



**Solicitation Information  
October 1, 2015**

**RFP#7549926**

**TITLE: The Rhode Island Emergency Management Agency Situation Reporting Plan**

**Submission Deadline: October 28, 2015 @ 11:00 am (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [lisa.hill@purchasing.ri.gov](mailto:lisa.hill@purchasing.ri.gov) no later than **October 13, 2015 @ 4:00 pm (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: NO**

**BOND REQUIRED: NO**

**Gary P. Mosca  
Senior Buyer**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Emergency Management Agency (RIEMA), is soliciting proposals from qualified firms to provide a Situation Reporting Plan. This plan will define how information will be shared and disseminated during a disaster or other emergencies. Submissions are accepted in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The initial contract period will begin approximately December 1, 2015, with project completion set no later than June 1, 2016. Contracts may be renewed for up to one additional 12-month period based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all

aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)

## **SECTION 2: BACKGROUND**

The Rhode Island Emergency Management Agency is seeking the Emergency Management Accreditation Program (EMAP) certification. A component of the program is to follow the emergency management standard set forth by the EMAP guidelines to meet accreditation requirements. The Situation Reporting Plan will be used to provide structure, policy, and procedures for sharing information during an emergency or disaster. The plan will identify

lines of communications, sources of information, techniques for gathering data, compilation and analysis of information, and reporting procedures.

The development of the Situation Reporting Plan should incorporate policies and procedures outlined in the Comprehensive Emergency Management Plan and take into consideration the individual annexes which address each Emergency Support Function. Development of the plan should also be in accordance with relevant federal and state laws, conform to federal guidance, and follow the National Incident Management System (NIMS) and Incident Command System (ICS) structure.

### **Specific Requirements**

The vendor must possess extensive prior experience in planning, particularly for State-wide plans. This includes experience developing situational reporting templates and plans.

## **SECTION 3: SCOPE OF WORK**

### **General Scope of Work**

Perform a review of existing situation reporting policies and procedures within the agency. Development of the situation report should take into consideration all sources of information, including WebEOC. Integration with WebEOC data is imperative and consolidation of data sources is required. All annexes should be incorporated into the Situation Reporting Plan, and provide clear and concise guidance for up channeling information. Add content and context where needed to fully develop a reporting methodology along with timeline recommendations and delivery methods. Inclusion and consideration of all federal and state laws, and relevant federal guidance is a requirement while developing the plan.

To improve situational awareness for the agency, determine the best approach to rapidly provide accurate and accessible information. Develop reporting techniques and identify critical elements of information that aid in creating a common operating picture for management to analyze and make informed decisions. Through each phase of the project, provide a presentation of materials, progress, and plan development to the RIEMA senior staff. Specific tasks and activities are outlined below.

### **Specific Activities / Tasks**

#### **Situation Reporting Plan**

1. Review existing situation reporting policy and procedures within the agency.
2. Formulate best practices, assess shortfalls, and provide recommendations.
3. Through formal planning processes and involvement of stakeholders develop guidance for situation reporting policies and procedures during an event or disaster.

4. The plan will address the following areas:
  - a. Purpose, scope and/or goals and objectives
  - b. Authority
  - c. Situation and assumptions
  - d. Functional roles and responsibilities for internal and external agencies, organizations, department and positions
  - e. Concept of operations
  - f. Plan maintenance
5. Ensure compliance with current Federal, State, and Local guidance (ICS and NIMS)
6. The plan should identify and assign specific areas of responsibility for performing reporting functions in response to an emergency or disaster.
7. The following areas should be considered during development of the plan:
  - a. Intended audience
  - b. Roles and responsibilities
  - c. Purpose of situation reporting
  - d. Types of situation reports
  - e. Information input/output
  - f. Routing for situation input/output (include charts/graphs/flow charts)
  - g. Validity of data/information sources
  - h. Consolidation practices and recommendations
  - i. WebEOC data – input/output
  - j. Integration with WebEOC
  - k. Situation report format
  - l. Standardized reporting from ESF annexes
  - m. Reporting timelines based on event or emergency
  - n. Analysis of situation report data/ internal de-confliction methods
  - o. Reporting trends and impacts
  - p. Incorporate consistent measurement standards
  - q. Updating data and problem resolution as event timeline progresses
  - r. Identifying critical elements of information
  - s. Develop guidance for the review process/validation routine for report information
8. Compile all possible sources of data, reduce redundancy, streamline, add clarity.
9. Make recommendations and additions for improvements to existing annex reporting procedures, evaluate for effectiveness.
10. The Situation Reporting Plan should reference and coordinate with the CEMP.

## **General**

1. The Vendor will provide five (5) printed and bound copies of the plan at project completion and two DVDs with collected data, databases, plans, and presentation materials.
2. After completion of each phase of the project, the Vendor will provide a presentation of data, findings, shortfalls, and materials to agency senior staff.
3. Awarded Vendor must furnish Certificates of insurance as outlined in Appendix “A”, General Conditions of Purchase.  
<http://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.  
The Purchasing Agent reserves the right to consider and accept alternative plans of insurance or to require additional or more extensive coverage for any individual requirement.

## **SECTION 4: TECHNICAL PROPOSAL**

**Narrative and format:** The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of emergency operations and management.
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor’s experience as a subject matter expert on emergency operations, planning, situation reporting, and emergency management. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. Work plan - Please describe in detail, the framework which the evaluation of existing documentation, stakeholder involvement, and the Situation Reporting Plan will be developed. The following elements must be included: 1) methods used to evaluate existing reporting practices and annex policies, 2) methods for gathering information sources and compiling data inputs/outputs within contract timelines defined, 3) phases for project completion, deadlines, and deliverables, 4) list of Vendor assumptions pertaining to the project, 5) incorporation of standards set forth by EMAP, National Standards, and federal and state laws, 5) a system of controls to identify errors, omissions and feedback to the Offeror.
4. Approach/Methodology – Define the approach to develop a comprehensive overview of information gathering practices within the agency. Outline the proposed methodology to increase reporting consistency and effectiveness.

**SECTION 5: COST PROPOSAL**

**Detailed Budget and Budget Narrative:**

Provide a proposal for fees charged for the development of the Situation Reporting Plan. The Vendor will be responsible for all costs associated with postage, invoices and other related forms and/or correspondence.

Fee structure may include breakdown by task completion or by deliverables. Please explain the basis and rationale of the fee structure.

**SECTION 6: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Rhode Island Emergency Management Agency reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

| <b>Criteria</b>  | <b>Possible Points</b> |
|--|------------------------|
| Staff Qualifications   | 15 Points              |
| Capability, Capacity, and Qualifications of the Offeror  | 20 Points              |
| Quality of the Work plan   | 20 Points              |
| Suitability of Approach/Methodology  | 15 Points              |
|  |                        |
| <b>Total Possible Technical Points</b>   | <b>70 Points</b>       |
| Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points * | 30 Points              |
| <b>Total Possible Points</b>   | <b>100 Points</b>      |

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

(low bid / vendors bid) \* available points

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

### **SECTION 7: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [lisa.hill@purchasing.ri.gov](mailto:lisa.hill@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549926** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7549926**" to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to ten (10) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

## CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>