



Solicitation Information
17 May 06

RFP # B06375

(MPA # 388)

TITLE: *Emergency Management and Homeland Security Services*

Submission Deadline: 15 June 06 @ 2:00 PM (Eastern Time)

<p>PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 31 May 06 Time: 2:30 PM Mandatory : No Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI</p>
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **30 May 06 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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.

<p>SURETY REQUIRED: No BOND REQUIRED: Yes for responses to Solicitation # 1 Resource Distribution and 3 Debris Management only. INSURANCE REQUIRED: Yes</p>
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Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.

- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1)

§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

REQUEST FOR PROPOSALS

The State is seeking proposals from qualified companies to establish pre-need, pre-event contracts to assist in a variety of emergency/disaster related services, as described within this solicitation. This solicitation, and subsequent award (s), is governed by the State’s General Conditions of Purchase, which is available at www.purchasing.ri.gov. The State seeks to establish a list of qualified service providers, under MPA # 388, which will be utilized on an as-needed basis. As a Master Price Agreement, the agreement would be extended to municipalities and quasi-government agencies, at the discretion of the particular vendor listed on this MPA. Inclusion as a qualified vendor on an MPA is no guarantee of income.

The State of Rhode Island Department of Administration’s Division of Purchases on behalf of the Office of the Governor (the “Office”) and the Rhode Island Emergency Management Agency (“RIEMA”) collectively (the “State”) invite qualified firms to submit proposals for consideration to enter into pre-need, pre-position and pre-event contracts (which would result in no immediate cost to the State) for any one (1) or all of the following emergency management/homeland security projects:

Unchecked boxes do not apply to this solicitation.

- 1. To provide goods and services for resource distribution. For example, packaged ice, bottled water, and meals-ready-to-eat and the distribution thereof.
- 2. To provide professional consulting services via a well-qualified and experienced staff of personnel to work in concert with the Office and RIEMA to provide emergency and/or disaster assistance applicants with federal program support assistance.
- 3. To provide General Contracting services for Debris Management.

The scope of services shall include, but not be limited to the following:

1. **RESOURCE DISTRIBUTION:** the procurement and delivery of pre-packaged ice, bottled water, and meals-ready-to-eat to support emergency and/or disaster recovery and mitigation efforts in the event of a Presidential and/or Gubernatorial declared emergency/disaster or for other requirements as deemed necessary by the Office.
2. **FEDERAL PROGRAM EMERGENCY/DISASTER ASSISTANCE:**
 - a) **Pre-declaration:** 1) educating potential applicants on the federal public assistance program; 2) preparing and training potential applicants to conduct preliminary damage assessments; 3) performing preliminary damage assessments with applicants and the Federal Emergency Management Agency (“FEMA”).
 - b) **Post declaration:** 1) participate in applicant briefings and inspection of damaged sites; 2) provide eligibility guidance, and insurance oversight services; 3) assist in preparing scope of work and cost estimates for projects; 4) assist applicants in preparing submissions to FEMA; 5) advise applicants on hazard mitigation opportunities; and (6) assist applicants in reporting and closeout activities.
3. **DEBRIS MANAGEMENT SERVICES:** debris removal from primary transportation routes and public and private property, including hazardous tree stumps. Establish and maintain temporary debris staging and reduction sites, if deemed necessary. Abate hazardous waste. Provide for debris disposal consistent with all applicable law.

This solicitation is open to the general marketplace.

General notices and Submittal Instructions

Registration: All interested firms must register online at the RIVIP website: <http://www.purchasing.ri.gov>. All interested firms must fully complete sign and submit a RIVIP Bidder Certification Cover sheet. All three (3) pages must accompany each response submitted. Registration assistance is available from 8:30 am to 4:00 pm (EDT) by calling **401-222-2142 ext. 134**.

Submission package

Please provide ten (10) hardcopies and two (2) CD ROMS (in Adobe PDF or Microsoft word format). All responses must include an executive summary, signature page, cost information, technical information/scope of work, responsive and evaluation criteria, company profile and attachments. All requested material must be bound or contained in a single volume and forwarded to: **Rhode Island Department of Administration Division of Purchases Second floor One Capitol Hill Providence, RI 02908-5855.**

Submission deadline

The Purchasing Division (the “Division”) must receive submittals no later than the date & time listed on page one of this solicitation. The Division will not accept electronically transmitted, late, or misdirected submittals. The office clock for the purpose of registering the arrival of submissions is located in the reception area of the Department of Administration, Division of Purchases One Capitol Hill Providence Rhode Island. If fewer than three (3) interested firms respond to this solicitation, the Division may extend the deadline for submission and notify all interested parties by the posting of an addendum to the solicitation. Submittals will only be opened following the final submittal due date, as announced in the addendum. If three (3) or fewer firms submit responsive RFPs they will all be short listed for presentations and ranking.

Period of Irrevocability

Submissions are considered irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.

Certificate of Authorization (“COA”)

Pursuant to Title 7, Chapter 1.1 of Rhode Island General Laws, no foreign corporation shall have the right to transact business in the State until it shall have procured a COA from the Rhode Island Secretary of State (401)222-3040. A copy of the current COA for the firm and the current Rhode Island registration for the individual(s) who would perform the work must be included in the response to this request for RFP.

Submittal Costs

Any and all costs associated with developing and/or submitting responses to this solicitation including oral or written clarifications of its content shall be the responsibility of the interested firm.

Access to Public Records

All materials submitted to the State for consideration will be considered public records as defined in Rhode Island General Laws 38-2.

Selection Process

Technical Review Committee (“TRC”) will be responsible for recommending the most qualified firms and ranking them for negotiation. The process for this procurement may proceed in the following manner:

Review Process

Division will review the submittals for summarization and delivery to TRC members. Division staff will serve in an information gathering capacity and will prepare a matrix of responses submitted. The matrix will contain the items described in the “Evaluation Criteria” and “Company Profile”. It will also contain the results of Division staff

research and reviews of all vendor performance reports for State projects. Division staff will also identify any incomplete responses.

Demonstrations

If this box is checked, short-listed firms may be requested to demonstrate the nature of their proposed solution. If the TRC decides that demonstrations are necessary firms will receive a description of, and arrangements for, the desired demonstration. The TRC draws the order of demonstration by lots.

Pricing

Unchecked boxes do not apply to this solicitation.

Price will not be a factor in evaluating or ranking the interested firms.

The members of the TRC and the top ranked firm(s) will negotiate fees for goods and services. The Parties will negotiate a Guaranteed Maximum Price (“GMP”) for goods and services during the course of an emergency/disaster. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Presentations/Interviews/Ranking

All short-listed firms will have an opportunity to make an oral presentation to the TRC on the firm’s approach to the project(s) and their ability to perform. The TRC may provide a list of the subject matter for the discussion. The firms will have equal time to present but the question-and-answer time may vary. The TRC will rank the firms and report its final selection recommendations to the Division.

Negotiation and Award

If the Division does not object to the final ranking results, the TRC will begin the negotiation process with the first ranked firm until an agreement or impasse is reached. If an impasse occurs, the TRC ceases negotiation with the firm and begins negotiations with the next-ranked firm. The TRC will present the resulting agreement to the Division and other appropriate approving authorities for execution.

Unreasonable Charges

Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors are placed on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the State of Rhode Island shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reach within ninety (90) days of notification.

Vendor Protest

In accordance with Rhode Island General Law and Division rules and regulations located at Internet link: <http://www.purchasing.ri.gov>. Any actual or prospective responder who is aggrieved in connection with the solicitation or proposed award of a contract may protest to the Division Purchasing Agent.

Cancellation of Project

The TRC, with the approval of the Division, may choose to cancel this project and recommend rejecting all RFPs.

Scoring: The TRC will score all proposals as follows:

Responsiveness Criteria	5 points
Evaluation Criteria	35 points
Company Profile	35 points
Scope of Services/Cost Information	25 points

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.

Responsiveness Criteria

Minority Business Enterprise

Rhode Island General Law Title 37 Chapter 14 establishes the State’s policy for participation by minority, women-owned, and disadvantaged business enterprises in all State contracts and in other selected activities. Pursuant to Title 37 chapter 14, projects under this request for RFP shall be awarded a minimum of ten percent 10% of the dollar value of the entire procurement or project.

If this box is checked, then this paragraph also applies to this solicitation. The TRC will use the interested firm’s submittal to this section of the RFP to determine the firm’s “responsiveness.” To be considered responsive requires the following actions.

Submit the Letter of Intent and Utilization Plan forms and provide documentation as follows:

- List each of the proposed Rhode Island-certified subcontractors or sub-consultants, the type of work each firm will perform, and the projected subcontract dollar amount and/or percentage of professional fees to be awarded, if selected.
- For each participating firm, indicate the agreed subcontract amount executed with the responding firm’s signature and countersigned by the proposed subcontractor or sub-consultant listed on the Utilization Plan form.
- For any instances where the specific goals were not achieved, list the subcontractors or sub-consultants formally contacted and the reason unavailable to perform or whose bid was not considered.
- If the Responder is unable to engage sufficient firms to achieve the participation goals established for the RFP, the responder may forward documentation indicating that it made a good-faith effort to meet the goal. The TRC and/or the MBE Compliance Office

Administrator will evaluate the weight of the evidence to determine if the Responder's effort was made in good faith. A pro-forma submittal will be considered non-responsive. Evidence of good-faith effort on the part of the Responder should minimally include successful completion and submission of the following requirements:

- Attendance at any pre-submission meeting;
- Timely advertisement in minority/women-owned general circulation media, trade association publications, and minority-focus media, newspapers and articles;
- Efforts to assist the designated category of business enterprise subcontractors or sub-consultants in obtaining bonding or insurance required by the RFP, if any or the State of Rhode Island and the extent of these efforts;
- Written solicitation (work specific) to the designated business enterprise firms; and
- Documentation of all outreach activities relating to solicitation to designated business enterprise firms.

Evaluation Criteria

Project-Specific Criteria: Note: additional information may be required. Please number responses accordingly.

1. Prepare and submit Standard Federal Form 330 (effective 6/8/04). Access to this form may be obtained from Internet Link: www.gsa.gov.
2. Identify the office location responsible for this project.
3. Identify Project Manager and key personnel, including résumés. The State reserves the right to reject personnel.
4. Provide evidence of satisfactory completion of similar projects in the past five (5) years at similar facilities to include scope, duration and if the project(s) were completed on time and within budget.
5. Describe any cost savings that would arise as a result of the firm's ability to provide goods and/or services in more than one category. (Example, resource distribution and debris management)
6. Identify sub-contractors, sub-consultant (s) that may be used on the project(s), outside of complying with the Minority Business Enterprise goals. (Do **NOT** submit SF 330 for sub-consultants).
7. Provide evidence of ability and experience in providing goods and services in the emergency management and homeland security arena that involve input from a variety of governmental and community interests.

8. Provide evidence of ability and experience in completing projects within predetermined budget and time constraints and under extreme circumstances such as a natural or man-made emergency/disaster.
9. List all projects, including contract numbers, with the State of Rhode Island during the past five (5) years – completed or active.
10. Provide references for all cited project(s) – completed or active.
11. Provide evidence of substantial experience within the State of Rhode Island
12. Provide evidence of knowledge and experience with Rhode Island Laws, regulations as well as with Rhode Island State and local agencies responsible for emergency management and homeland security. (for example, Office of the Governor, RIEMA, Rhode Island State Police, Department of Health, Department of Transportation, Department of Environmental Management).
13. Complete the appropriate provisions of the Lobbying, Debarment, Suspension, Drug-Free Workplace form. The form can be downloaded from Internet Link <http://www.ojp.usodj.gov/Forms/cert.pdf>

Company Profile: note additional information may be required. Please number responses accordingly.

1. Supply legal firm name, headquarters address, local office addresses, state of incorporation, and key firm contact names.
2. Supply the interested firm's federal ID number
3. Is the interested firm legally authorized, pursuant to the requirements of the Rhode Island Statutes, to do business in the State of Rhode Island?
4. Provide information about the firm's financial capabilities by supplying audited balance sheets, income statements, and annual reports for the past three (3) years. Include non-disclosure statement for privately held companies.
5. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the interested firm, its parent or subsidiaries, predecessor organization(s), or any wholly owned subsidiary during the past five (5) years. Include in the description the disposition of each such petition.
6. List all claims, arbitrations, administrative hearings, and lawsuits brought by or against the interested firm, its predecessor organization(s), or any wholly owned subsidiary during the last five (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.

7. List and describe all criminal proceedings or hearings concerning business related offenses in which the interested firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.
8. Has the interested firm, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.
9. Has your company ever failed to complete any work awarded to you? If so, where and why?
10. Has your company ever been terminated from a contract? If so, where and why?
11. Insurance Requirements: Firms responding to Solicitation 3 must provide a Certificate of Insurance indicating that the firm currently carries insurance. The level of insurance in effect at the time of submittal may be insufficient; therefore a letter from the insurance carrier indicating upgrade availability must also be submitted.

Scope of Services/Cost Information

The State is seeking proposals from qualified companies, hereafter referred to as Contractor, to establish pre-need, pre-event contracts to assist in a variety of emergency/disaster related services. However, Contractors may be called upon throughout the year to assist with events other than full-scale disaster emergencies. The contracts shall not be considered exclusive. The State retains the right to obtain similar services from additional contractors. All responders must provide complete all inclusive price proposals for all goods/services to be provided as outlined in the RFP. Please include all hourly rate charges for personnel, heavy equipment and vehicles, including any travel time and deployment fees (for example mileage, storage, standby time). Indicate the number of personnel, heavy equipment and vehicles that are employed or owned by the company. Please include details about the company's invoicing policy. Attach Certificates for Worker's Compensation, General liability and Vehicle/Equipment Insurance.

Contractor shall carry at all times the following insurance coverage:

Worker's Compensation:	\$ 500,000
Contractor's General Liability \$1,000,000	
Contractor's Vehicle Ins.	
Bodily injury	\$ 250,000 each person/\$500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

Scope of work #1 Resource Distribution:

Services shall include but not be limited to the procurement of packaged ice, bottled water and meals-ready-to-eat and the distribution of such goods throughout stricken areas of Rhode Island as directed by the State.

Bond: Contractor will be required to post a Performance and Payment bond in an aggregate amount of One Million Dollars (\$1,000,000.00) throughout the contract execution period, when the State requests initiation of the Resource Distribution contract, until such time as the scope of work contained in the contract are complete as determined by the State.

Scope of work #2 Federal Program Assistance

Services shall include but not be limited to providing the State with Federal Stafford Act Public Assistance, support during the pre-declaration, recovery, reporting, and closeout phases of managing a disaster/emergency.

Scope of work # 3 Debris Management:

Services shall include but not be limited to Large scale vegetative and construction and demolition (“C&D”) debris removal, separation, staging, and disposal; demolition work, hazardous waste handling; tree trimming, erection, stump grinding and removal; marine salvage operations; sand removal from roads, streets, and right-of-ways; beach sand screening and replacement, and emergency berm construction. A separate charge or combination of per hour or per ton charge will be considered. However, no payments will be based on time and material costs unless limited to work performed during the first 70 hours of actual work following a disaster event.

- Crew Price:**
- A. \$ _____ per ton mixed debris and C&D
 - B. \$ _____ per ton yard waste debris
 - C. \$ _____ per hour mechanical loader with operator
 - D. \$ _____ per hour Dump truck with operator
 - E. \$ _____ per hour personnel Labor
 - F. \$ _____ unit price for stump extraction

Bond: Contractor will be required to post a Performance and Payment bond in an aggregate amount of One Million Dollars (\$1,000,000.00) throughout the contract execution period, when the State requests initiation of the Debris Removal Contract, until such time as the scope of work contained in the contract are complete as determined by the State.

Legal Requirements: note additional requirements may apply.

1. **Standard Agreement Language:** A library of standard agreement terms and conditions resides at www.purchasing.ri.gov.
2. **Type of Firm.** Provide a statement attesting to whether the firm is a supplier/distributor or a manufacturer of the offered solution.
3. **Discrimination Prohibited:** Compliance with the American with Disabilities Act is required. No person shall on the grounds of race, color, or religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any programs or activity funded in whole or in part with funds made available under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, specifically the nondiscrimination provision that appears at 42 U.S.C. § 3789c(1). Recipients/sub-grantees of funds under the Act are also subject to the provisions of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1974, as amended; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681; the Age Discrimination Act of 1975, 42 U.S.C. §6102; and DOJ Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G.
4. **Equal Opportunity Program Requirements.** All firms awarded a contract(s) must ensure that their employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207, 42.301 et seq., Rhode Island General Laws Title 28 Chapter 5 through 6; and Gubernatorial Executive Orders governing the promotion of a diverse workforce, equal opportunity, and the prevention of sexual harassment and including where applicable, the requirement of sub-grantees to formulate, implement and file an Equal Opportunity Employment Plan with RIEMA and the Office of Justice Programs, Office for Civil Rights.
5. **Application of legal requirement to sub-contractors, sub-consultants.** Whenever a firm awarded a contract(s) chooses to implement a project by further sub-contracting or consulting all or any part of the contract(s), the firm shall include the provisions of these standard legal requirements in a further sub-contract which shall be reduced to writing and submitted to the Division for **prior approval**. Such implementing sub-contractors and/or consultants, when utilized by the firm, may be responsible for the day-to-day operations of the project, including hiring, terminations, and budget revisions, however, only when the contracts between the firm and the implementing sub-contractors and/or consultants so specify. A signed copy of all such contracts must be forwarded to the Division.
6. **Ethical Standards/prohibited political activity/Campaign Contributions.** It is the responsibility of all firms awarded a contract to comply with applicable provisions of Rhode Island General Law Chapter 14 Title 36 Code of Ethics; Rhode Island General Law Chapter 17 Title 26 Reporting of Political Contributions by State Vendors.