

BELGIUM COLD SPRINGS FIRE DISTRICT  
8435 Loop Road  
Baldwinsville, NY 13027

LEGAL NOTICE  
Request for Proposal

Please take notice that the Belgium Cold Springs Fire District is seeking sealed proposals from qualified wellness consulting providers to deliver a comprehensive first responder wellness program. Services should include on-site fitness training, resilience and peer support sessions, individualized wellness coaching, reporting and progress tracking, educational seminars, wellness resource materials, and leadership collaboration. The selected provider must demonstrate experience working with first responder populations and the ability to tailor programming to department culture and operational demands.

Proposals will be received at District Headquarters 8435 Loop Road, Baldwinsville, New York 13027, until Tuesday, April 21, 2026 at 12 PM.

For Specifications contact the Fire District Secretary at Fire District Headquarters at 315-635-5136 ext. 551 or by e-mail to [district@bcsfd.org](mailto:district@bcsfd.org).

Public Proposal opening will be on Tuesday, April 21, 2026 at 12:05 P.M. at Fire District Headquarters located at 8435 Loop Road, Baldwinsville, New York 13027.

The Fire District reserves the right to reject any or all proposals.

By order of the Board of Fire Commissioners of the Belgium Cold Springs Fire District.

Amy Speach  
Fire District Secretary

## **RFP Title: First Responder Wellness Consulting Services**

**Issuing Organization:** Belgium Cold Springs Fire District

**Issue Date:** April 13, 2026

**Proposal Due Date:** April 21, 2026

**Contract Term:** 12 Months

**Contact Person:** Amy Speach, Fire District Secretary, [aspeach@bcsfd.org](mailto:aspeach@bcsfd.org)

---

## **1. Purpose**

Belgium Cold Springs Fire District is seeking proposals from qualified wellness consulting providers to design and implement a comprehensive wellness and resilience program tailored specifically for firefighters and EMS personnel.

The selected provider will deliver a structured, measurable, and culturally relevant wellness program focused on improving the physical, mental, emotional, relational, and purpose-driven well-being of department members. The goal is to create sustainable culture change where wellness is embedded into the daily operations and values of the department.

---

## **2. Background**

First responders face unique occupational stressors, including exposure to trauma, irregular schedules, physical strain, sleep disruption, and high-performance demands. These challenges can negatively affect physical health, mental resilience, morale, teamwork, retention, and operational readiness.

To address these concerns, Belgium Cold Springs Fire District seeks a wellness partner capable of delivering practical tools, training, coaching, and leadership collaboration to strengthen resilience, reduce burnout risk, improve health outcomes, and support a positive department culture.

---

## **3. Scope of Services**

The selected vendor shall provide a comprehensive wellness consulting program that includes, at minimum, the following services:

### **A. Fitness Training (On-Site)**

The vendor shall provide department-based fitness training sessions designed specifically for first responders.

**Minimum expectations:**

- Conduct on-site fitness sessions **one (1) or two (2) nights per week**
  - Provide or recommend equipment as needed
  - Deliver firefighter-focused workouts emphasizing:
    - Functional strength
    - Stamina/endurance
    - Mobility/flexibility
    - Recovery
    - Injury prevention
  - Ensure workouts are scalable and safe for **all fitness levels**
- 

**B. Wellness Sessions:**

The vendor shall facilitate recurring resilience-focused group sessions open to all department members.

**Minimum expectations:**

- Include guided grounding techniques and/or breathwork
  - Provide structured opportunities for members to share wins and challenges
  - Focus on:
    - Stress reduction
    - Decompression
    - Burnout prevention
    - Emotional resilience
    - Peer connection and team cohesion
- 

**C. One-on-One Wellness Consultations**

The vendor shall offer individualized wellness coaching opportunities for department members.

**Minimum expectations:**

- Offer **quarterly one-on-one consultations** to participating members
- Consultations may be virtual or phone-based
- Topics should include:
  - Nutrition
  - Fitness

- Recovery
  - Lifestyle habits
  - Individual wellness goal setting
  - Coaching must remain confidential and supportive
- 

## **D. Reporting & Compliance**

The vendor shall provide structured reporting to monitor participation and program effectiveness while maintaining confidentiality of individual participants.

### **Minimum expectations:**

- Monthly reporting on participation, including:
    - Fitness attendance
    - Resilience/peer support session participation
    - One-on-one consult utilization
  - Quarterly reporting with aggregate assessment summaries (no individual names), which may include:
    - Weight
    - Body fat percentage
    - Body measurements (inches)
    - Push-ups
    - Sit-ups
    - Grip strength
    - Rockport 1-mile walking test results (or equivalent)
  - Reports must protect individual privacy and comply with applicable confidentiality standards
- 

## **E. Educational Seminars**

The vendor shall provide educational seminars throughout the contract period on relevant health and wellness topics.

### **Minimum expectations:**

- Offer seminars periodically throughout the year
- Topics may include, but are not limited to:
  - Sleep hygiene
  - Stress management
  - Heart health
  - Nutrition
  - Recovery strategies

- Mental wellness
  - Guest speakers may be incorporated as appropriate
- 

## **F. Wellness Resource Materials**

The vendor shall provide department members with wellness support resources in digital and/or print format. Have resources available for department members that may have acute needs.

---

## **H. Leadership Collaboration & Program Alignment**

The vendor shall work closely with department leadership to ensure the program aligns with department culture, schedules, and operational realities.

### **Minimum expectations:**

- Conduct regular check-ins with department leadership
  - Review participation, progress, barriers, and opportunities
  - Adjust programming based on:
    - Seasonal demands
    - Staffing limitations
    - Vacation schedules
    - Training schedules
    - Call volume and operational readiness
  - Maintain a flexible program model that supports long-term engagement, sustainability and budget constraints.
- 

## **4. Desired Outcomes**

The department seeks measurable outcomes that may include:

- Increased participation in wellness programming
  - Improved physical fitness and functional performance
  - Improved morale and team cohesion
  - Reduced stress and burnout risk
  - Increased resilience and coping skills
  - Improved health awareness and daily wellness habits
  - Reduced absenteeism and/or improved readiness
  - Sustainable integration of wellness into department culture
-

## 5. Vendor Qualifications

Proposals should demonstrate the following qualifications:

- Experience providing wellness programming for fire departments, EMS agencies, or other first responder populations
  - Knowledge of the physical and psychological demands of first responder work
  - Ability to deliver both group-based and individual wellness services
  - Experience with program reporting and outcome tracking
  - Strong communication and collaboration skills with department leadership
  - Ability to tailor services to agency culture and operational needs
  - Relevant certifications in fitness, nutrition coaching, wellness coaching, peer support, trauma-informed facilitation, or related disciplines
- 

## 6. Proposal Requirements

Vendors must include the following in their submission:

1. **Company Overview**
  - Mission and background
  - Years in operation
  - Relevant experience with first responders
2. **Program Approach**
  - Description of how the vendor will deliver each required service
  - Sample implementation timeline
  - Staffing model
  - Approach to confidentiality and participant trust
3. **Scope of Services Response**
  - Detailed response to each item in Section 3
4. **Qualifications & Certifications**
  - Relevant licenses, certifications, and professional credentials
5. **References**
  - At least three (3) references from current or past clients, preferably first responder agencies
6. **Reporting & Outcomes**
  - Sample monthly/quarterly reports (if available)
  - Description of how outcomes will be tracked and communicated
7. **Pricing Proposal**
  - Detailed fee structure
  - Monthly or annual cost
  - Any optional add-on services
  - Travel costs (if applicable)
  - Equipment costs (if applicable)

## 8. Insurance & Compliance

- Proof of liability insurance
  - Any required legal or contractual compliance documentation
- 

## 7. Budget / Pricing Format

Vendors should provide pricing in one or more of the following formats:

- **Flat annual program fee**
- **Monthly retainer**
- **Per-session pricing** (if applicable)
- **Optional add-ons** for:
  - Additional fitness nights
  - Additional seminars
  - Extra one-on-one consults
  - Special challenges or events
  - Equipment support

All pricing should clearly indicate what is included in the base program.

---

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of first responder wellness needs
  - Completeness and quality of proposed services
  - Relevant experience and qualifications
  - Ability to provide flexible, department-specific programming
  - Reporting and measurable outcomes
  - Cost-effectiveness and overall value
  - References and demonstrated success with similar organizations
- 

## 9. Tentative Timeline

- **RFP Issued:** April 13, 2026
  - **Proposal Submission Deadline:** April 21, 2026
  - **Contract Start Date:** tentative - May 1, 2026
-

## 10. Submission Instructions

Proposals must be submitted no later than **12pm on April 21, 2026**.

**Submission Method:** sealed bids to be delivered or mailed.

**Submit To:** Belgium Cold Springs Fire District, 8435 Loop Rd. Baldwinsville, NY 13027

Late submissions may not be considered.

---

## 11. Terms & Conditions

Belgium Cold Springs Fire District reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Request clarification or additional information
- Negotiate terms with the selected vendor
- Cancel or reissue this RFP at any time
- Award all or part of the scope of services, if deemed in the department's best interest