment, and distance to definitive medical care, as well as the nature/style of the event. BRC has long recognized



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the need to respond to these challenges and enlists the services of approximately 450 volunteers each year to provide first responder level care to the event participants and staff.

Additionally, BRC contracts with a vendor to provide licensed advanced level care services such as IV and medication therapies, suturing, diagnostics (x-ray, ultrasound, electrocardiography, CLIA waived laboratory services), and air and ground transport to hospitals in Reno and beyond.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 p.m. PST November 30, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by BRC's Legal Department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

Project Purpose:

BRC is required by the terms of the Special Recreation Permit (SRP) it receives from the U.S. Bureau of Land Management for the annual Burning Man event, and by the Nevada Revised Statutes (NRS), to



660 Alabama St., 4th Fl
San Francisco, CA 94110

provide on-site advanced level care and acute care transport services at Burning Man, in addition to the volunteer-based first responder care.

This project would provide services that would meet or exceed the minimum requirements set forth by the SRP and NRS and be demonstrably fit for these purposes, acknowledging the size and nature of the event.

Project Description:

BRC is seeking a contractor to provide advanced level of care and transport services for a period of 15 days ending three days after Labor Day in early September. While the event itself is only eight days long, enough injuries occur during City set-up and break-down to warrant extended on-site care provision.

In 2016, BRC's Emergency Services Department (ESD) provided first responder care for approximately 4,380 participants. Of these, 521 were transported to the on-site (EIC licensed) clinic, Rampart, for advanced level care, while the rest were treated by our volunteers for minor issues and released. Rampart received 1,849 patients, the majority of whom were treated and released with minor illnesses and injuries. A total of 33 patients were subsequently transported to the Reno-area hospitals for care, with 29 of those transported via fixed wing aircraft from the event site.

The chosen contractor would provide on-site medical care for patients transported to the on-site hospital as well as for walk-in patients, respond to requests for ambulance transports in the City, and provide transport to Reno-area hospitals for those patients requiring a level of care not available on site.

The chosen contractor shall work closely with the established ESD staff and volunteers, including Medical, Fire, Crisis Intervention, and Emergency Dispatch operators, to provide coordinated and efficient patient care.



4. PROJECT SCOPE

The scope of this project includes provision of advanced level medical care, diagnostics, treatments, documentation, and patient transports in Black Rock City and to Reno, Nevada, as needed.

Scope includes:

- The ALS provider must employ a medical director for all operations who will be appropriately licensed in the State of Nevada.
- The ALS provider will be required to provide senior operational staff to be part of the emergency event management team, for example in the event of a significant or major multi agency incident.
- Hospital resource needs to be adequate to serve a population of approximately 75,000 at its peak.
- Ambulance services need to be adequate to provide on-site acute care transfer as well as transports to Reno, NV (approximate five-hour round trip) - in 2017, this will require eight (8) ambulances.
 - Air and ground transports to destinations outside the City are billable to the participant and not subsidized by BRC.
 - BRC can provide on-site acute care transport records from 2014 as an indication of use levels.

The following criteria must be met to achieve a successful project:

- Maintain a hospital of a size adequate to meet the needs of the City population
- Ensure command operations are integrated with BRC event leadership
- Provide at least two ambulances for the duration of the operation, with an additional six or more in service during the peak event days
- Deliver diagnostics capabilities including x-ray and CLIA waived labs (i.e. i-Stat, Urinalysis)
- Provide a pharmaceutical formulary that includes, at a minimum:
 - Standard Advanced Life Support medications



660 Alabama St., 4th Fl
San Francisco, CA 94110

- Tetanus Toxoid
- Antibiotics suitable for the most commonly seen infections (UTI, soft tissue infections)
- Implementation of a reliable medical record keeping system
- Daily submission to BRC of patient care data totals and trending
- Submission to BRC an After Action Report within sixty (60) days of the end of the event
- Active engagement in supporting the Burning Man Principle of Leave No Trace

Other considerations:

Black Rock City is built on a dry lakebed bed in a remote area in the state of Nevada. All electricity, food, water, fuel, etc. must be transported to the site. While BRC will provide some of these resources (see below), the contractor will be responsible for supplying its own housing, vehicles, computers, and material resources.

While the state of Nevada requires that BRC provide emergency care services as outlined in NRS 629, we hire an ALS contractor to provide services that far exceed the NRS requirements. This is our gift to the Burning Man community. As such, the chosen contractor will act as an ambassador, delivering high-quality care with compassion and respect and without judgement. We expect the chosen contractor to provide an orientation to Burning Man for all employees in order to ensure they are adequately prepared for the environmental elements, are as familiar as possible with the unique culture and ethos of the event, and committed to exceptional standards of care. BRC can assist with training documentation and content if needed.

A uniform shirt (tee shirts acceptable) shall be worn by all contracted personnel while on duty. The uniform shall be approved by BRC.

BRC will provide the following resources free of charge:

- Event access credentials and vehicle passes for all contractor employees working on-site



- Temporary event entry passes for contractor's vendors (e.g., building suppliers, trailer rentals)
- City placement (land) for vendor campsite and hospital in an appropriate location
- Meals for contractor personnel while on shift When off-shift, contractor's staff must provide their own meals, with the exception of contractor's leadership staff who are on duty daily throughout the event.
- Electrical power to medical facility and BRC-supplied housing
- Seven standard and one ADA-compliant chemical toilets, with servicing
- Two potable water tanks, with servicing
- Two hand washing stations, with servicing
- One decontamination shower, with servicing
- Showering facilities (shared facility, with BRC volunteers)
 - Showers limited to once per day use, only if on duty
- Three trailers (one queen-size bed in each)
- One 12x56 office/staff lounge trailer
- Bunk style sleeping space for staff coming off shift, except that any of contractor's non-full-time staff must provide their own sleeping arrangements
- Any necessary fencing
- Radios, batteries, battery chargers, and accompanying headsets as needed
- Event pagers

BRC is happy to provide resources for off duty or out of scope work at costs indicated in the Attachment A appended to this document. Details can be negotiated.

5. REQUEST FOR PROPOSAL TIMELINE

All proposals in response to this RFP are due no later than 5pm PST on November 30, 2017.



660 Alabama St., 4th Fl
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Evaluation of proposals will be conducted from December 1, 2017 until January 20, 2018. If additional information or discussions are needed with any bidders during this 15 day window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than January 31, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Contract negotiations will be completed in Q2 2018. Notifications to bidders who were not selected will be completed by February 1, 2018.

6. BUDGET

This is a blind tender. Please provide a complete budget breakdown for all expenses as part of the response.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- **Description of experience in providing large event medical care with reference to public safety in large scale, festival and EDM environments**
- **Anticipated resources you will assign to this project (total number, role, title, experience) including organizational chart**
- **A list of the types of diagnostic services you plan to provide**
- **A proposed pharmaceutical formulary**
- **Any proposed subcontractors you anticipate using**
- **A description of the medical record keeping and retention methodology you plan to utilize**
- **Examples of three or more events serviced by your organization**
- **Testimonials from past clients**



8. PROPOSAL EVALUATION CRITERIA

To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Public Safety:** Bidders will be evaluated on their public safety record and ability to speak to processes and protocols addressing public safety concerns especially in the festival, large scale and EDM event industry.
- **Overall Proposal Suitability:** Bidders' proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project.
- **Previous Work:** Bidders will be evaluated on examples of their work pertaining to event medical provision as client testimonials and references.
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- **Technical Expertise and Experience:** Bidders will be evaluated on documented staff technical expertise and experience.

Each bidder must submit a copy of their proposal to the address below by November 30, 2017.

BRC is available for questions and informational support during the proposal development process, and can provide additional information about the Burning Man event and event attendance if desired. BRC will also provide access to the 2017 event, including a tour of the existing facilities should the bidder find this useful in preparing a more complete RFP. Please see the contact details below.

Burning Man



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Catalyst for creative culture in the world

CONTACT:

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ATTACHMENT A

PRICE SCHEDULE FOR ADDITIONAL RESOURCES SUPPLIED BY BRC

RESOURCE	DESCRIPTION	PRICE
Firewood		\$225/pallet
Portable Buildings		Roughly \$9/s.f.
	10x28	\$2,500
	10x35	\$3,800
	10x44	\$5,000
	12x56	\$8,000
	36x60	\$55,000
Equipment	Light towers	\$50/day per tower; \$2/hr fuel
	Generators	Variable, depending on size
	Scissor lift	\$120/day
Sanitation	Regular potties	\$625/ea
	ADA potties	\$1475/ea
	Handwashing stations	\$625/ea
	Gray water holding tanks (250 gal)	\$625/ea
Meals	Breakfast: \$9 Lunch: \$13 Dinner: \$19	Average to \$16
Fuel	Available fuels: Unleaded gasoline, white diesel, red diesel	Approximately \$4/gallon
Ice		\$1.40/bag
Radios	Additional cost for accessories (speaker mics, headsets, etc)	\$120/radio