



**Solicitation Information
October 8, 2015**

RFP#7549929

TITLE: The Rhode Island Emergency Management Agency Continuity of Operations Plan and Continuity of Government Plan

Submission Deadline: November 5, 2015 @ 11:30 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at doapurquestions3@purchasing.ri.gov no later than **October 20, 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

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 Continuity of Operations Plan (COOP) and Continuity of Government (COG) Plan. These plans will serve as an agency wide contingency plan to ensure essential functions are maintained during a wide range of 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. The initial contract period will begin approximately December 1, 2015, with project completion set no later than June 1, 2016 for the COOP and August 1, 2016 for the COG. 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.
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

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 Continuity of Operations Plan (COOP) and Continuity of Government Plan (COG) will be used to enhance the State's capabilities to facilitate the performance of government services during an emergency, regardless of scope and size. The COOP/COG is developed as an all hazards plan, developed to address Rhode Island's unique natural and

human-caused hazards. Integration and alignment is required with the State's Hazard Identification and Risk Assessment (HIRA) and results from the Consequence Analysis.

The development of COOP and COG will follow EMAP outline requirements, and develop concepts, policies, and procedures for the agency. The COOP must incorporate all underlying agencies' Continuity of Operations Plans, integrate and provide guidance as an over-arching concept and direct maneuvers statewide. Development of the plan should also be in accordance with relevant federal and state laws, conform to federal guidance, State and Federal legal authority, National Security Presidential Directive- 51/Homeland Security Presidential Directive-20, the National Continuity Policy Implementation Plan (NCP/IP), and the National Incident Management System (NIMS).

Specific Requirements

The vendor must possess extensive prior experience in planning, particularly for State-wide plans. This includes a Certified Business Continuity Professional (CBCP) or similar certification on the project team.

SECTION 3: SCOPE OF WORK

General Scope of Work

Develop a Continuity of Operations Plan and Continuity of Government Plan which serves as the primary policy for operations across underlying state agencies. Incorporate the Consequence Analysis impacts and vulnerabilities. Address response and recovery in coordination with hazards identified in the Hazard Identification and Risk Assessment (HIRA). Ensure that the primary mission essential functions continue to be performed during a wide range of emergencies. Establish consistent performance metrics, prioritize implementation plans, and promulgate best practices. Facilitate consistent cross-agency continuity plan maintenance and evaluations. Create a COOP strategy for the State Emergency Operations Center (SEOC).

In addition to the development of the COOP, develop the Continuity of Government Plan (COG) in strict accordance with State and Federal legal requirements. Work closely with the agency's legal department to develop a clear line of authority in the event of a disaster or emergency. Ensure the plan follows all of the emergency management standards outlined by the Emergency Management Accreditation Program. 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

COOP

1. Assess risk and vulnerabilities with the agency's operations and procedures.
2. Address risks and vulnerabilities on property, facilities, and infrastructure.

3. Address impacts and gaps identified in the Consequence Analysis.
4. The plan will include the following sections:
 - 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. Logistics support and resource requirements necessary to implement plan
 - f. Concept of operations
 - g. Plan maintenance
5. Incorporate a primary and alternate facility into the COOP/COG, identify alternate operating capabilities.
6. Include a COOP strategy for the State Emergency Operations Center (SEOC), including corresponding checklists that address response, stabilization and recovery for each department, risk to delivery of services, and risk mitigation recommendations..
7. Document critical processes equipment, software, records/documents, and vendors.
7. Identify and describe how essential functions will be continued and recovered in an emergency or disaster.
8. Provide for the protection or safeguarding of critical applications, communication resources, vital records/databases, process and functions that must be maintained during response activities.
9. Identify and prioritize applications, records, processes and functions to be recovered if lost.
10. Coordinate and organize development of plans for each organization performing essential program functions.
11. Perform surveys and interviews with state agencies outside of RIEMA, define critical government operations, so that critical processes and resources are identified.
12. Develop a comprehensive plan with recommendations for updating and testing the COOP/COG plan on an annual basis.

COG

1. Address risk and vulnerabilities from the Consequence Analysis.

2. Assess impacts to agency during an emergency or disaster and public confidence in the State's governance.
3. Identify essential positions and lines of succession.
4. The plan will address the follow areas:
 - h. Purpose, scope and/or goals and objectives
 - i. Authority
 - j. Situation and assumptions
 - k. Functional roles and responsibilities for internal and external agencies, organizations, department and positions
 - l. Logistics support and resource requirements necessary to implement plan
 - m. Concept of operations
 - n. Plan maintenance
5. Identify how the State's constitutional responsibilities will be preserved, maintained, and reconstituted.
6. The plan will identify and outline:
 - a. Identification of succession of leadership
 - b. Delegation of emergency authority
 - c. Command and control
7. Reference the Incident Management System to align with specific organizational roles and responsibilities for each incident management function.

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, continuity of operations planning, 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 operations will be evaluated. Explain how critical systems, data, and facilities will be identified. Describe the assessment of primary essential functions within the agency and determination of outside agency critical functions and resources. The following elements must be included: 1) methods used to evaluate existing operations 2) methods for gathering outside agency data and resources 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 the COOP/COG, creation of the SEOC checklists, integrating the standards set by EMAP, incorporating outside agency COOP within contract timeline.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a proposal for fees charged for the development of the COOP/COG. 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:

Criteria	Possible Points
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
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*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:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

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 doa.purquestions3@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549929** 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#7549928**" 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.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at 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>