

REQUEST FOR PROPOSALS

Region 6 Local Emergency Planning Committee Regional Tabletop Exercises Project

The Region 6 Local Emergency Planning Committee (hereafter also referred to as the LEPC) requests proposals from firms or individuals with emergency management, Homeland Security Exercise Evaluation Program (HSEEP) exercise design & facilitation, and hazardous materials planning and response experience. The LEPC intends to contract with a qualified firm or individual to provide the services required to complete four (4) Tabletop Hazardous Materials Response exercises using two different scenarios based on products identified in the Region 6 LEPC Commodity Flow Study. The contractor will follow the HSEEP process including written After Action Reports and Improvement Plans (AAR/IP) for each exercise. The expected outcome of this project is to increase awareness of the commodities transported on our routes and prepare responders and officials for response in the event of a transportation related hazardous materials incident. Upon completion, all documents related to this project are the sole possession of Region 6 LEPC. Any interested party or parties may request consideration for this project by submitting a proposal to the Region 6 LEPC as outlined herein.

ADVERTISEMENT OF THIS PROPOSAL

In addition to directly soliciting interested parties, a formal Request for Proposals (i.e., RFP) shall be posted on the Iowa Emergency Management Association website for a minimum of two weeks and until the RFP submission deadline.

Interested parties may request additional information regarding this RFP by contacting:

Scott Hansen, EMA Coordinator
Benton County Emergency Management
213 2nd Avenue
Vinton, Iowa 52349-1775
Email: bentoncountyema@fmtcs.com
Phone: 319-472-4519

BACKGROUND INFORMATION

The Region 6 LEPC is a nine (9) county regional organization whose purpose is to improve the hazardous materials planning and response capabilities of its members. The membership of the LEPC includes mostly rural counties (Benton, Buchanan, Cedar, Clayton, Clinton, Delaware, Fayette, Jackson, and Jones) bordered by five (5) of the highest populated counties in Iowa. These larger urban counties contain a large number of agricultural processing and heavy equipment manufacturing industries which transport chemicals to and from their facilities.

The Region 6 LEPC completed a regional Commodity Flow Study in 2015, followed by a regional Capabilities Assessment/Gap Analysis Study in 2016 which identified the current level of Hazardous Material training and response equipment inventory for each responding agency. The collection of information related to hazardous materials will be used as a basis for the four (4) proposed Tabletop exercises.

It is the LEPC's intent in completing these exercises to strengthen the Region's planning and response capabilities. The contractor will compile a comprehensive AAR/IP report, which will be used to update the regional ESF-10 and provide direction for future planning and training programs.

PROJECT SCOPE

It is the intent of the Region 6 LEPC to contract with a qualified individual or firm to provide the services required to complete four (4) Tabletop Hazardous Materials Response exercises. These exercises will consist of two different scenarios based on two unique products chosen by the LEPC members and as identified in the Region 6 LEPC Commodity Flow Study. As envisioned, this project will include completion of the following tasks:

- The approved contractor will meet with the Region 6 LEPC to review the Commodity Flow Study and determine the two unique products transported in the Region, develop exercise design and message injects, and identify the four locations and dates to host the exercises.
- The contractor will develop the exercises based on the HSEEP guidance and submit to the Region 6 LEPC Chairperson for review and approval.
- The contractor will conduct the four approved Tabletop exercises and will be responsible for writing After Action Reports (AAR) and Improvement Plans (IP) for each exercise. The contractor will submit each AAR/IP to the Region 6 LEPC Chairperson within two weeks after each exercise for review and approval.
- The contractor will compile data from each individual AAR/IP into a comprehensive, all encompassing, highly detailed, whole community AAR/IP. This summary will be used to guide the Region 6 LEPC in our ongoing planning and training goals.
- These documents will be completed and submitted to the Region 6 LEPC Chairperson on or before September 1, 2018.

EXPECTATIONS

At a minimum, the LEPC expects that this project will result in the following:

- The contractor will work closely with the Region 6 LEPC members to produce the most beneficial exercises.
- Uniformity in standards, definitions, guidelines, protocols, and presentation will be established in conformity with the existing HSEEP standards.
- The project will be completed on time and within budget.

DELIVERABLES

The contractor shall provide the Region 6 LEPC with the following deliverables:

- Four (4) HSEEP compliant Tabletop exercise scenarios.
- Four (4) individual exercise AAR/IP's.
- One (1) comprehensive summary AAR/IP.

The contractor shall also provide to each LEPC member County EMA, one (1) electronic copy on a memory stick and one hard copy of the above three stated deliverables. In addition, one (1) other electronic copy is required for submission to Iowa Homeland Security Emergency Management.

SELECTION PROCESS

The LEPC intends to evaluate all proposals through the review of applicant qualifications, experience, expertise, project approach, implementation approach, timeline and project costs. The goal of the evaluation process will be to select the firm/consultant/organization that is best capable of performing the requirements of the project on time and within budget, and of meeting the needs of the LEPC.

The selected contractor must be available to begin work on the project October 1, 2017 and must be completed with the project on or before September 1, 2018.

The applications will be reviewed prior to the regularly scheduled September 12, 2017 Region 6 LEPC meeting. A formal decision will be made at that meeting and all applicants will be notified of the decision via e-mail. All decisions and selections of the LEPC shall be final and not subject to appeal. It should also be noted the LEPC maintains the right to reject any and all proposals submitted to it for consideration.

Please do not attempt to contact any staff or officials of the Region 6 LEPC outside of this RFP selection process.

REQUIRED SUBMISSION INFORMATION

Proposals shall be made based on the information contained in this Request for Proposals. Minimally, the proposal should address the following elements:

1. Project approach
2. Recommended Scope of Work
3. Proposed level of effort (i.e., Proposed hours and costs) required to accomplish each key element of the Scope of Work
4. Anticipated timeline for completion of the Scope of Work
5. Credentials of the staff who will work on the project
6. Estimated total cost of the project
7. Any exceptions to the RFP requirements, including areas that may be subject to negotiation.

SUBMISSION OF ADDITIONAL INFORMATION

Additional information concerning the firm or individual consultant may be submitted in support of the selection process. Information may include references, brochures, educational information, organizational data, and summaries of previous work, etc. It is requested that this information be kept brief and concise. Please keep the submittal of additional materials to one inch or less in thickness and formatted to standard letter size (i.e., 8 1/2 x 11) paper.

FEDERAL CONTRACT EXECUTION REQUIREMENTS

The successful applicant will be required to sign and comply with federal contractual requirements for the duration of this project.

RFP DEADLINE

The submission deadline for this request is 1:00 PM, Thursday August 31, 2017. Submissions received after this time will not receive consideration.

PAYMENT OPTIONS

The successful applicant shall receive payment upon completion of all identified performance measures, submission of a formal invoice, and approval by the Region 6 LEPC.

DELIVERY INSTRUCTIONS

RFP submissions must be received prior to the aforementioned deadline at the office of Mike Ryan, LEPC Chair:

**DELAWARE COUNTY EMERGENCY MANAGEMENT AGENCY
Courthouse – 301 E. Main St.
Manchester, Iowa 52057**

Each prospective firm or individual must submit at least two (2) hard copies of their proposal before the above deadline. Additionally, an electronic PDF file of the RFP response document must be submitted via e-mail to Mike Ryan, LEPC Chair at delaware.co.ema@gmail.com prior to the aforementioned deadline. Voice verification of receipt for mailed, e-mailed or parceled submissions may be made by calling (563) 927-3723.