

# REQUEST FOR PROPOSALS

## “EVENT MEDICAL SERVICES”

### SOUTH CAROLINA STATE FAIR

#### 1. PURPOSE AND INTENT

The State Agricultural and Mechanical Society of South Carolina, doing business as the South Carolina State Fair ("Fair"), is soliciting proposals from qualified Emergency Medical Services (EMS) providers to furnish professional clinical staffing, ambulance services, and medical support in furtherance of the Fair's established First Aid, safety, emergency management, and incident response operations.

The South Carolina State Fair is one of the largest annual public events in South Carolina and welcomes hundreds of thousands of visitors each year. The Fair seeks a professional EMS partner capable of providing high-quality patient care, operational reliability, emergency preparedness support, and integration with Fair leadership, public safety stakeholders, healthcare partners, and incident management personnel.

The successful Contractor shall provide comprehensive Event Medical Services including, but not limited to:

- Clinical staffing for Fair First Aid operations;
- Advanced Life Support (ALS) emergency medical response;
- ALS ambulance transport capability;
- Event medical supervision and operational oversight;
- Medical documentation and reporting;
- Emergency preparedness support;
- Coordination with Fair leadership and designated stakeholders;
- Integration with the South Carolina State Fair Incident Action Plan (IAP);
- Coordination with healthcare facilities and public safety partners.

The Fair seeks a collaborative partner committed to patient care excellence, operational professionalism, regulatory compliance, transparency, and continuous improvement.

The Contractor shall provide clinical staffing and medical services in support of South Carolina State Fair First Aid operations. The Fair shall retain responsibility for overall event operations, command center functions, safety management, incident coordination, and administrative oversight.

Nothing contained within this Request for Proposals shall be construed as transferring overall operational control of the South Carolina State Fair to the Contractor.

## **2. EVENT DESCRIPTION**

The South Carolina State Fair is an annual multi-day event conducted at the South Carolina State Fairgrounds in Columbia, South Carolina.

The Fair includes, but is not limited to:

- Amusement rides and carnival attractions;
- Concerts and entertainment events;
- Agricultural exhibitions;
- Livestock events;
- Educational exhibits;
- Commercial vendors;
- Food vendors;
- Community activities;
- Special events and promotions.

Attendance levels fluctuate based upon weather, day of week, special events, concerts, and promotional activities.

Historical medical use data demonstrates increased demand during weekends, special event days, Senior Citizens Day, Exceptional Citizens Day, and afternoon operating periods.

The successful Contractor shall provide a scalable Event Medical Services program capable of supporting varying levels of operational demand throughout the duration of the Fair.

The Fair shall provide available operational information, including schedules, maps, historical utilization data, emergency procedures, and Incident Action Plans, and a mandatory grounds walk-through to support Contractor planning and performance.

### **3. DEFINITIONS**

For purposes of this Request for Proposals, the following definitions shall apply:

#### **Contractor**

The organization awarded the contract to provide Event Medical Services pursuant to this RFP.

#### **Fair**

The State Agricultural and Mechanical Society of South Carolina, doing business as the South Carolina State Fair.

#### **Event Medical Services**

The provision of clinical staffing, patient care, ambulance services, medical supervision, emergency response, documentation, reporting, and related services required under this contract.

#### **Event Medical Supervisor**

The individual designated by the Contractor to provide on-site operational oversight and serve as the primary liaison between the Contractor and Fair leadership.

#### **First Aid Superintendent**

The Fair-designated individual responsible for oversight of South Carolina State Fair First Aid operations, coordination with Fair leadership, command center activities, safety operations, incident management, and contractor performance monitoring.

The First Aid Superintendent shall serve as the primary Fair representative for matters related to First Aid operations and shall act as the principal point of contact for the Contractor's Event Medical Supervisor regarding operational, administrative, safety, and Fair-related matters.

Nothing herein shall be construed as granting the First Aid Superintendent authority over the Contractor's clinical decision-making, medical protocols, patient care activities, or medical direction responsibilities, which shall remain under the authority of the Contractor and its designated Medical Director.

The Contractor's Event Medical Supervisor shall report to and coordinate with the First Aid Superintendent regarding all operational matters affecting Fair activities, safety concerns, staffing issues, incident notifications, resource requests, and other Fair-related matters during operational periods.

### **First Aid Operations**

The organized delivery of medical care and patient services provided within designated Fair treatment locations and response areas.

### **Operational Period**

The scheduled hours during which Event Medical Services are required by the Fair.

### **Advanced Life Support (ALS) Ambulance**

A licensed South Carolina ambulance authorized and equipped to provide Advanced Life Support services in accordance with South Carolina law and regulations.

### **Incident Action Plan (IAP)**

The South Carolina State Fair Incident Action Plan and associated emergency management, safety, and operational planning documents.

### **Mass Casualty Incident (MCI)**

Any incident that generates patient volume or resource demands exceeding immediately available Event Medical Services resources.

### **Surge Resources**

Additional personnel, ambulances, equipment, or specialized resources available to support Fair operations during periods of increased demand or emergency conditions.

## **4. SCOPE OF SERVICES**

The Contractor shall provide comprehensive Event Medical Services in support of South Carolina State Fair First Aid operations throughout the duration of the Fair and during any operational periods identified by the Fair.

The Contractor shall furnish all personnel, supervision, equipment, vehicles, medical supplies, communications equipment, medications, and operational resources necessary to perform the services required under this contract.

The Contractor shall integrate into the Fair's existing safety, emergency management, and incident response framework and shall coordinate activities with Fair leadership, the First

Aid Superintendent, designated command center personnel, public safety partners, healthcare facilities, and other stakeholders as appropriate.

### **Event Medical Services**

The Contractor shall provide professional clinical staffing and medical services including, but not limited to:

- Patient assessment and treatment;
- First aid services;
- Advanced Life Support (ALS) response;
- Emergency medical care;
- Ambulance transport capability;
- Patient stabilization;
- Medical monitoring and observation;
- Documentation and reporting;
- Coordination with receiving healthcare facilities.

### **Event Medical Supervisor**

The Contractor shall provide one (1) dedicated Event Medical Supervisor during all operational periods of the Fair.

The Event Medical Supervisor shall:

- Remain on-site during operational periods;
- Serve as the Contractor's primary representative;
- Coordinate directly with the First Aid Superintendent;
- Attend required meetings and briefings;
- Coordinate staffing and resource deployment;
- Ensure compliance with contractual requirements;
- Monitor operational performance;
- Facilitate communications between the Contractor and Fair leadership.

The Event Medical Supervisor shall not be counted toward minimum clinical staffing requirements.

The Event Medical Supervisor shall not routinely provide patient care and shall remain available for supervisory and operational responsibilities.

Patient care activities by the Event Medical Supervisor shall be limited to extraordinary circumstances including mass casualty incidents, multiple simultaneous critical patients, or other emergency situations requiring augmentation of clinical resources.

### **Coordination with the First Aid Superintendent**

The Contractor shall recognize the First Aid Superintendent as the Fair's designated representative for First Aid operations.

The Event Medical Supervisor shall coordinate with the First Aid Superintendent regarding:

- Operational concerns;
- Staffing issues;
- Resource requests;
- Incident notifications;
- Safety concerns;
- Significant events;
- Daily operational planning;
- Daily operational debriefings.

### **Fair Administrative Personnel**

The Fair may assign administrative personnel to support:

- Command center operations;
- First Aid dispatch functions;
- Safety monitoring;
- Incident management;
- Communications;
- Operational coordination.

Such personnel shall not be considered Contractor personnel and shall not provide patient care under the Contractor's authority.

The Contractor shall cooperate with designated Fair administrative personnel while maintaining responsibility for all credentialed clinical personnel and patient care operations.

### **Ride and Attraction Incident Coordination**

The Contractor shall notify First Aid dispatch as soon as practical when responding to ride-related injuries, attraction-related incidents, or other significant events occurring on Fair property.

The Contractor shall cooperate with Fair management and designated carnival safety personnel regarding incident documentation, scene information, and safety investigations.

Patient care shall remain the primary responsibility of responding clinical personnel and shall not be delayed by administrative or investigation activities.

Contractor personnel shall not utilize golf carts or other mechanized vehicles for routine response during public operating hours unless specifically authorized by the First Aid Superintendent or required because of an emergency or operational necessity.

### **Clinical Documentation**

The Contractor shall maintain documentation for all patient encounters consistent with applicable laws, regulations, and accepted EMS standards.

Documentation shall be completed in a timely manner and maintained in accordance with Contractor policies and applicable Department of Health (SC DPH) record retention requirements.

The Contractor shall support reporting requirements to the Fair outlined elsewhere in this RFP.

### **Business Associate Agreement**

The successful Contractor shall enter into a mutually acceptable Business Associate Agreement (BAA) with the South Carolina State Fair prior to commencement of operations.

The BAA shall govern the secure handling, storage, sharing, transmission, and protection of Protected Health Information (PHI) and patient care records.

The Contractor shall maintain original patient care records and shall provide secure access to patient care documentation as authorized by the executed BAA and applicable law.

The Contractor shall describe within its proposal its patient care documentation platform, record retention practices, and ability to securely share patient care documentation.

## **5. STAFFING REQUIREMENTS**

The Contractor shall provide sufficient personnel to support South Carolina State Fair First Aid operations and fulfill all requirements of this Request for Proposals.

The staffing requirements contained herein represent minimum requirements. The Contractor may provide additional personnel based upon operational needs, historical utilization trends, special events, attendance projections, weather conditions, or organizational best practices.

### **Minimum Staffing Requirements**

At a minimum, the Contractor shall provide the following personnel during all Fair operational periods:

<b>Position</b>	<b>Minimum Required</b>
Event Medical Supervisor	1
South Carolina Certified Paramedics	3
South Carolina Certified EMTs	3
ALS Transport Ambulance	1

The minimum staffing requirement shall maintain no fewer than six (6) credentialed clinical personnel actively assigned to Fair operations at any time.

Staff assigned to the ALS transport ambulance may be counted toward the minimum staffing requirement.

The Event Medical Supervisor shall not be counted toward the minimum clinical staffing requirement.

### **Event Medical Supervisor**

The Contractor shall provide one (1) dedicated Event Medical Supervisor during all operational periods.

The Event Medical Supervisor shall:

- Remain physically present on Fair grounds;
- Serve as the Contractor's primary representative;
- Coordinate with the First Aid Superintendent;
- Participate in command and operational briefings;
- Monitor staffing levels and resource deployment;
- Coordinate operational responses to significant incidents;
- Ensure compliance with contractual requirements.

The Event Medical Supervisor shall not routinely participate in patient care activities.

The Event Medical Supervisor may provide patient care only during extraordinary circumstances, including:

- Mass casualty incidents;
- Multiple simultaneous critical patients;
- Significant operational emergencies;
- Circumstances requiring augmentation of available clinical resources.

### **Staffing Qualifications**

All credentialed personnel shall:

- Hold current South Carolina EMS certification appropriate to their assigned duties;
- Maintain all required continuing education and credentialing requirements;
- Operate under the Contractor's Medical Direction and protocols;
- Comply with applicable laws, regulations, and Contractor policies;
- Demonstrate professional conduct and customer service skills appropriate for a large public event.

The Fair reserves the right to request removal of any Contractor personnel whose conduct, performance, or actions are deemed detrimental to Fair operations, public safety, or customer service expectations.

## **Staffing Escalation and Surge Staffing**

The Contractor shall maintain the ability to increase staffing levels in response to:

- Increased patient volume;
- Special events;
- Concerts and entertainment activities;
- Senior Citizens Day;
- Exceptional Citizens Day;
- Adverse weather conditions;
- Significant incidents;
- Requests from the First Aid Superintendent;
- Requests from other Fair leadership.

The Contractor shall describe within its proposal:

- Available surge staffing resources;
- Procedures for activating additional personnel;
- Estimated response times for staffing augmentation;
- Available supervisory resources.

## **Historical Utilization Considerations**

The Fair shall provide historical medical utilization data as part of this procurement.

Historical data demonstrates increased patient demand during:

- Weekend operations;
- Afternoon operational periods;
- Senior Citizens Day;
- Exceptional Citizens Day;
- Special event programming.

Proposers are encouraged to consider these historical trends when developing staffing recommendations and operational approaches.

## **Staffing Continuity**

The Contractor shall make reasonable efforts to maintain staffing continuity throughout the Fair.

The Fair recognizes that staffing adjustments may be necessary; however, the Contractor shall ensure all positions remain filled in accordance with minimum staffing requirements.

The Contractor shall maintain contingency plans for:

- Employee illness;
- Staffing shortages;
- Unexpected personnel vacancies;
- Significant operational events.

*Contractor shall have the ability to deploy additional personnel and/or ambulances within one (1) hour of notification, when requested by the Fair and when operationally feasible.*

## **Future Staffing Matrix**

Additional staffing requirements may be identified within Appendix A.

The Fair reserves the right to establish event-specific staffing requirements based upon operational needs, historical utilization trends, special events, and risk considerations.

Nothing contained herein shall prohibit the Contractor from proposing staffing levels exceeding the minimum requirements established within this RFP.

## **6. AMBULANCE, EQUIPMENT, SUPPLIES, COMMUNICATIONS, AND OPERATIONAL READINESS**

The Contractor shall provide all ambulances, equipment, medical supplies, medications, communications capabilities, and operational resources necessary to support South Carolina State Fair First Aid operations and fulfill the requirements of this contract.

### **Ambulance Requirements**

The Contractor shall provide one (1) dedicated Advanced Life Support (ALS) transport ambulance assigned to the South Carolina State Fair during all operational periods.

Each ambulance shall:

- Be currently licensed and authorized to operate within the State of South Carolina;
- Meet all requirements established by South Carolina law and regulation;
- Be staffed in accordance with applicable staffing requirements;
- Remain available for Fair operations unless engaged in patient transport, decontamination, mechanical repair, or other unavoidable operational circumstances.

The ambulance shall be dedicated to Fair operations and shall not be routinely reassigned to other operational responsibilities during contracted Fair hours.

### **Ambulance Replacement Procedures**

In the event the assigned ALS ambulance becomes unavailable due to:

- Patient transport;
- Mechanical failure;
- Contamination;
- Extended operational commitment;
- Other circumstances affecting availability;

The Contractor shall initiate replacement procedures as soon as practical.

The Contractor shall describe within its proposal:

- Replacement ambulance procedures;
- Estimated replacement timelines;
- Available reserve resources;
- Contingency plans for ambulance unavailability.

### **Temporary Coverage**

The Fair recognizes that temporary operational circumstances may impact ALS ambulance availability.

Temporary coverage may be provided by a Basic Life Support (BLS) ambulance pending restoration of ALS transport capability.

Nothing herein shall relieve the Contractor of its responsibility to restore ALS ambulance coverage as soon as practical.

### **Local EMS Coordination**

The Fair reserves the right to request assistance from Richland County EMS or other appropriate agencies should operational circumstances require supplemental resources.

The Contractor shall cooperate with such requests and coordinate appropriately with responding agencies.

### **Medical Equipment**

The Contractor shall provide all equipment necessary to deliver patient care consistent with:

- South Carolina EMS requirements;
- Medical Direction requirements;
- Accepted standards of care;
- Contractor clinical policies.

At a minimum, equipment shall include:

- Cardiac monitor/defibrillator;
- Airway management equipment;
- Oxygen delivery equipment;
- Suction equipment;
- Trauma supplies;
- Pediatric equipment;
- Communications equipment;
- Medical treatment supplies;
- Up-stocking of rehydration supplies;
- Mass casualty triage supplies.
- Wheelchairs in sufficient number to transport patients to First Aid.

## **Medications and Controlled Substances**

The Contractor shall provide and maintain all medications necessary to support clinical operations.

The Contractor shall be solely responsible for:

- Medication procurement;
- Medication security;
- Controlled substance accountability;
- Storage requirements;
- Documentation requirements;
- Regulatory compliance.

## **Medical Supplies and Restocking**

The Contractor shall provide all medical supplies necessary to support Fair operations.

The Contractor shall maintain adequate supplies and ensure continuous operational readiness throughout the duration of the Fair.

The Contractor shall be responsible for:

- Supply inventory;
- Restocking;
- Equipment maintenance;
- Equipment replacement;
- Oxygen replacement;
- Daily readiness inspections.

The Fair shall bear no responsibility for the procurement, maintenance or replacement of Contractor medical equipment or supplies. The Fair may elect to provide certain non-controlled consumable medical supplies from existing inventory. The Contractor shall identify in its proposal any supplies it expects the Fair to provide and any supplies it will furnish

## **Communications and Interoperability**

The Fair shall provide radio equipment necessary for Contractor personnel to communicate with:

- Fair dispatch personnel;
- First Aid operations;
- Command Center personnel;
- Safety personnel;
- Designated Fair representatives.

The Contractor shall ensure assigned personnel utilize Fair-issued communications equipment in accordance with Fair policies and operational procedures.

## **Plain Language Communications**

The South Carolina State Fair utilizes plain language communications during all operations.

The Contractor shall ensure personnel utilize clear text and plain language communications and shall not utilize agency-specific radio codes, ten-codes, signals, or other abbreviated communication methods while communicating on Fair communication systems.

## **External Communications**

The Contractor shall maintain communications capabilities necessary to support:

- Receiving hospitals;
- Medical Control Physicians;
- Local EMS agencies;
- Public safety partners;
- Ambulance dispatch operations;
- Resource requests;
- Mutual aid coordination;
- Healthcare system notifications.

- The Contractor shall be responsible for all communications systems necessary to support healthcare, ambulance, and public safety coordination activities beyond the Fair's internal communications network.

### **Operational Readiness**

The Contractor shall ensure all personnel, vehicles, equipment, supplies, and communications systems are fully operational prior to commencement of each operational period.

The Contractor shall conduct daily readiness checks and immediately address any identified deficiencies.

The Event Medical Supervisor shall be responsible for verifying operational readiness and communicating significant deficiencies to the First Aid Superintendent as soon as practical.

## **7. CLINICAL OPERATIONS, MEDICAL DIRECTION, REGULATORY COMPLIANCE, AND QUALITY ASSURANCE**

The Contractor shall provide clinical services consistent with applicable laws, regulations, accepted standards of care, and requirements established within this Request for Proposals.

The Contractor shall maintain responsibility for all clinical operations performed pursuant to this contract.

### **Regulatory Compliance**

The Contractor shall comply with all applicable federal, state, and local laws, regulations, policies, and licensing requirements governing EMS operations.

At a minimum, compliance shall include:

- South Carolina Code §44-61;
- South Carolina EMS Regulations (Regulation 60-7);
- HIPAA requirements;
- OSHA requirements;
- Controlled substance regulations;
- Applicable licensing requirements;
- Applicable local ordinances.

- Failure to maintain required licensure, certifications, permits, or regulatory compliance may constitute grounds for contract termination.

### **Medical Direction**

The Contractor shall operate under the supervision of a qualified Medical Control Physician as required by South Carolina law and regulation.

The Contractor shall ensure:

- Clinical oversight of personnel;
- Protocol compliance;
- Credential verification;
- Continuing competency requirements;
- Quality assurance activities;
- Patient safety initiatives.

The Contractor shall identify its Medical Control Physician within its proposal.

### **Clinical Authority**

The Contractor shall retain responsibility for:

- Clinical decision making;
- Patient assessment;
- Patient treatment;
- Patient transport decisions;
- Documentation;
- Medical protocol compliance;
- Medical direction activities.

Nothing contained within this RFP shall be construed as granting Fair personnel authority over clinical decision making, patient care activities, medical protocols, or Medical Direction responsibilities.

## **Patient Care Documentation**

The Contractor shall maintain documentation for all patient encounters occurring during Fair operations.

Documentation shall be:

- Accurate;
- Complete;
- Timely;
- Electronic whenever practical;
- Maintained in accordance with applicable laws and regulations.

The Contractor shall utilize an electronic patient care reporting (ePCR) platform capable of supporting secure documentation, retrieval, reporting, and records management.

## **Business Associate Agreement (BAA)**

Prior to commencement of operations, the successful Contractor shall enter into a mutually acceptable Business Associate Agreement (BAA) with the South Carolina State Fair.

The BAA shall govern the secure handling, transmission, storage, retention, sharing, and protection of Protected Health Information (PHI) and patient care records.

The Contractor shall maintain all original patient care records in accordance with applicable laws and regulations.

The Contractor shall provide secure access to patient care records and associated documentation as authorized by the executed BAA and applicable law.

The Contractor shall describe within its proposal:

- Patient care documentation platform;
- Record retention practices;
- Security controls;
- Methods available for secure record sharing.

### **Patient Care Record Access**

The Fair requires access to patient encounter information and related documentation necessary to support:

- Incident investigations;
- Risk management activities;
- Insurance claims administration;
- Legal compliance;
- Operational review;
- Safety investigations.

Access to such information shall be governed by the executed Business Associate Agreement and applicable law.

The Fair may require electronic copies of patient care records in a mutually agreed format.

### **Quality Assurance and Performance Improvement (QAPI)**

The Contractor shall maintain an active Quality Assurance and Performance Improvement (QAPI) program.

The program shall include:

- Patient care review;
- Documentation review;
- Incident review;
- Protocol compliance review;
- Corrective action processes.

*Upon request*, the Contractor shall provide summary information regarding quality assurance activities associated with Fair operations.

### **Significant Clinical Incidents**

The Contractor shall promptly notify the First Aid Superintendent of significant clinical incidents including, but not limited to:

- Patient fatalities;
- Multiple patient incidents;
- Mass casualty incidents;
- Serious injuries;
- Events likely to generate media attention;
- Incidents involving significant public interest;
- Events requiring activation of additional resources.

Notification shall occur as soon as practical while ensuring patient care remains the priority.

### **Record Retention**

The Contractor shall maintain patient care records and associated documentation in accordance with applicable laws, regulations, and organizational policies.

Nothing contained herein shall relieve the Contractor of its legal responsibilities regarding record retention, confidentiality, or documentation requirements.

### **Clinical Cooperation**

The Contractor shall cooperate with Fair leadership regarding:

- Incident reviews;
- Operational assessments;
- After Action Reports;
- Risk management activities;
- Safety investigations;
- Continuous improvement initiatives.

Such cooperation shall occur in a manner consistent with applicable privacy, confidentiality, and legal requirements.

## **8. EMERGENCY PREPAREDNESS, INCIDENT MANAGEMENT, HOSPITAL COORDINATION, AND SURGE OPERATIONS**

The Contractor shall maintain emergency preparedness capabilities appropriate for a large-scale public event and shall integrate its operations into the South Carolina State Fair's established emergency management, safety, and incident response framework.

The Contractor shall participate in planning, preparedness, response, recovery, and operational coordination activities necessary to support the safety of Fair attendees, exhibitors, vendors, volunteers, contractors, and employees.

### **Incident Action Plan (IAP) Integration**

The Contractor shall coordinate all Event Medical Services activities with the South Carolina State Fair Incident Action Plan (IAP).

The Contractor shall ensure personnel are familiar with:

- Incident Action Plan requirements;
- Emergency procedures;
- Resource request procedures;
- Incident notification requirements;
- Command Center operations;
- Emergency evacuation procedures;
- Unified Command principles.

The Contractor shall participate in operational activities consistent with the Fair's Incident Action Plan and established command structure.

### **Emergency Preparedness Planning**

The Contractor shall maintain written procedures supporting emergency preparedness activities throughout the duration of the Fair.

Such procedures shall address:

- Severe weather incidents;
- Mass casualty incidents;
- Multiple patient incidents;

- Extended operational events;
- Resource shortages;
- Ambulance unavailability;
- Public safety emergencies;
- Crowd-related incidents.

The Contractor shall provide a summary of its emergency preparedness capabilities within its proposal.

### **Severe Weather Planning**

The Contractor shall maintain a Severe Weather Response Plan appropriate for large-scale outdoor public events.

The plan shall address:

- Thunderstorms;
- Lightning events;
- Tornado warnings;
- High wind events;
- Excessive heat conditions;
- Flooding;
- Other weather-related hazards.

The Contractor shall coordinate weather-related operations with the First Aid Superintendent, Fair leadership, and designated command personnel.

### **Mass Casualty Incident (MCI) Planning**

The Contractor shall maintain procedures for response to Mass Casualty Incidents occurring on Fair property.

At a minimum, MCI procedures shall address:

- Incident recognition;
- Resource activation;
- Triage operations;

- Patient distribution;
- Hospital notification;
- Resource accountability;
- Communications;
- Unified Command integration.

The Contractor shall maintain access to sufficient equipment and supplies to support initial MCI operations until additional resources arrive.

### **Hospital Coordination**

The Contractor shall establish and maintain communications procedures with receiving hospitals and healthcare facilities serving the Columbia and Richland County area.

The Contractor shall support:

- Patient destination planning;
- Hospital notification procedures;
- Significant incident notifications;
- MCI coordination;
- Healthcare system awareness;
- Patient distribution activities.

The Contractor shall coordinate with the Fair and public safety stakeholders to ensure effective communication with receiving healthcare facilities during routine and emergency operations.

### **Local EMS Coordination**

The Contractor shall coordinate with local EMS agencies, including Richland County EMS, as appropriate.

The Contractor shall support:

- Mutual aid activities;
- Resource requests;
- Ambulance coordination;

- Significant incident response;
- MCI operations;
- Operational continuity.

The Contractor shall cooperate fully with local responding agencies during emergency situations.

### **Surge Operations**

The Contractor shall maintain the ability to increase personnel, ambulances, equipment, and operational resources during periods of increased demand.

Surge operations may be required due to:

- Increased patient volume;
- Significant incidents;
- Concerts and special events;
- Severe weather impacts;
- Operational disruptions;
- Requests from the First Aid Superintendent;
- Requests from Fair leadership.

The Contractor shall identify within its proposal:

- Available surge staffing resources;
- Available supervisory resources;
- Additional ambulance resources;
- Resource activation procedures;
- Estimated deployment timelines.

### **Ambulance Bus and Mass Transportation Resources**

The Contractor shall identify its ability to coordinate or obtain access to ambulance buses, mass casualty transportation assets, or other specialized transportation resources should circumstances require large-scale patient movement.

Nothing herein shall require ownership of such resources; however, the Contractor shall identify available coordination mechanisms and access procedures.

### **Resource Requests**

The Event Medical Supervisor shall coordinate requests for additional EMS resources through the First Aid Superintendent and established Fair command channels unless immediate life safety considerations dictate otherwise.

The Contractor shall maintain procedures for requesting:

- Additional personnel;
- Additional ambulances;
- Supervisory resources;
- Specialty resources;
- Mutual aid assets;
- Mass casualty transportation resources.

### **Unified Command and Incident Coordination**

The Contractor shall participate in Unified Command activities when activated by the Fair or public safety agencies.

The Contractor shall ensure supervisory personnel are familiar with:

- Incident Command System (ICS) principles;
- Unified Command concepts;
- Resource accountability procedures;
- Operational reporting requirements.

### **Continuity of Operations (COO)**

The Contractor shall maintain contingency plans designed to ensure continuity of Event Medical Services during:

- Staffing shortages;
- Ambulance failures;
- Communications failures;

- Significant incidents;
- Severe weather events;
- Unexpected operational disruptions.

The Contractor shall demonstrate the ability to maintain safe and effective clinical operations under adverse conditions.

## **9. PLANNING, MEETINGS, BRIEFINGS, REPORTING, AFTER ACTION REVIEWS, AND CONTINUOUS IMPROVEMENT**

The Contractor shall actively participate in planning, coordination, reporting, and continuous improvement activities necessary to support safe and effective South Carolina State Fair operations.

The Contractor shall maintain open communication with Fair leadership and shall provide timely operational information necessary to support decision making, risk management, incident response, and event safety.

### **Pre-Fair Planning Meeting**

The Contractor shall participate in a mandatory planning meeting with Fair leadership, the First Aid Superintendent, command center personnel, safety representatives, and other designated stakeholders prior to commencement of Fair operations.

The meeting shall address, at a minimum:

- Staffing assignments;
- Communications procedures;
- Command structure;
- Incident notification procedures;
- Emergency preparedness plans;
- Hospital coordination procedures;
- Ride incident coordination;
- Resource request procedures;
- Fair operational expectations;
- Special event planning.

The Contractor shall ensure appropriate supervisory personnel attend this meeting.

### **Mandatory Site Walkthrough**

Approximately one week prior to commencement of operations, the Contractor shall participate in a site walkthrough coordinated by the Fair.

The walkthrough shall familiarize Contractor personnel with:

- Fairgrounds layout;
- First Aid locations;
- Ambulance access routes;
- Emergency vehicle access points;
- Command Center locations;
- Ride and attraction areas;
- Staging locations;
- Emergency evacuation routes;
- Designated operational areas.

Participation in the site walkthrough is mandatory.

### **Daily Operational Briefings**

The Event Medical Supervisor shall participate in daily operational briefings conducted by the Fair.

Briefings may address:

- Operational priorities;
- Attendance projections;
- Special events;
- Weather conditions;
- Safety concerns;
- Staffing issues;
- Resource status;
- Significant incidents;

- Planned operational changes.

The Contractor shall ensure appropriate representation at all required briefings.

### **Daily Operational Debriefings**

At the conclusion of each operational day, the Event Medical Supervisor shall meet with the First Aid Superintendent or designee to review operational activities.

Topics may include:

- Patient contacts;
- Ambulance transports;
- Significant incidents;
- Operational concerns;
- Staffing issues;
- Safety concerns;
- Equipment issues;
- Opportunities for improvement;
- Planning considerations for subsequent operational periods.

The purpose of the debriefing shall be to identify and address issues as early as possible and promote continuous improvement throughout the Fair.

### **End-of-Day Reports**

The Contractor shall provide a daily operational report to the Fair.

At a minimum, the report shall include:

- Number of patient contacts;
- Number of patient refusals;
- Number of transports;
- Significant incidents;
- Ride-related incidents;
- Operational concerns;
- Resource utilization;

- Staffing issues;
- Noteworthy observations.

The format of the report shall be mutually agreed upon by the Contractor and the Fair.

### **Significant Incident Notifications**

The Contractor shall immediately notify the First Aid Superintendent of any significant incident including, but not limited to:

- Patient fatalities;
- Serious injuries;
- Mass casualty incidents;
- Multiple patient events;
- Events likely to generate media attention;
- Significant ride-related incidents;
- Operational disruptions;
- Major safety concerns.

Notification shall occur as soon as practical while ensuring patient care activities remain the priority.

### **Operational Statistics and Reporting**

The Contractor shall maintain operational statistics and provide summary information upon request.

The Fair may request information including:

- Patient encounter volumes;
- Treatment categories;
- Transport statistics;
- Response activity;
- Utilization trends;
- Resource deployment information.

Such reporting shall support operational planning and future event improvement efforts.

### **Post-Fair Review Meeting**

Within a reasonable period following the conclusion of the Fair, the Contractor shall participate in a post-event review meeting with Fair leadership and designated stakeholders.

The review shall address:

- Overall operational performance;
- Significant incidents;
- Utilization trends;
- Staffing effectiveness;
- Communications effectiveness;
- Hospital coordination;
- Emergency preparedness activities;
- Lessons learned;
- Opportunities for improvement.

### **After Action Report (AAR)**

The Contractor shall submit a written After Action Report within thirty (30) days following completion of Fair operations.

The report shall include:

- Operational summary;
- Patient encounter statistics;
- Transport statistics;
- Significant incidents;
- Emergency preparedness activities;
- Resource utilization;
- Operational successes;
- Identified challenges;
- Recommendations for future operations.

The After Action Report shall be used to support planning and continuous improvement efforts for future Fair operations.

### **Continuous Improvement**

The Fair seeks a long-term operational partner committed to continuous improvement.

The Contractor shall actively identify opportunities to improve:

- Patient care delivery;
- Operational efficiency;
- Safety performance;
- Communications;
- Emergency preparedness;
- Resource utilization;
- Customer service.

The Contractor is encouraged to provide recommendations and best practices that may enhance future Fair operations.

### **Annual Program Review**

For contracts renewed beyond a single Fair season, the Contractor shall participate in an annual program review with Fair leadership.

The review shall evaluate:

- Contract performance;
- Operational effectiveness;
- Staffing models;
- Utilization trends;
- Safety initiatives;
- Future planning considerations.

The purpose of the review shall be to support a collaborative partnership and continuous advancement of Event Medical Services provided to the South Carolina State Fair.

## **10. CONTRACTOR QUALIFICATIONS**

The South Carolina State Fair seeks a qualified and experienced Event Medical Services provider capable of delivering professional clinical staffing, ambulance services, emergency preparedness support, and operational coordination within a complex public event environment.

Proposers shall demonstrate the organizational experience, staffing capability, operational resources, and financial stability necessary to successfully fulfill the requirements of this Request for Proposals.

### **Organizational Qualifications**

Proposers shall provide a description of their organization including:

- Legal business name;
- Principal place of business;
- Years in operation;
- Organizational structure;
- South Carolina EMS licensure status;
- Areas served;
- Relevant certifications, accreditations, or recognitions.

The Fair reserves the right to verify all information provided.

### **Event Medical Services Experience**

Proposers shall demonstrate experience providing medical services for public events, mass gatherings, fairs, festivals, concerts, sporting events, conventions, or other similar activities.

The proposal shall include:

- Description of relevant event experience;
- Event types supported;
- Estimated attendance figures;
- Scope of services provided;
- Duration of event coverage;

- Relevant operational responsibilities.

Preference may be given to organizations demonstrating experience supporting multi-day events involving significant public attendance and complex operational coordination.

### **Staffing Capability**

Proposers shall demonstrate their ability to recruit, schedule, supervise, and retain qualified personnel necessary to fulfill contract requirements.

The proposal shall include:

- Staffing resources available;
- Supervisory structure;
- Surge staffing capabilities;
- Contingency staffing procedures;
- Employee credential verification processes.

The Fair may request additional information regarding staffing capabilities during the evaluation process.

### **Emergency Preparedness Capabilities**

Proposers shall describe their ability to support emergency preparedness and incident management activities.

The proposal shall address:

- Mass casualty incident preparedness;
- Severe weather response capabilities;
- Resource mobilization capabilities;
- Mutual aid coordination;
- Incident Command System familiarity;
- Unified Command participation.

## **References**

Proposers shall provide a minimum of three (3) references for contracts of similar scope and complexity.

Reference information shall include:

- Organization name;
- Contact person;
- Title;
- Telephone number;
- Email address;
- Description of services provided;
- Dates of service.

The Fair reserves the right to contact references and consider information obtained during the evaluation process.

## **Insurance Requirements**

Proposers shall demonstrate the ability to obtain and maintain insurance coverage appropriate for the services contemplated by this RFP.

At a minimum, the successful Contractor shall maintain:

- Commercial General Liability Insurance;
- Professional Liability Insurance;
- Automobile Liability Insurance;
- Workers' Compensation Insurance;
- Medical Malpractice (MedMal) Insurance;
- Employer's Liability Insurance.

*The successful Contractor shall carry a Commercial General Liability insurance policy in the amount of one million dollars (\$1,000,000) per occurrence and name the State Agricultural and Mechanical Society of South Carolina, doing business as the South Carolina State Fair, its officers, directors, employees, agents, and representatives as Additional Insureds on applicable policies.*

*Proof of insurance and required endorsements shall be provided prior to contract execution.*

### **Financial Stability**

Proposers shall demonstrate sufficient financial capability to perform the services contemplated by this RFP.

The Fair reserves the right to request additional information necessary to evaluate financial stability and organizational capacity.

### **Regulatory Compliance History**

Proposers shall disclose any significant regulatory actions, licensure actions, sanctions, suspensions, consent agreements, or similar matters occurring within the previous five (5) years involving the proposing organization.

The Fair reserves the right to consider such information when evaluating proposer responsibility and qualifications.

### **Organizational Reputation and Professionalism**

The Fair seeks a professional partner capable of representing the South Carolina State Fair in a positive manner.

The Fair may consider factors including:

- Organizational reputation;
- Professional conduct;
- Customer service history;
- Safety record;
- Operational reliability;
- Demonstrated commitment to quality improvement.

### **Right to Verify Qualifications**

The Fair reserves the right to verify qualifications, experience, staffing resources, licensure status, references, insurance coverage, and any other information contained within a proposal.

Failure to provide accurate information may result in proposal rejection or contract termination.

## 11. PROPOSAL SUBMISSION REQUIREMENTS

The South Carolina State Fair invites qualified organizations to submit proposals for the provision of Event Medical Services as described within this Request for Proposals.

Proposals shall be prepared in accordance with the requirements contained herein.

Failure to comply with proposal requirements may result in a proposal being deemed non-responsive and removed from further consideration.

### Procurement Schedule

The anticipated procurement schedule is as follows:

<b>Milestone</b>	<b>Date</b>
RFP Issued	<b>07/01/2026 – 07/15/2026</b>
Mandatory Pre-Proposal Site Visit	<b>07/09/2026 at 1PM</b>
Deadline for Written Questions	<b>07/11/2026 at 5PM</b>
Responses to Questions Issued	<b>07/13/2026 at 5PM</b>
Proposal Submission Deadline	<b>07/15/2026 at 5PM</b>
Evaluation Period	<b>07/16/2026-07/17/2026</b>
Interviews (If Conducted)	<b>07/20/2026</b>
Notice of Intent to Award	<b>07/22/2026</b>
Contract Negotiation and Execution	<b>07/27/2026</b>

*The Fair reserves the right to modify the procurement schedule at its sole discretion.*

### Mandatory Pre-Proposal Site Visit

The Fair shall conduct a mandatory pre-proposal site visit for all prospective proposers.

The purpose of the site visit is to familiarize prospective Contractors with:

- Fairgrounds layout;
- First Aid facilities;
- Ambulance access routes;

- Command Center operations;
- Communications infrastructure;
- Ride and attraction areas;
- Staging locations;
- Operational expectations;
- Existing safety and incident management systems.

Attendance by at least one representative of the proposing organization is mandatory.

Failure to attend the mandatory pre-proposal site visit may result in a proposal being deemed non-responsive and removed from further consideration.

Casual, on-site questions are encouraged: "How far from here to the nearest restrooms?"; however, operational or functional questions shall be submitted in accordance with the formal question process outlined herein.

### **Questions and Clarifications**

Questions regarding this RFP shall be submitted in writing to the Fair's designated procurement contact no later than the date identified within the procurement schedule. Questions regarding this RFP should be directed to: [board@scstatefair.org](mailto:board@scstatefair.org) and responses will come from same; please ensure you are able to receive emails from this address.

Questions received after the established deadline may not be answered.

Responses to questions, clarifications, and any resulting addenda shall be distributed in a manner determined by the Fair.

Oral interpretations or informal communications shall not be binding.

## **Proposal Format**

Proposals shall be organized in the following format:

### **Section 1 – Cover Letter**

Include:

- Organization name;
- Primary contact information;
- Authorized representative;
- Statement of interest;
- Acknowledgment of the RFP requirements.

### **Section 2 – Organizational Qualifications**

Include information required under Section 10 of this RFP.

### **Section 3 – Event Medical Services Experience**

Include descriptions of similar projects, event experience, and references.

### **Section 4 – Staffing and Operational Approach**

Include:

- Proposed staffing model;
- Supervisory structure;
- Surge staffing capabilities;
- Operational approach;
- Communications approach;
- Resource deployment philosophy.

### **Section 5 – Emergency Preparedness and Incident Management**

Include:

- MCI preparedness;
- Severe weather planning;
- Hospital coordination capabilities;

- Resource mobilization procedures;
- Unified Command experience.

## **Section 6 – Clinical Operations and Documentation**

Include:

- ePCR platform;
- Documentation processes;
- Quality assurance activities;
- Record retention practices;
- Ability to support BAA requirements.

## **Section 7 – Cost Proposal**

Cost proposals shall be submitted in accordance with Appendix C.

### **Proposal Submission**

**Proposals shall be submitted in the manner specified by the Fair.**

**The Fair reserves the right to establish requirements regarding:**

- **Electronic submission;**
- **Hard-copy submission;**
- **Number of copies required;**
- **Delivery location;**
- **Submission deadlines.**

**Late proposals may be rejected without further consideration.**

### **Proposal Validity**

Proposals shall remain valid for a minimum of ninety (90) calendar days following the proposal submission deadline unless otherwise specified by the Fair.

### **Interviews and Presentations**

The Fair reserves the right to conduct interviews, presentations, demonstrations, reference checks, or other evaluation activities with one or more proposers.

Participation in such activities may be required as part of the evaluation process.

### **Right to Request Additional Information**

The Fair reserves the right to request clarification, supplemental information, or additional documentation from any proposer.

Failure to provide requested information may result in removal from further consideration.

### **Proposal Costs**

All costs associated with preparation and submission of a proposal shall be the sole responsibility of the proposer.

The Fair shall not reimburse any proposer for expenses incurred in connection with this procurement process.

### **Reservation of Rights**

The Fair reserves the right to:

- Reject any or all proposals;
- Waive informalities or minor irregularities;
- Request additional information;
- Negotiate with one or more proposers;
- Cancel or reissue the RFP;
- Modify the procurement schedule;
- Award a contract in the best interests of the Fair.

Submission of a proposal constitutes acceptance of these conditions.

## **12. EVALUATION CRITERIA**

The South Carolina State Fair intends to award a contract to the proposer whose submission represents the best overall value to the Fair.

Award shall not be based solely upon cost.

The Fair reserves the right to consider experience, qualifications, operational capabilities, staffing resources, references, cost, and other factors deemed relevant to successful contract performance.

## Evaluation Committee

Proposals may be reviewed by a committee designated by the Fair.

The committee may include representatives from:

- Fair leadership;
- First Aid operations;
- Safety and risk management;
- Operations personnel;
- Other designated stakeholders.

## Evaluation Factors

Proposals shall be evaluated using the following criteria:

<b>Evaluation Category</b>	<b>Maximum Points</b>
Relevant Event Medical Services Experience	25
Staffing, Supervision, and Operational Approach	25
Emergency Preparedness and Coordination Capabilities	15
References and Past Performance	10
Cost Proposal	20
Innovation and Value-Added Services	5
<b>Total Possible Points</b>	<b>100</b>

### Relevant Event Medical Services Experience (25 Points)

Evaluation may consider:

- Experience providing medical services for fairs, festivals, concerts, sporting events, or similar public gatherings;
- Experience supporting multi-day events;
- Demonstrated operational capability;
- Experience coordinating with public safety agencies and event stakeholders.

### **Staffing, Supervision, and Operational Approach (25 Points)**

Evaluation may consider:

- Staffing plan;
- Supervisory structure;
- Ability to meet minimum staffing requirements;
- Surge staffing capabilities;
- Communications approach;
- Operational readiness.

### **Emergency Preparedness and Coordination Capabilities (15 Points)**

Evaluation may consider:

- MCI preparedness;
- Severe weather planning;
- Hospital coordination;
- Resource mobilization capabilities;
- Incident Command System familiarity;
- Unified Command participation.

### **References and Past Performance (10 Points)**

Evaluation may consider:

- Quality of references;
- Past performance on similar contracts;
- Reliability;
- Professionalism;
- Customer service.

### **Cost Proposal (20 Points)**

The Fair shall evaluate proposed pricing and overall value.

The lowest-cost proposal shall not automatically receive the highest score.

The Fair reserves the right to consider the relationship between proposed pricing, staffing levels, operational capabilities, and overall value.

### **Innovation and Value-Added Services (5 Points)**

Evaluation may consider:

- Additional capabilities offered by the proposer;
- Operational enhancements;
- Technology solutions;
- Recommendations for improving Fair medical operations;
- Other value-added services beneficial to the Fair.

### **Interviews and Presentations**

The Fair reserves the right to invite one or more proposers to participate in interviews, presentations, demonstrations, or discussions.

Information obtained during such activities may be considered as part of the evaluation process.

### **Clarifications**

The Fair reserves the right to request clarifications or supplemental information from any proposer during the evaluation process.

### **Best Value Determination**

The Fair reserves the right to award a contract to the proposer whose proposal is determined to provide the best overall value and benefit to the South Carolina State Fair.

The Fair is not obligated to award a contract to the proposer receiving the highest point total if the Fair determines another proposal better serves the interests of the organization.

## **13. CONTRACT TERMS AND CONDITIONS**

### **Contract Term**

The initial contract term shall be for one (1) Fair season.

The Fair may, at its sole discretion, renew the contract for up to four (4) additional one-year terms under substantially the same terms and conditions.

Nothing herein shall obligate the Fair to exercise any renewal option.

### **Independent Contractor**

The successful Contractor shall perform all services as an independent contractor.

Nothing contained herein shall be construed as creating an employer-employee relationship, partnership, joint venture, or agency relationship between the Fair and the Contractor.

The Contractor shall be solely responsible for the compensation, supervision, training, conduct, and management of its personnel.

### **Insurance Requirements**

The Contractor shall maintain insurance coverage as required by this RFP and any resulting contract.

Prior to commencement of services, the Contractor shall provide certificates of insurance and applicable endorsements demonstrating required coverage.

The State Agricultural and Mechanical Society of South Carolina, doing business as the South Carolina State Fair, its officers, directors, employees, agents, and representatives shall be named as Additional Insureds on applicable liability policies.

Insurance shall remain in effect throughout the contract term.

### **Licensure and Regulatory Compliance**

The Contractor shall maintain all licenses, certifications, permits, registrations, and approvals required to perform services under this contract.

Failure to maintain required licensure or regulatory compliance may constitute grounds for immediate termination.

### **Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the State Agricultural and Mechanical Society of South Carolina, doing business as the South Carolina State Fair, its officers, directors, employees, agents, and representatives from claims, damages, liabilities, losses, costs, and expenses arising from the negligent acts, errors, omissions, or misconduct of the Contractor or its personnel.

Nothing contained herein shall be construed to require indemnification beyond that permitted by applicable law.

## **Confidentiality**

The Contractor shall maintain the confidentiality of information obtained during performance of services and shall comply with all applicable privacy and confidentiality requirements, including HIPAA and the executed Business Associate Agreement.

## **Business Associate Agreement**

The successful Contractor shall execute a mutually acceptable Business Associate Agreement prior to commencement of services.

Failure to execute the required agreement may constitute grounds for contract termination or award withdrawal.

## **Termination for Cause**

The Fair may terminate the contract for cause upon written notice if the Contractor:

- Fails to perform contractual obligations;
- Fails to maintain required insurance;
- Fails to maintain required licensure;
- Violates applicable laws or regulations;
- Commits material breach of contract.

***\*The Fair may terminate the contract immediately if public safety is jeopardized.***

The Fair may provide an opportunity to cure deficiencies when appropriate within 15 calendar days.

## **Termination for Convenience**

The Fair reserves the right to terminate the contract, in whole or in part, for convenience upon 30 days written notice.

In the event of such termination, the Contractor shall be compensated for services satisfactorily performed through the effective date of termination.

## **Force Majeure**

Neither party shall be deemed in default or liable for failure to perform obligations under the contract when such failure results from circumstances beyond the reasonable control of the affected party.

Force Majeure events may include, but are not limited to:

- Hurricanes;
- Tornadoes;
- Severe weather events;
- Flooding;
- Fire;
- Acts of God;
- Epidemics or pandemics;
- Public health emergencies;
- Acts of terrorism;
- Civil disturbances;
- Government orders, restrictions, or declarations;
- Utility failures;
- Other extraordinary events beyond reasonable control.

The affected party shall notify the other party as soon as practical following the occurrence of a Force Majeure event.

The Fair reserves the right to modify, postpone, suspend, or cancel Fair operations due to Force Majeure circumstances.

Neither party shall be liable for costs, damages, penalties, or losses resulting solely from a Force Majeure event.

### **Assignment**

The Contractor shall not assign, transfer, or subcontract its obligations under the contract without prior written approval from the Fair.

### **Non-Waiver**

Failure of either party to enforce any contract provision shall not constitute a waiver of future enforcement of that provision or any other provision.

### **Governing Law**

The contract shall be governed by and construed in accordance with the laws of the State of South Carolina.

## **Disputes**

The parties shall make reasonable efforts to resolve disputes through good-faith discussions prior to pursuing other remedies available under law.

## **Reservation of Rights**

The Fair reserves all rights available under applicable law and under the terms of this RFP and any resulting contract.

## **Additional Event Opportunities**

The South Carolina State Fairgrounds hosts a variety of events, exhibitions, meetings, competitions, festivals, and special activities throughout the calendar year in addition to the annual South Carolina State Fair.

From time to time, event organizers utilizing Fair facilities may require Emergency Medical Services, first aid services, standby ambulance coverage, or other event medical support.

Nothing contained within this RFP or any resulting contract shall obligate the Fair, the Contractor, or any third-party event organizer to utilize the Contractor for such services.

However, the Fair may identify the awarded Contractor as a preferred Event Medical Services provider for activities occurring on Fair property and may, at its discretion, provide contact information or referral opportunities to event organizers seeking medical coverage.

Any services provided for events other than the South Carolina State Fair shall be negotiated separately between the Contractor and the requesting organization and shall not be considered part of this contract unless otherwise agreed in writing.

The Fair makes no guarantee regarding the number, frequency, scope, or value of any such opportunities.

## **Entire Agreement**

The final executed contract, including all attachments and incorporated documents, shall constitute the entire agreement between the parties and supersede prior discussions, negotiations, or understandings regarding the subject matter herein.

## **APPENDIX A**

### **MINIMUM STAFFING REQUIREMENTS**

The following staffing requirements represent the minimum staffing levels required during all operational periods of the South Carolina State Fair.

<b>Position</b>	<b>Minimum Required</b>
Event Medical Supervisor	1
South Carolina Certified Paramedics	3
South Carolina Certified EMTs	3
Dedicated ALS Transport Ambulance	1

#### **Staffing Notes**

1. The Event Medical Supervisor shall not be counted toward minimum clinical staffing requirements.
2. Staff assigned to the ALS ambulance may be counted toward minimum staffing levels.
3. The Contractor may provide staffing levels exceeding the minimum requirements.
4. The Contractor shall maintain the ability to increase staffing levels during periods of elevated operational demand.
5. Historical utilization data, special events, weather conditions, and operational considerations should be considered when determining staffing enhancements.
6. Additional staffing requirements may be established through mutual agreement between the Fair and Contractor.

## **APPENDIX B**

### **FAIR OPERATIONS SCHEDULE**

The South Carolina State Fair shall provide the official Fair operating schedule prior to commencement of services.

The schedule may include:

- Fair operating dates;
- Daily operating hours;
- Special event schedules;
- Concert schedules;
- Senior Citizens Day;
- Exceptional Citizens Day;
- Other significant programming activities.

The Contractor shall ensure staffing and operational readiness consistent with the final schedule provided by the Fair.

The Fair reserves the right to modify operational schedules as necessary.

**Thursday, October 15 - 11 am - 11 pm**

**Friday, October 16 - 11 am - Midnight**

**Saturday, October 17 - 10 am - Midnight**

**Sunday, October 18 - Noon - 11 pm**

**Monday, October 19 - 11 am - 11 pm**

**Tuesday, October 20 - 11 am - 11 pm**

**Wednesday, October 21 - 11 am - 11 pm**

**Thursday, October 22 - 10 am - 11 pm**

**Friday, October 23 - 11 am - Midnight**

**Saturday, October 24 - 10 am - Midnight**

**Sunday, October 25 - Noon - 10 pm**

**APPENDIX C**

**COST PROPOSAL FORM**

Proposers shall provide pricing sufficient to support the requirements contained within this RFP.

At a minimum, pricing shall identify:

**Base Event Medical Services Price**

Total proposed cost for providing all required services during the South Carolina State Fair:

\$ \_\_\_\_\_

**Optional Additional Staffing**

<b>Resource</b>	<b>Hourly Rate</b>
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EMT	\$ _____
-----	----------

Paramedic	\$ _____
-----------	----------

Supervisor	\$ _____
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ALS Ambulance	\$ _____
---------------	----------

BLS Ambulance	\$ _____
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**Additional Services**

Proposers may identify pricing for additional services including:

- Event medical planning;
- Standby ambulance coverage;
- Additional event staffing;
- Special event support;
- Other related services.

**Pricing Certification**

The proposer certifies that pricing submitted is accurate and valid for the period specified within this RFP.

Authorized Representative:

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Title:

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Date:

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## **APPENDIX D**

### **HISTORICAL MEDICAL UTILIZATION DATA**

#### Purpose

The South Carolina State Fair is providing historical medical utilization information to assist proposers in developing staffing plans, operational approaches, resource deployment strategies, and surge planning considerations.

The information contained within this appendix is provided for planning purposes only and does not constitute a guarantee of future patient volumes, transports, staffing needs, or operational demand.

Proposers shall utilize their professional judgment, event medicine experience, and operational expertise when developing proposals.

#### Historical Encounter Volumes

The Fair has tracked patient encounters occurring within First Aid operations during recent Fair events.

Historical documented patient encounters are summarized below:

Year	Documented Patient Encounters
------	-------------------------------

2022	139
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2023	139
------	-----

2024	216
------	-----

2025	194
------	-----

Total	688
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### Historical Data Limitations

Accordingly, the Fair believes the historical data remains useful for planning purposes and provides a reasonable representation of operational demand trends for the 2026 and beyond events.

### Historical Utilization by Day of Week

The following table summarizes documented patient encounters by day of week across all available historical records:

Day	Documented Patient Encounters
Saturday	192
Sunday	147
Wednesday	109
Thursday	83
Friday	74
Monday	61
Tuesday	22
Total	688

### Historical Utilization by Time of Day

Review of available historical data demonstrates that patient encounters are not evenly distributed throughout the operational day.

The highest patient volumes historically occur during afternoon and early evening operational periods.

The busiest documented hourly periods across available records were:

Time Period	Documented Patient Encounters
3:00 PM – 4:00 PM	100
2:00 PM – 3:00 PM	93
4:00 PM – 5:00 PM	88
5:00 PM – 6:00 PM	88
1:00 PM – 2:00 PM	58
6:00 PM – 7:00 PM	53

#### Operational Observation

Historical utilization indicates that demand generally increases during the afternoon and remains elevated through the early evening hours. The primary operational peak historically occurs between approximately 2:00 PM and 6:00 PM.

Proposers should consider these utilization trends when developing staffing, deployment, supervisory, and surge resource plans.

The Fair recognizes that future utilization patterns may vary based upon attendance, weather conditions, special events, entertainment schedules, and other operational factors.

#### **Historical Utilization Observations**

Review of historical utilization data demonstrates several notable trends:

##### **Weekend Demand**

Saturday and Sunday operations consistently generate the highest patient volumes.

Weekend operations account for approximately one-half of all documented patient encounters and should be considered significant operational periods when developing staffing and deployment models.

## **Special Event Days**

The Fair historically experiences increased medical utilization during certain promotional and specialty event days, including but not limited to:

- Senior Citizens Day;
- Exceptional Citizens Day;
- Major entertainment events;
- Other special programming activities.

## **Operational Flexibility**

Patient encounter volumes may be influenced by numerous factors, including:

- Weather conditions;
- Attendance levels;
- Special events;
- Entertainment schedules;
- Public health considerations;
- Operational changes.

Proposers are encouraged to maintain sufficient flexibility within staffing and operational plans to address changing conditions.

## **Staffing and Operational Planning Considerations**

The Fair expects proposers to utilize this historical information in conjunction with:

- Industry best practices;
- Event medicine experience;
- Risk-based planning methodologies;
- Emergency preparedness considerations;
- Surge resource capabilities.

Nothing contained within this appendix shall limit the Contractor's responsibility to maintain safe, effective, and responsive Event Medical Services throughout the duration of the South Carolina State Fair.

### **Historical Records**

Detailed historical records may be made available to the successful Contractor during transition planning and pre-event coordination activities.

The Fair reserves the right to update, supplement, or clarify historical utilization information as additional records become available.