



**Solicitation Information**  
**9/30/15**

**RFP#7549933**

**TITLE: The Rhode Island Emergency Management Agency Gap Analysis and Resource Management Plan**

**Submission Deadline: October 27, 2015 – 1:00 p.m. (Eastern Time)**

**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](mailto:lisa.hill@purchasing.ri.gov) no later than **10/20/15 at 4:00 (EST)**. 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](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-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 Resource Management Plan which will utilize results from a gap analysis which will be performed concurrently. The plan will define how the existing agency resources can be utilized to support other plans during a disaster or other emergency. The Gap Analysis and Resource Management Plan will be developed using a phased approach and 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](http://www.purchasing.ri.us). The initial contract period will begin approximately December 1, 2015, with project completion set no later than May 1, 2016 for the Gap Analysis and no later than July 1, 2016 for the Resource Management Plan. 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 agency requires a thorough compilation of agency resources to identify shortfalls and analyze current capabilities. The Gap Analysis is intended to supply the

necessary information to build the Resource Management Plan. It involves a comprehensive assessment of capability, against established resource management objectives to determine areas of improvement for response and recovery based on hazards previously identified.

The development of the Resource Management Plan will follow EMAP outline requirements, and develop concepts, policies, and procedures for the agency. The overall content will address the need for consistency in resource management processes statewide. The resource management objectives are defined and measurable actions that act as operational guidance for/by the RI Emergency Management Agency. The objectives are developed by utilizing the impact and consequence analysis for the hazards identified by the agency to determine the short and long term response and recovery priorities that must be accomplished. The plan should serve as a guide and provide a standard frame of reference managing resources in conjunction with an incident or event.

### **Specific Requirements**

The vendor must possess extensive prior experience in planning, particularly for State-wide plans. This includes experience in the understanding of gap analysis methods at the federal, state, and local level.

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

### **General Scope of Work**

Perform a comprehensive gap analysis to determine agency resources and capabilities. Create a detailed database with statewide resources and generate a matrix. While performing the gap analysis, the creation of a resource management system is required. The system will be built into the Resource Management Plan. The plan will meet the specified requirements outlined in Emergency Management Accreditation Program.

Utilization of the gap analysis will define how existing agency resources can be incorporated to support other plans in preparation for, response to, recovery from, and mitigation and prevention of an incident. The plan should complement and share goals and objectives of the Emergency Management Assistance Compact (EMAC). It will also encompass pre-emergency, systematic identification of resource requirements, shortfalls and inventories consistent with the Hazard Identification and Risk Assessment (HIRA). The plan will be established using foundational documents to include the National Response Framework, National Incident Management System (NIMS), and Emergency Management Accreditation Program (EMAP). A detailed breakdown of activities and tasks are listed below.

### **Specific Activities / Tasks**

#### **Gap Analysis**

1. Identify, obtain, and review existing sources of compiled data relative to agency resources.
2. Create a resource database.

3. Development of a resource matrix that identifies resources for each hazard addressed in the Hazard Identification and Risk Assessment (HIRA).
4. Develop a plan for periodic review of gap analysis and best practices.
5. Recommendations to address shortfalls, needed resources, surplus.

### **Resource Management Plan**

1. Develop objectives based on the results from the gap analysis.
2. The plan will include seven essential elements to resource management preparedness:
  - a. Planning and procedures
  - b. Resource needs assessments
  - c. Resources
  - d. Agreements
  - e. Inventory processes
  - f. Maintenance
  - g. Information systems
3. The resource management system includes procedures that address the following:
  - a. Activating those processes prior to and during an emergency
  - b. Dispatching resources prior to and during an emergency
  - c. Deactivating or recalling resources during or after an emergency
4. The plan maintains a system and a plan for obtaining internal and external resources.
5. Create an implemented resource management process that addresses the following:
  - a. Acceptance
  - b. Management of donated goods
  - c. Materials
  - d. Services
  - e. Personnel
  - f. Financial resources and facilities whether solicited and/or unsolicited
6. Create a system for prioritization through a variety of initiatives using the budget process, executive process, mutual aid agreements, memoranda of understanding, contractual service agreements, or business partnerships.
7. Develop a resource management system that includes objectives and procedures that address identified hazards to include:
  - a. Identification
  - b. Location
  - c. Acquisition

- d. Storage
  - e. Maintenance and testing
  - f. Timely distribution
  - g. Accounting for services and material
8. Incorporate an Operational Process Model for resource management during an incident. The following eight elements will be considered:
- a. Identify resource requirements
  - b. Ordering and acquiring resources
  - c. Mobilization and coordination of resources
  - d. Clarifying command and control
  - e. Receipt, tracking, and reporting
  - f. Logistics support planning
  - g. Recovering resources/demobilization
  - h. Financial and reimbursement concerns

### **General**

1. The Vendor will provide five (5) printed and bound copies of the plan at completion of the project 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 Purchase which can be located at [www.purchasing.ri.gov](http://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 logistics, planning, emergency management, and gap analysis.
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor's experience as a subject matter expert on resource management and gap analysis. 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.

elements must be included: 1) methods used to compile resource database, 2) methods for gap analysis and matrix generation, 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 goals and objectives of EMAC 5) a system of controls to identify errors, omissions and feedback to the Offeror.

- 4 Approach/Methodology – Define the methodology for the gap analysis and resource matrix.

**SECTION 5: COST PROPOSAL**

**Detailed Budget and Budget Narrative:**

Provide a proposal for fees charged for the Gap Analysis and Resource Management Plan outlined in this proposal. 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:

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

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 [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 #7549933** 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#7549933**" 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](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>