Northwestern Pennsylvania Emergency Response Group

Through

Venango County, Pennsylvania
As the NW PA ERG Fiduciary Agent

REQUEST FOR PROPOSAL

For a NW PA ERG Comprehensive Exercises Design for Water Response

Request for Proposal

This is a Request for Proposal for a Regional Comprehensive Exercise Design, to include a Table Top and a Full Scale Exercise, to assess procedures for responding to a Plane Crash in Presque Isle Bay and which meet HSEEP Requirements.

The exercises will specifically be focused on Core Capabilities of Operational Coordination, Mass Search & Rescue Operations, Operational Communications, Public Health and Medical Services and Situational Assessment.

The Northwest Pennsylvania Emergency Response Group (NW PA ERG) will receive proposals until 5:00 pm (EDT) on February 21, 2014 to the attention of the NW PA ERG Administrative Point of Contact to establish a contract for a consultant to perform a Region-Wide Exercise Design, to include a Table Top and a Full Scale Exercise. Late proposals will not be considered.

For information regarding this notice, interested respondents shall contact the Administrative Point of Contact:

Diona L. Brick
Administrator of Finance and Management Services
County of Venango
1174 Elk Street
PO Box 831
Franklin, PA 16323
P: 814-432-9503
dbrick@co.venango.pa.us

Issue RFP:	**February 4, 2014**
Deadline for Questions:	**February 14, 2014**
Answers to Questions Posted:	**February 17, 2014**
Deadline to Submit Proposals:	**February 21, 2014**
Tentative Award Selection and Initiation of Contract Negotiation:	**March 11, 2014**

Section 1.0 Introduction and Purpose

The NW PA ERG is one of nine regional Task Forces in Pennsylvania and represents Emergency Services, Law Enforcement, Civil Officials, Health Care Organizations and others involved in disaster preparedness, response and recovery activities in the following Pennsylvania counties: Crawford, Erie, Forest, Venango and Warren.

The NW PA ERG is directed by an Executive Board and supported by committees including Fire, Rescue and Hazardous Materials; Health and Medical; Law Enforcement; and others . Further, the NW PA ERG supports multiple assets ranging across the disciplines of the committees. An Executive Board Representative will coordinate with the contractor upon approval of the Executive Board and execution of the contract.

The NW PA ERG is requesting proposals from qualified and experienced professionals for procurement of professional services to NW PA ERG to provide exercise design, table top and functional exercises. The NW PA ERG is comprised of various emergency response assets. The NW PA ERG seeks to exercise the capabilities of these assets consistent with federal guidelines and requirement set forth in the U.S. Department of Homeland Security's Homeland Security Exercise Evaluation Program.[1]

While the specific capabilities to be exercised will be determined through the planning process, specifically during the Goals and Objectives Meeting as prescribed in HSEEP, generally it is expected that the Core Capabilities will include Operational Coordination, Mass Search & Rescue Operations, Operational Communications, Public Health and Medical Services and Situational Assessment.

The NW PA ERG is requesting proposals from interested firms qualified to develop and conduct these exercises.

The exercises will utilize response resources from the NW PA ERG region. It will also include after action reports/improvement plans meeting HSEEP requirements within 10 working days after the completion of the exercises. The successful firm will provide all of the necessary resources to design and conduct the exercises. The contractor will provide insurance for the event. The exercises will use the latest best practices. The contract will be a firm fixed price contract and will be executed by the Task Force Fiscal Agent, Venango County.

2.0 Dates

Following release of the RFP, **all organizations interested in submitting a proposal in response to this RFP must respond by February 21, 2014**. All questions regarding this RFP must be submitted via email by February 7, 2014 to the appropriate NW PA ERG Point of Contact *(See Section 4.0.)*. All questions and responses will be posted on the NW PA ERG Administrative organization's website at www.nwpadisasterresponse.org by February 20, 2014.

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[1] U.S. Department of Homeland Security, *Homeland Security Exercise and Evaluation Program (HSEEP) Volume I: HSEEP Overview and Exercise Program Management*, February 2007

3.0 Schedule of Events

Event	Date
Issue RFP	**February 4, 2014**
Deadline for Questions	**February 14, 2014**
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NW PA ERG reserves the right to alter this schedule. Changes to the schedule of events will be posted on the NW PA ERG Administrative POC 's website www.nwpadisasterresponse.org . Respondents are expected to fully adhere to the Schedule of Events.

4.0 Point of Contact

The NW PA ERG Point of Contact for this Regional Exercise is:

Point of Contact
Edisa Berberkic
NW PA Emergency Response Group
Program Manager
Erie County Department of Public Safety/EMA
2880 Flower Road
Erie, PA 16509
Office: (814) 451-7939

5.0 Scope of Work

Fully HSEEP compliant exercises are required. Consistent with this program, the Scope of Work includes the following requirements:

- Plan and conduct the exercises in accordance with the guidelines set forth in HSEEP policy including the required number of planning conferences and meetings (a minimum of five are expected – Goals and Objectives, Initial Planning Conference, Mid-term Planning Conference, MSEL Conference, and a Final Planning Conference).
- A provision for an After Action Conference should be included. While undetermined at this time, if requested by the NW PA ERG, the vendor must be able to support, prepare, and deliver this conference. An appropriate location will be determined within the NW PA ERG to host this event. The NW PA ERG is responsible for facility.
- Documentation consistent with HSEEP guidelines. The documentation required include preparation of deliverables to the NW PA ERG including:
    - Meeting Minutes
    - SITMAN – Situation Manual

- EXPLAN – Exercise Plan
- MSEL – Master Scenario Events List
- AAR/IP - After Action Reports/Improvement Plans

- Due to the full scale components of these exercises, a comprehensive Health and safety Plan (HASP) is required to ensure compliance of all entities involved in the exercises including volunteer players, responders (private and public sector), observers and controllers/evaluators.
- An AAR/IP is required to be submitted to the NW PA ERG within 30 days of the completion of both exercises.
- Note that since two separate exercises will be conducted two AAR/IPs will be required.
- Both exercises should be listed in the National Exercise Schedule System (NEXS)
- A four (4) hour Tabletop Exercise to be conducted in the Erie area. The exercise will present the scenario (the same scenario to be utilized during the full scale exercises). The number of participants to the TTX are expected to be near 100 (One-hundred) individuals including players, observers and support staff.
- 12-15 hours of Full Scale Exercise to occur at locations in and around Presque Isle Bay.
- Based on the capabilities selected, up to 6 evaluators per exercise may be required. All capabilities tested/exercised must be evaluated by qualified personnel familiar with emergency management procedures. Note: Some of this exercise will take place on the water. Evaluators and observers shall provide their own personal floatation devices during the full scale exercise.

6.0 Deliverables

The dissemination of surveys and other deliverables will not occur until the selected respondent has been granted the appropriate approval from the Point of Contact. Electronic submissions will be accepted. All data and documentation collected will become the property of the NW PA ERG.

Final deliverables and a timeline for the project may be negotiated with the selected respondent and are subject to change.

7.0 Proposal Requirements

All proposals shall contain the following:

7.1 *Introduction*: The respondent should describe, in simple terms, how they propose to provide assistance to the NW PA ERG. Information provided should confirm that the respondent understands the work to be performed. Name and address of firm, as well as a contact person who submitted the proposal, should be included.

7.2 *Organizational & Professional Profile:* Describe your organization or the individual professionals in terms of its history, primary business, and former or current customers. Please include:

- Ownership information

- Physical and mailing address
- Other company locations/offices, if any
- Primary contact
- Telephone number, fax number, and email address of the company's primary contact
- Name of principals and each person's duties. Include the background and experience of these employees

7.3 *Relevant Experience & Qualifications:*
Responders to this RFP must demonstrate the skills and outline their capabilities for the tasks involved in conducting the exercises.

Each individual that will be participating in this project must be identified and their background shall be highlighted in detail with specific response to the issues at hand in this project. The following areas must be outlined.

- In-depth technical experience
- Specific detail on current or past experience within the last three years.
- The vendor must outline past projects that demonstrate knowledge of the systems currently in use in the NW PA ERG counties.
- The responder must provide detailed schedule, and outline the hours that they will be in the region on site.
- The vendor must describe in detail the exercise implementation skills of the personnel conducting the exercise.

The NW PA ERG must approve any proposed sub contractor for this project. All individuals participating in this project must be covered by liability, errors and omissions and workers compensation insurance.

This project has a constrained time line and no time is allotted for the responder to develop a basic knowledge base for the above, this must be in place prior to the commencement of the project.

7.4 *Knowledge of Mass Casualty Response:* Qualified respondents are required to be familiar with Mass Casualty Response as described. Include a discussion which details the respondent's knowledge of the above as it relates to the requested Scope of Work.

7.5 *Knowledge of Water Rescue Operations and Response:* Qualified respondents are required to be familiar with water rescue operations and responses.

7.6 *Work Plan:* Describe your technical approach and work plan to complete the tasks described in the RFP's Scope of Work. Provide a schedule (preferably PERT format) describing how the work would be accomplished. **The start date will coincide with contract execution. Completion date for the exercises will be by October 1, 2014.** (We anticipate the Full scale exercise on September 26-

27) The timeframe of completion for each item of the work plan should be identified.

7.7 *Proposed Project Staff*: Provide resumes/bios describing the educational and work experiences for each of the key/senior/principle staff who would be assigned to this project. Provide a separate table or organization chart showing proposed staff including a project officer, qualifications and estimated level for each staff member's proposed contribution to the project. List any sub-contractor or third parties anticipated to be included in the project. For any identified subcontractors, list their proposed work scope and associated cost.

Throughout the project, the NW PA ERG desires participation and involvement of the Project Manager. The Project Manager must be continuously available to the NW PA ERG during the term of this contract to view and review communication concerns as they arise in the NW PA ERG including potential review or emergent events.

7.8 *Contract Price and Budget*: Respondents shall provide a total contract price and a detailed cost proposal with regards to the Work Plan. The detailed cost proposal should be tied to the Scope of Work. Cost information should include where appropriate (but not limited to) the following:

- Project Management
- Meeting(s)/Briefings
- Travel Expenses (reimbursed at federal rates)
- Miscellaneous costs, including supplies

7.9 *Submission of Documentation*: Respondents must agree to provide the NW PA ERG with all supporting documentation as required by the Homeland Security Grant Program **within 45 days from the completion of the exercise**. Failure to provide paperwork may result in not being paid for his/her services by the NW PA ERG. Documents which must be provided (copies are acceptable as well) per the Reimbursement Request Documentation worksheet include:

- The After Action Report/Improvement Plan from the Corrective Action Plan
- DGM-15 Form
- Sign-in sheet(s)/Roster
- Exercise Evaluations
- Agenda
- Copy of PowerPoint (if applicable)
- All supporting invoices

7.10 *References:* Provide at least four (4) references, for projects and services comparable to those solicited. Include a concise project description including scope of work, client name, phone number, and project manager. Limit this to one (1) page per reference.

7.11 *Other:* Respondents may describe other factors that they would use to enhance this Exercise for the NW PA ERG. This may involve characteristics related to

your approach that differentiate you from your competition. Include all other information as appendices to the proposal.

7.12 *Insurance* - The successful vendor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the County by the vendor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the vendor for the duration of the contract period for occurrence policies. Claims made policies shall be in force or that coverage purchased for three (3) years after contract is terminated.

General Liability
Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits
General Liability:
$3,000,000 General Aggregate Limit
$3,000,000 Products & Completed Operations
$3,000,000 Personal and Advertising Injury
$3, 000,000 Each Occurrence Limit
$ 100,000 Fire Damage Limit
$ 10,000 Medical Expense Limit

Automobile Liability
Coverage sufficient to cover all vehicles owned, used, or hired by the vendor, his agents, representatives, employees or subcontractors.

Minimum Limits
Automobile Liability
$ 1,000,000 Combined Single Limit
$ 1,000,000 Each Occurrence Limit
$ 5,000 Medical Expense Limit

Worker's Compensation
Limits as required by the Workers' Compensation Act of Pennsylvania

Statutory Limits $1,000,000
Coverage Provisions
All deductibles or self-insured retention shall appear on the certificate(s).

Venango County, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does

not apply to Professional Liability or Workers' Compensation/Employers' Liability.

The vendor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.

The vendor shall provide thirty (30) days written notice to the County before any cancellation, suspension, or void of coverage in whole or part.

All coverage's for subcontractors of the vendor shall be subject to all of the requirements stated herein.

All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either the insurer shall reduce or eliminate such deductible or self-insured retention; or the vendor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

Failure to comply with any reporting provisions of the policy(ies) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.

The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.

The vendor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(ies) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage shall be attached.

All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A: VII. If A.M. Best rating is less than A: VII, approval shall be received from County's Risk Officer.

All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Pennsylvania.

7.13 Hold Harmless Clause

The vendor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any

neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

At no time shall the vendor permit any mechanics or similar liens to attach to the County's premises on account of labor or material furnished to the Contractor or claimed to have been furnished to the vendor, in connection with its work hereunder.

7.14 *Indemnification*
The vendor shall assume the defense of and indemnify and hold harmless the County, their officers, agents and employees from and against all claims, demands, actions, suits and proceeding by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the vendor in their performance of this contract.

7.15 *GIFT POLICY*: This policy prohibits any official or employee from receiving a gift of any monetary value from any source doing or seeking to do business with the County or attempting to influence the judgment of an official or employee. Further, no gifts may be made for or on behalf of the County or any of its offices or departments, unless first presented to the Board of Commissioners for decline or acceptance at a public meeting. Bidders or proposers are advised that any violation of this policy may result in employee discipline, including termination. By tendering this submission, the bidder or proposer agrees to abstain from offering or giving anything of monetary value to any County official, employee or member of their immediate families.

7.16 *Non-Collusion Affidavit*: Bidders must sign and submit with the bid the attached Non-Collusion Affidavit.

7.17 *Suspension/Debarment*: The potential vendor must certify that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government. If the potential vendor cannot so certify, then it must submit along with the proposal a written explanation of why such certification cannot be made.

7.18 *Equal Opportunity Employment*: Vendor certifies that employment is available to all persons qualified regardless of age, race, sex, income, sexual preference, national origin, religion or disability.

8.0 Evaluation Criteria

Bidders will be recommended to the NW PA ERG Executive Board for acceptance based on two primary criteria; Technical Assessment and Total Cost. The evaluation elements for each criterion are noted below:

Technical Assessment – Only "Qualified Bidders" will be considered for recommendation. Qualified Bidders minimally must:

- Document a minimum of five (5) years of experience in conducting regional-level (multi-county or jurisdictional), HSEEP compliant exercises. This experience should include the documented performance of the vendor in compliance with HSEEP elements, conformance to schedule and budget(s);
- Document a minimum of three (3) separate regional-level, HSEEP compliant exercises. These exercises should include both discussion-based and operations-based events.
- Documentation of the educational and training skill level of management/supervisor staff. To qualify, at least one (1) manager/supervisor assigned to >40% of the project, should possess a college degree in a related field or other post graduate training.

- Proof of HSEEP training for staff assigned to the project should include[2]:
  - IS-120.A, An Introduction to Exercises
  - IS-130, Exercise Evaluation and Improvement Planning
  - IS-139, Exercise Design
  - IS-700, NIMS, An Introduction
  - IS-800.B, National Response Framework, An Introduction
- Additionally, at least one person assigned to >40% of the project should have completed the HSEEP Training Course (G-146)[3]

Total Cost – Only prices from "Qualified Bidders" (as defined above) will be further reviewed. Prices from bidders found to not be qualified (either because of deficiencies in their Technical Assessment or from Administrative deficiencies [e.g. failure to submit the proposal on time]) will not be considered. No exceptions shall be noted on the bid form.

Any questions should be processed to the appropriate contact as directed in this RFP.

The project will be awarded in full to the lowest qualified bidder, no exceptions.

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[2] Federal Emergency Management Agency Emergency Management Institute, *Independent Study Courses (ISP)*, October 2010

[3] Federal Emergency Management Agency, *National Preparedness Directorate Course Catalog*, March 2011

9.0 Filing of Proposals and Deadline for Receipt

All proposals are to be provided by the close of business (5:00 pm Eastern Standard Time) on February 21, 2014 to the Administrative Contact at the address listed on page 2. Proposals should be clearly marked **"NW PA ERG Regional Water Rescue Exercise"**. One (1) original and one (1) copy of the response to the RFP should be accompanied with an electronic copy of the written proposal in an Adobe Acrobat (*.pdf) format and a WORD format saved on a CD. Proposals by corporations must include a Letter of Transmittal including the name of the corporation, the State of incorporation and the personal signature signed by an officer with the authority to bind the Respondent's proposal. Proposals may be either mailed or hand-delivered. Faxed or emailed proposals will not be accepted. **Proposals received after the deadline will not be accepted.**

All proposals will be reviewed by technical representatives and a representative from the Administrative Entity after the deadline date.

Any costs associated with the preparation of written and cost proposals in response to this RFP are borne by the respondent.

10.0 Award of Contract

The NW PA ERG will award the contract to the responsible proposer whose proposal is the most advantageous to the NW PA ERG considering the evaluation criteria. The NW PA ERG anticipates selection of the firm to occur by March 11, 2014_. Because the County of Venango acts as the Fiscal Agent for the NW PA ERG, the award of contract will be issued by Venango County. It is anticipated that notification of the intention to award will occur around March 11, 2014 with contract negotiation to follow.

The NW PA ERG reserves the right to reject any and all proposals or parts of proposals and may award Phases of the proposal based on the grant program, at its discretion. The NW PA ERG reserves the right to defer the award of any portion of the scope of work or to defer the award of the project in its entirety. If NW PA ERG rejects any or all proposals, it may solicit new proposals if a new solicitation is in NW PA ERG's best interest.

11.0 Invoicing

Invoices shall be submitted first to the Technical Point of Contact for review with accompanying documentation of deliverables. If they are approved, they will be forwarded to the NW PA ERG's Fiscal Agent for issuance of the payment. Invoicing will be tied to milestones achieved and a schedule will be negotiated.