

Solicitation Information
9/30/15

RFP#7549930

TITLE: The Rhode Island Emergency Management Agency Special Events Plan for Town of Bristol's Annual July 4 Parade

SUBMISSION DEADLINE: October 23, 2015 – 11:00 a.m.

PRE-BID/ PROPOSAL CONFERENCE: NO
MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

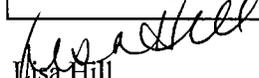
DATE: n/a

LOCATION: n/a

Questions concerning this solicitation must be received by the Division of Purchases at lisa.hill@purchasing.ri.gov no later than 10/16/15 AT 4:00 P.M.. 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


Lisa Hill
Chief 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

TABLE OF CONTENTS

Section 1 –Introduction.....3

Section 2- Background4
 Specific Requirements.....5

Section 3- Scope of Work.....5
 General Scope of Work.....5
 Specific Activities / Tasks.....5

Section 4 -Technical Proposal.....6
 Narrative and Format.....6

Section 5 -Cost Proposal.....7

Section 6- Evaluation and Selection.....7

Section 7 -Proposal Submission.....8

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 Special Events Plan for the Town of Bristol's Annual July 4 Parade. 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.us. The initial contract period will begin approximately December 1, 2015, with project completion set no later than April 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.
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 soliciting proposals from qualified vendors to develop a Special Events Plan which will be utilized by the Town of Bristol to facilitate the pre-event planning, operations, Incident Command and Control and post-event actions for their annual July 4th parade.

Specific Requirements

The vendor must possess extensive prior experience in planning, particularly for Special Events and management.

SECTION 3: SCOPE OF WORK

General Scope of Work

To create a robust Special Events Plan for the Town of Bristol’s Annual July 4th Parade, which can be utilized and exercised for the 2016 event. In addition, the vendor will be responsible for creating a template which RIEMA can utilize moving forward for special event planning within the State. The purpose of having a Special Events Plan in place is to reduce response times and better enable stakeholders to define roles and responsibilities in advance of the Annual July 4th Parade and help to foster a sense of ownership between parties involved in the planning process.

The vendor will also be responsible for the following activities and tasks set forth below.

Specific	Activities	/	Tasks
	1. Review existing special events plan for this event to assess gaps and shortfalls.		
	2. Formulate best practices and provide recommendations to remedy gaps.		
	3. Through formal planning processes and involvement of stakeholders develop a comprehensive Special Event plan to include the following:		
	a. Pre-event planning		
	i. Planning Team		
	ii. Regulations/laws		
	b. Risk and Hazard Analysis		
	i. Hazard Analysis		
	ii. Structural matters		
	iii. Spectator management and crowd control		
	iv. Traffic and transportation		
	v. Public health		
	vi. Medical care		
	vii. Environmental concerns		
	viii. Aircraft		
	ix. Spontaneous events		
	x. Hazardous materials		
	xi. Terrorism and criminal activities		
	xii. Electrical utility coordination		
	xiii. Fire Safety		
	xiv. Communications systems		
	xv. Rumor control		
	xvi. Occupational health and safety		

- xvii. Alcohol, drugs and weapons
- xviii. Security
- xix. Lost child locations
- xx. Information center
- xxi. Sample event site map
- c. Incident Command and Control
 - i. Functional roles, responsibilities and expectations for internal and external agencies, organizations, department and positions
 - ii. Transfer of command
 - iii. Unified command
 - iv. Federal and State resources
- d. Special considerations
- e. Post event actions
- f. Plan maintenance

4. Development of a template for use in other Special Events planning processes

5. Conduct and facilitate meetings with stakeholders to help develop this plan, and upon completion a final meeting to roll out the plan.

6. Conduct a table top exercise upon with key stakeholders to familiarize them with the plan and identify any additional planning gaps

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. The awarded vendor must furnish certificates of insurance as outlined in Appendix "A", General Conditions of Purchases located at www.purchasing.ri.gov.

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 special event

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 Special Events Plan will be developed. The following elements must be included: 1) methods used to evaluate existing planning efforts, 2) methods for gathering information sources and compiling data inputs/outputs within contract timelines defined, 3) phases for project completion, deadlines, and deliverables
- 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 Special Events Plan and template. 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:

(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 later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549930** 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#7549930**” 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 three-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>