

**POLK COUNTY EMERGENCY MANAGEMENT COMMISSION**

**2016-IMT-1**

**REQUEST FOR PROPOSAL**

**IOWA ALL HAZARDS INCIDENT MANAGEMENT TEAM**

**NOVEMBER 2016**

**PLANNING AND OPERATIONS SECTION CHIEF COMBINED TRAINING  
DELIVERY**

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# **POLK COUNTY EMERGENCY MANAGEMENT COMMISSION**

## **2016-IMT-1**

### **Iowa All Hazards Incident Management Team Planning and Operations Section Chief Combined Training Delivery**

#### **PART I VENDOR INFORMATION**

##### 1.1 Intent

- A. The Polk County Emergency Management Commission in Iowa, hereafter known as “Polk County” or “The Commission”, is soliciting proposals from firms with relevant experience to provide a combined delivery of the Planning Section Chief and Operations Section Chief position specific trainings to the Iowa All Hazards Incident Management Team, hereafter known as the Team or IMT.

Iowa’s IMT is a cadre of multi-agency, multi-jurisdictional professionals, activated to support incident management at large-scale or complex incidents, disasters or special events. The IMT has been developed to provide support to local officials who become overwhelmed during a long-lasting disaster event. The team serves in a support function. Through the local county emergency management agency, a local incident commander may request deployment of the IMT to perform incident support. The Fiscal Agent for the Team is Polk County Emergency Management Agency, which is governed by the Commission.

Currently, the team strength is 30 members with about half from the fire and EMS services. Other disciplines represented are law enforcement, emergency managers, safety, public health, public works, GIS, veterinary, and animal control.

The majority of the members have completed position-specific courses. Most of the members have taken several position-specific courses for cross-training purposes.

Iowa’s team is split into three ‘go’ teams, red, white and blue, and each is led by a trained incident commander.

- B. This Request for Proposal (RFP) provides detailed instructions for Vendors interested in supplying the requirements of this proposal. It contains the specifications for the services to be provided and the terms and conditions.

##### 1.2 Inquiries

- A. Inquiries concerning this RFP must be directed to the IMT Fiscal Agent:

A.J. Mumm, Director  
Polk County Emergency Management Agency  
1907 Carpenter Avenue  
Des Moines, IA 50314  
Ph.: 515-286-2107  
Email: [aj.mumm@polkcountyiowa.gov](mailto:aj.mumm@polkcountyiowa.gov)

- B. All inquiries from potential bidders and Polk County's responses will be posted to Polk County web site. The deadline for inquiries related to this RFP is September 26, 2016 at 4:30 p.m. central time.
- C. In all cases, no verbal communications shall override written communication or the contents of this RFP.

### 1.3 Receiving of Proposals

- A. Sealed proposals will be received until **September 30, 2016, 4:30 PM – Central Time Zone**. Proposals received after this time will not be considered and will be returned unopened to the Vendor.
- B. Proposals should be scanned (preferred method) as a PDF document and emailed to [aj.mumm@polkcountyiowa.gov](mailto:aj.mumm@polkcountyiowa.gov). Email submissions will be acknowledged, but proposals will not be reviewed until Bid Opening, see 1.7 below.

Alternatively, proposals can be sent to the fiscal agent's physical address:

Polk County Emergency Management Agency  
1907 Carpenter Ave.  
Des Moines, IA 50314

### 1.4 Filing of Proposals

The packages or in which the Proposal responses are provided to Polk County Emergency Management Agency shall be labeled as follows:

Vendor Name and Address  
Request for Proposal 2016-IMT-1

- A. Cost Proposal: Any reference to cost and the cost proposal shall be sent in a separate PDF document, or in a separate sealed envelope. In either case, the file or envelope should clearly marked as Cost Proposal. This will allow the evaluation committee to evaluate the response and the cost separately and objectively.
- B. An officer of the Vendor, or a designated agent empowered to bind the Vendor in contract, shall sign the proposal and any clarification to the proposal.

### 1.5 Official Clock

The official clock is located in the Polk County Emergency Operations Center at 1907 Carpenter Ave, Des Moines, IA.

### 1.6 Delay in Receipt of Proposal

Polk County accepts no responsibility for delays in the receipt of your proposal. The responsibility for timely proposal delivery rests with the Vendor.

## 1.7 Bid Opening

All proposals will be opened in the Polk County Emergency Management Agency office located at 1907 Carpenter Ave, Des Moines, Iowa on **October 3, 2016 at 10:00 AM Central Time Zone.**

## 1.8 Bid Review

All proposals will be reviewed in a timely manner. A list of approved firm(s) will be compiled. All respondents will receive notification of their status when the finalists are selected. All finalists should be prepared for a telephone interview.

## 1.9 Rejection of Proposals

The Commission reserves the right to reject any or all proposals in whole or in part, to waive irregularities, and to accept proposals which appear to be in the best interest of the Commission and its members.

## 1.10 Failure to Comply

Failure to supply any information requested to accompany proposals may cause for rejection of the proposal as noncompliant. The Commission reserves the right to request additional information if clarification is needed. Both the request and the response shall be in writing.

## 1.11 Proposal in Force

All proposals shall be firm for a period of 120 days after bid opening date to allow the committee to fully evaluate all proposals and to make an award deemed in the best interest of the Commission.

## 1.12 Disclosure of Proposal Content

The laws of the State of Iowa require that all proposals be placed in the public domain and be opened to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, the Commission will notify the Vendor to permit the Vendor to defend the proprietary nature of the information.

## 1.13 Gratuities

The laws of the State of Iowa provide that it is a felony to offer, promise, or give anything of value to a County/Commission employee or agent acting on behalf of the Commission with the intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duties.

Evidence of violations of this statute will be turned over to the County Attorney's Office.

#### 1.14 Reporting of Anticompetitive Practices

When for any reason collusion or other anticompetitive practices are suspected among Vendors or bidders, the Commission shall prepare a notice of the relevant facts which shall be transmitted for review and possible involvement of the Office of the County Attorney.

#### 1.15 Award

The Commission reserves the right to award this contract not necessarily to the firm with the lowest cost but to the firm which will provide the best match to the requirements of this RFP. The successful Vendor will be determined using the criteria contained in Part IV.

#### 1.16 Conflict Between Terms

The Commission reserves the right to accept or reject any exception taken by the Vendor to the terms and conditions of this request for proposal.

#### 1.17 Proposal Expenses

Expenses incurred in preparation of the proposal responses, conference attendance, site visits, or any other reason or function for the Vendor to respond to this RFP shall be the responsibility of the Vendor.

# **POLK COUNTY EMERGENCY MANAGEMENT COMMISSION**

## **2016-IMT-1**

### **Iowa All Hazards Incident Management Team O-305 All Hazards Incident Management Team Training**

#### **PART II TERMS AND CONDITIONS**

##### **2.1 Termination**

- A. Termination for causes: The Commission may terminate the agreement resulting from this request at any time that the Vendor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.
  - 1. The Commission shall provide the contractor/Vendor with thirty (30) days' notice of conditions endangering performance.
  - 2. The Commission shall be obligated only for those services rendered prior to the day of notice of termination, less any liquidated damages that may be assessed for nonperformance.
- B. With the mutual agreement of both parties upon receipt and acceptance of not less than thirty (30) day's written notice, the agreement may be terminated on an agreed date prior to the end of the contracted period without penalty to either party.

##### **2.2 Warranty Against Contingent Fees**

The Vendor warrants that no person or selling agency has been employed or retained to solicit and secure this contract upon an agreement of understanding for commission, percentage, brokerage, or contingency except bona fide employees or selling agents maintained by the contractor for the purpose of securing business. For breach or violation of this warranty, the Commission shall have the right to award this contract without liability, or in its discretion, to deduct from the contract price, or to otherwise recover the full amount of such, percentage, brokerage, or contingency.

##### **2.3 Changes**

Changes in provisions or services to be furnished under this proposal may be made only in writing and must be approved mutually by the Vendor and the Commission.

##### **2.4 Immunity From Liability**

Every person party to this agreement is hereby notified and agrees that the Commission and any funding source for the Commission are immune from liability and suit for or from Vendor's activities involving third parties and arising from this proposal.

## 2.5 Waiver of Informalities

The Commission reserves the right to waive any and all informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any offeror.

## 2.6 Exclusive Agreement

The Agreement which results from this proposal solicitation constitutes the exclusive agreement between parties and incorporates the provisions of these terms and conditions, and supersedes any previous agreements, either written or oral. The terms and conditions hereof may not be altered without prior written consent of both parties.

## 2.7 Remedies Upon Default

In any case where the Vendor has failed to deliver or has delivered nonconforming goods or services, the Commission shall provide a cure notice. If after notice the Vendor continues to be in default, the Commission may procure services in substitution from another source and charge the difference between the contracted price and the market price to the defaulting Vendor. The Polk County Attorney or Authorized Legal Representation that has been approved by the Commission shall be requested to make collection from the defaulting Vendor.

## 2.8 Acts of God

Vendor shall not be considered to be in default under this agreement, if performance is delayed or made impossible by an act of God, floods, fires, strikes, and similar events; but in each such case, the delay or impossibility must be beyond the control and without the fault or negligence of Vendor.

## 2.9 Assignment

Vendors may not assign contracts or purchase orders to any party (including financial institutions) without written permission of the Commission.

## 2.10 Indemnification

Vendor shall defend, indemnify, and hold harmless Polk County, the Commission assignees, and other users of the goods from and against any claim of infringement of any letter patent, trade names, trademark, copyright, or trade secrets by reason of sale or use any articles purchased hereunder. The Commission shall promptly notify Vendor of any such claim.

## 2.11 Discrimination and Affirmative Action

- A. Vendor shall comply with the provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, age, sex, national origin, or disability. Vendor shall have an affirmative action plan and shall provide the Commission with reports required to insure compliance with equal employment legislation and regulations if requested. Vendor shall insure that all authorized sub-Vendors comply with the provisions of this clause.
- B. A copy of the Bidder's "Affirmative Action Plan" must be made available to the Commission upon request.

## 2.12 Joint Proposals

If a joint proposal is submitted by two or more Vendors, it shall define completely the responsibilities, which each party is proposing to undertake. The proposal shall be signed for each firm by a principle or officer authorized to bind in a contract. The proposal shall designate one of the joint Vendors to serve as a sole point of contact between the Commission and the joint Vendors. The contract resulting from the joint proposal shall be signed by principals or officers of all Vendors participating in the offer. The Commission shall hold the contractors jointly responsible for carrying out all activities required by the contract.

## 2.13 The Resulting Contract or Contracts

All parts of the Request for Proposal, the contents of the Vendor's proposal response, and any clarification thereto submitted by the successful Vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contract document.

## 2.14 Security of Data

- A. Some data files of the Commission member agencies are of a confidential nature. The Vendor's employees shall be allowed access to these files only as needed for their duties related to the contract and in accordance with the rules established by the custodian of the records. The Vendor shall maintain positive policies and procedures for safeguarding the confidentiality of such data and may be liable civilly or criminally under the privacy legislation for negligent release of such information.
- B. It is the obligation of both parties to this agreement to maintain as confidential any and all information of the other party to this agreement related but not limited to the business activities, methods, practices, systems, conditions, products, services, plans, markets, etc., and which is not public information. No dissemination of this information shall be made to anyone other than the parties of this agreement and their necessary agents in the fulfillment of this agreement without prior approval of the other party.

- C. The Commission shall have the right to require the removal of any employee of the Vendors or subcontractor, if in the judgment of the Commission employees, removal shall be necessary in order to protect the interest and security of the Commission or its member jurisdictions.

# **POLK COUNTY EMERGENCY MANAGEMENT COMMISSION**

## **2016-IMT-1**

### **Iowa All Hazards Incident Management Team O-305 All Hazards Incident Management Team Training**

#### **PART III SCOPE OF WORK**

##### **3.1 Background**

Polk County Iowa (fiscal agent) seeks a vendor to plan, prepare, and execute a combined Planning Section Chief and Operations Section Chief course for concurrent delivery to the Iowa All-Hazards Type III Incident Management Team the week of November 14, 2016.

##### **3.2 Capability Definition**

The IMT's role is to assist local governments when incidents or planned events exceed the capacity of the response agencies to effectively manage the event. Success of the Team - and ultimately the incident – is dependent on the ability to rapidly alert members of a deployment, mobilize the Team members and associated equipment, and, once on scene, meet with local officials to assess priorities and objectives to begin forming an Incident Action Plan. This course will assist Team leadership in understanding strengths and weaknesses of the Team, and set a course for future training and Team development.

##### **3.3 Capability Outcomes and Guiding Objectives**

The desired outcomes from this project are to:

1. Better prepare the team to manage large, complex incidents effectively by using the functional components of the Incident Command System
2. Enhance the skills necessary to operate as a team in the position specific areas, and to promote a better understanding of team operations through application during various simulations
3. Allow Team members to receive 'credit' for their participation by having relevant tasks signed off in their Position Task Books by qualified instructors when appropriate.
4. Provide IMT leadership with a roadmap for future team education and training through a comprehensive after-action evaluation.

##### **3.4 Capabilities and specifications to address in the proposal should include items A through G below. For proposal comparison purposes, format the proposal to address these items specifically.**

- A. The vendor will deliver a combined Planning Section Chief and Operations Section Chief training to the Iowa Incident Management Team at Polk County Emergency Management headquarters in Des Moines, Iowa the week of November 14, 2016. The venue will be provided by Polk County.

- B. The delivery shall be structured to take advantage of redundant information (welcome, introductions, ICS basics, etc.) between the courses and present it in full-group lecture, while position-specific sections are delivered in breakouts. Exercises and activities should be combined to include both groups. IMT members will be split into two groups based on the needs of the team and be assigned to either the Planning or Operations breakout.
- C. The vendor will prepare and furnish all course materials to include course books and any applicable handouts and necessary wall charts.
- D. Vendor's instructors should maintain recognized qualifications in their area of expertise, and have demonstrable experience in national-level incidents and planned events.
- E. The vendor will work directly through Polk County Emergency Management Agency and coordinate with identified Team members in the planning phase of this project.
- F. The vendor will provide a list of logistical needs at the venue such as room setup requests, projection equipment needs, computers, printers, wired/wireless Internet access, breakout rooms, other A/V equipment, etc.
- G. Vendor to provide a plan to complete all project requirements by November 18, 2016.

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### **Iowa All Hazards Incident Management Team O-305 All Hazards Incident Management Team Training**

#### **PART IV SELECTION PROCESS**

- 4.0 Proposals shall be reviewed by a selection committee. The selection committee shall be the Polk County Emergency Management Director and the Team's Executive committee.
- 4.1 The Selection Committee will review the proposal responses depicting qualifications and select for further consideration firms that may be given an opportunity for a telephone interview session. At the time of selection for interview, firms will be provided additional instructions for information to be presented to the Team's Executive Committee.
- 4.2 The Commission reserves the right to award this contract not necessarily to the firm with the lowest cost but to the firm that will provide the best match to the requirements of this RFP. The successful Vendor will be determined using the criteria detailed in section 4.3.
- 4.3 In addition to items in Sections 3.3 and 3.4 of this Request for Proposal, the selection committee will be evaluating the following criteria:
  - A. The firm shall have demonstrated experience with incident management teams.
  - B. Vendor's size, history, personnel, special expertise and general credits. Include firms experience with emergency management, public safety, health care, emergency medical services, or other relevant experience.
  - C. Company organization and qualification: Adequacy of facilities and staff, recent relevant research and performance record, ability to commit staff and consultants within the time required.
  - D. Technical qualifications relating to professional personnel to be assigned to this work, including educational background and prior experience in related projects.
  - E. Demonstrated ability to maintain schedule and meet due dates.
  - F. Adequacy and completeness of proposal document as it relates to RFP provisions.

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### **Iowa All Hazards Incident Management Team O-305 All Hazards Incident Management Team Training**

#### **PART V FORMAT OF PROPOSAL**

- 5.0 All proposals submitted in response to this request should include the following headings to assist evaluation. These proposals should be clear and to the point. Performance on past projects will also be evaluated.
- 5.1 Identification Information:
- A. The name, address, telephone and fax numbers and an e-mail address of the firm
  - B. Description of the type of corporate structure and year of origin
  - C. Names of the principles of the firm.
- 5.2 Basic Qualifications
- Respond specifically to items A-G in Section 3.4 of this RFP.
- 5.3 Criteria Response
- Respond specifically to items A-F in Section 4.3 of this RFP.
- 5.4 Understanding
- Describe your understanding of this project.
- 5.5 Approach
- Describe the approach and methodology your firm will use in this specific project.
- 5.6 Products Delivered and Services Provided
- Include listing of products to be delivered and services that will be provided on-site and off-site.
- 5.7 Outside Assistance
- List outside associates and consultants proposed for this project. Include their background and experience.

## 5.8 References

Each firm shall provide a list of three (3) clients where a similar requested scope of work was used, and the firm was selected as Vendor for the project. Some or all of these customers may be contacted. Include the following information for each reference:

- A. Name of Jurisdiction/Organization
- B. Address
- C. Contact Person
- D. Telephone and Fax Numbers
- E. Email Address

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**Iowa All Hazards Incident Management Team  
O-305 All Hazards Incident Management Team Training**

**PART VI  
FORMAT OF COST PROPOSAL**

Cost Proposal shall be enclosed in a separate email from the main proposal, or in a separate envelope if mailing, to allow for separate comparison of capability and costs. For proposal comparison purposes, components should be itemized where possible.

TOTAL PROJECT COST: \_\_\_\_\_

HOURLY RATE FOR ADDITIONAL SERVICES : \_\_\_\_\_

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\*Include this with the other documents.

The undersigned, an authorized representative of \_\_\_\_\_ (bidder), does hereby state that the Bidder acknowledges, understands and certifies compliance with the following requirements.

**A. NONCOLLUSION**

This proposal or bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly sought by agreement or collusion, or communication, or conference with any person, to fix the bid price of affiant or of any other bidder, and that all statements in said proposal are true.

**B. EQUAL EMPLOYMENT AND NONDISCRIMINATION**

Bidder and his subcontractors shall comply with the relevant provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, national origin or disability.

**C. DEBARMENT**

Bidder shall not have been suspended or debarred from a federal project.

The above statements regarding NONCOLLUSION, EQUAL EMPLOYMENT AND NONDISCRIMINATION are condensed version of the requirements of this bid or proposal. The complete texts of these requirements may be requested of the bidder.

Name (Please Print)\_\_\_\_\_.

Authorized Signature\_\_\_\_\_Date\_\_\_\_\_.

Title\_\_\_\_\_Phone\_\_\_\_\_.

FAX\_\_\_\_\_.