

SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: 09/12/2014

Prepared By: Jan Snyder

Title: Assistant Fire Chief

Vendor Name: IAFF-International Association of Fire Fighters

Address:

City:

State:

Zip Code:

Description of Good/Service to be Procured:

Estimated Cost: \$20,000.00

Term of Contract: 1 Class

1. Explain why this is the only available source that can be meet the needs of your department.

The International Association of Fire Fighters (IAFF) in conjunction with the International Association of Fire Chiefs (IAFC) and the American Council on Exercise (ACE) have developed the Peer Fitness Trainer (PFT) certification training program specifically surrounding the standards in their firefighter Wellness Fitness Initiative (WFI).

This course is the standard for firefighter based peer fitness training with specific attention given to firefighters, their job expectations and national safety and firefighting codes and standards.

The IAFF/ACE is the sole provider of this curriculum and certification for IAFF WFI/ACE Peer Fitness Trainers.

2. Explain why this vendor is the only available source from which to obtain this product of service.

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

Other reason, please explain in full. Attach additional sheets, if necessary.

They have developed the program and hold the rights to provide certified trainers.

3. Explain why the price is considered fair and reasonable.

It is the rate that is described in their requirement for hosting and providing the course/certification.

4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)

See attached information concerning the pricing established for the IAFF WFI Peer Fitness Trainer certification course.

Approvals:

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.



Robert Rodarte
Purchasing Officer

Date



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS®

HAROLD A. SCHAITBERGER
General President

THOMAS H. MILLER
General Secretary-Treasurer



IAFF/IAFC/ACE Peer Fitness Trainer Program

September 9, 2014

Santa Fe Fire Department
IAFF Local 2059
Attn: Carl Schmitt, Faith Applewhite
cjas25@yahoo.com
faith.applewhite@gmail.com

To Whom It May Concern:

Thank you for your interest in the IAFF/IAFC/ACE Peer Fitness Trainer Certification Program. The purpose for the certification is to provide a fitness trainer standard consistent with the health and fitness needs of the Fire Service throughout the United States and Canada. Those successfully passing the certification examination will demonstrate they possess the knowledge and skills required to design and implement fitness programs, improve the wellness and fitness of the uniformed members in their departments, and assist in the physical training of recruits.

The International Association of Fire Fighters (IAFF) is the only agency that provides the training program necessary to become a certified IAFF/IAFC/ACE Peer Fitness Trainer and thus should be considered as "Sole Source". This is the only fitness certification that prepares emergency responders to implement the Wellness Fitness Initiative and the Candidate Physical Ability Test.

Included below are the fees associated with the following services:

- The five-day (Monday – Friday) PFT workshop, to potentially be hosted by Santa Fe Fire Department/IAFF Local 2059, assists the candidate in preparing for the examination. The class would be scheduled for an appropriate date that is agreed upon by both Santa Fe Fire Department/IAFF Local 2059 and the IAFF. This workshop date cannot be guaranteed until payment has been made. The fee is \$800 per candidate. Twenty-five (25) candidates (\$20,000) must be paid for to host a PFT class. If the host facility can accommodate such, up to thirty-two (32) students (\$25,600) are permitted to attend the class. Each student beyond twenty-five (25) remains \$800 each. Included within the fee are PFT study manuals, examinations, certificates, and all instructor fees. The course payment

does not include funding for continuing education credits (CECs), candidate lodging/meals, or room rental.

For payment*, we accept checks, money orders and credit cards (VISA or MasterCard) in US funds and payment* shall be made payable to the International Association of Fire Fighters (IAFF) and mailed to the following location:

International Association of Fire Fighters
General Secretary-Treasurer c/o Mr. Thomas Miller
ATTN: Budget & Finance
1750 New York Avenue, NW, Suite 300
Washington, DC 20006-5395
202-824-8634

*By submitting payment you are agreeing to the specific terms and conditions under which the IAFF will perform the services. These terms and conditions are found in the online PFT Candidate Information Guide found [here](#).

- Your examination score will be sent to the candidate within 3-4 weeks after the examination. Test scores are confidential therefore, they will not be provided over the phone, fax or e-mail. If the candidate passes the examination, they will receive credentials including an IAFF/IAFC/ACE PFT certificate and identification card within 6-8 weeks after receiving their examination results. You should contact the IAFF if you do not receive either your examination score or credentials within the above timeframes. For additional information, please contact the IAFF Headquarters at 202-737-8484.

Sincerely,

Jason S. Atkin
International Association of Fire Fighters
Department of Occupational Health and Safety
1750 New York Ave., NW
Washington, DC 20006
202.824.9313
202.783.4570 Fax