

REQUEST FOR PROPOSALS

Region 6 Local Emergency Planning Committee Regional Enhanced Functional Exercise Project

The Region 6 Local Emergency Planning Committee (hereafter also referred to as the LEPC) requests proposals from firms or individuals with emergency management, Homeland Security Exercise Evaluation Program (HSEEP) exercise design & facilitation, and hazardous materials planning and response experience. The LEPC intends to contract with a qualified firm or individual to provide the services required to complete one (1) Enhanced Functional Hazardous Materials Transportation Response exercise using a scenario based on products identified in the FY21 Commodity Flow Study, the FY22 Capabilities Assessment/Gap Analysis, and the FY23 After Action Reports from the tabletop exercises. The contractor will follow the HSEEP process including written After Action Reports and Improvement Plans (AAR/IP) for the exercise. The expected outcome of this project is to test identification of hazardous material substances, recognition of personnel and equipment resources, command and control operations, mutual aid capabilities, and communications systems, to include but not limited to the nine (9) counties in the Region 6 LEPC and contracted HazMat teams. Upon completion, all documents related to this project are the sole possession of Region 6 LEPC. Any interested party or parties may request consideration for this project by submitting a proposal to the Region 6 LEPC as outlined herein.

ADVERTISEMENT OF THIS PROPOSAL

In addition to directly soliciting interested parties, a formal Request for Proposals (i.e., RFP) shall be posted on the Iowa Emergency Management Association website for a minimum of four weeks and until the RFP submission deadline.

Interested parties may request additional information regarding this RFP by contacting:

Jodi Freet, EMA Coordinator
Cedar County Emergency Management
400 Cedar Street
Tipton, Iowa 52772
Email: ema@cedarcountry.iowa.gov
Phone: 563-886-3355

BACKGROUND INFORMATION

The Region 6 LEPC is a nine (9) county regional organization whose purpose is to improve the hazardous materials planning and response capabilities of its members. The membership of the LEPC includes mostly rural counties (Benton, Buchanan, Cedar, Clayton, Clinton, Delaware, Fayette, Jackson, and Jones) bordered by five (5) of the highest populated counties in Iowa. These larger urban counties contain a large number of agricultural processing and heavy equipment manufacturing industries which transport chemicals to and from their facilities.

The Region 6 LEPC completed a regional Commodity Flow Study in 2021, followed by a regional Capabilities Assessment/Gap Analysis Study in 2022 which identified the current level of Hazardous Material training and response equipment inventory for each responding agency. The LEPC also completed nine (9) Hazardous Material Transportation Tabletop exercises in 2023.

It is the LEPC's intent in completing this exercise to strengthen the Region's planning and response capabilities. The contractor will compile a comprehensive AAR/IP report, which will be used to update the regional ESF-10 and provide direction for future planning and training programs.

PROJECT SCOPE

It is the intent of the Region 6 LEPC to contract with a qualified individual or firm to provide the services required to complete one (1) Regional Enhanced Functional Hazardous Materials Transportation Response exercise. This exercise scenario will be based on information obtained in the 2021 Commodity Flow Study, the 2022 Capabilities Assessment/Gap Analysis, and the after action reports/improvement plans from the 2023 table top exercises. As envisioned, this project will include completion of the following tasks:

- The approved contractor will meet with the Region 6 LEPC to review the documents listed above and determine the scenario for this exercise, develop exercise design and message injects, and identify the location and date to host the exercise.
- This exercise will be designed to last 6-8 hours and be located in the Region 6 LEPC member counties.
- This exercise will test identification of hazardous material substances, recognition of personnel and equipment resources, command and control operations, mutual aid capabilities, and communications systems.
- The specific FEMA core capabilities to be tested in this exercise will be: Public Information and Warning, Operational Coordination, Planning, Environmental Response/Health and Safety, Intelligence and Information Sharing, Operational Communications, Threats and Hazards Identification, Situational Assessment
- The contractor will develop the exercise based on the HSEEP guidance and submit to the Region 6 LEPC Chairperson for review and approval prior to the conducting of the exercise.
- The contractor will conduct the approved Regional Enhanced Functional exercise and will be responsible for providing the exercise Controllers, Evaluators, any other non-player personnel and any and all props, equipment, enhancements required to complete the exercise.
- The contractor will write an After Action Report (AAR) and Improvement Plan (IP) for the exercise and will submit the AAR/IP to the Region 6 LEPC Chairperson within six weeks after the exercise and not later than August 23, 2024, for review by the LEPC members. The AAR/IP will be used to guide the Region 6 LEPC in our ongoing planning and training goals.
- All of the required LEPC approved final documents must be completed and submitted to the Region 6 LEPC Chairperson on or before September 10, 2024.

EXPECTATIONS

At a minimum, the LEPC expects that this project will result in the following:

- The contractor will work closely with the Region 6 LEPC members to produce the most beneficial exercise.
- Uniformity in standards, definitions, guidelines, protocols, and presentation will be established in conformity with the existing HSEEP standards.
- The project will be completed on time and within budget.

DELIVERABLES

The contractor shall provide to the Region 6 LEPC as a three hole punched printed copy in a three ring binder, using named tabs to separate each Section, Attachment and/or Appendix of the document, the following deliverables:

- One (1) HSEEP compliant Regional Enhanced Functional exercise scenario including but not limited to identified Core Capabilities, Goals & Objectives, a Master Scenario Events List (MSEL), message injects, and Controller & Evaluator documents.
- One (1) HSEEP compliant comprehensive AAR/IP.
- One (1) electronic copy to each of the nine Region 6 LEPC member Emergency Managers on a USB Flash Drive as an editable Word document of the above stated deliverables.

SELECTION PROCESS

The LEPC intends to evaluate all proposals through the review of applicant qualifications, experience, expertise, project approach, implementation approach, timeline and project costs. The goal of the evaluation process will be to select the firm/consultant/organization that is best capable of performing the requirements of the project on time and within budget, and of meeting the needs of the LEPC.

The selected contractor must be available to begin work on the project October 1, 2023 and must be completed with the project on or before September 10, 2024.

The applications will be reviewed prior to the regularly scheduled March 14, 2023 Region 6 LEPC meeting. Information from these RFP's will be used for a HMEP grant application for FY24. A formal decision will be made at a later meeting and all applicants will be notified of the decision via e-mail. All decisions and selections of the LEPC shall be final and not subject to appeal. It should also be noted the LEPC maintains the right to reject any and all proposals submitted to it for consideration.

Please do not attempt to contact any staff or officials of the Region 6 LEPC outside of this RFP selection process.

REQUIRED SUBMISSION INFORMATION

Proposals shall be made based on the information contained in this Request for Proposals. Minimally, the proposal should address the following elements:

1. Project approach
2. Recommended Scope of Work
3. Proposed level of effort (i.e., Proposed hours and costs) required to accomplish each key element of the Scope of Work
4. Anticipated timeline for completion of the Scope of Work
5. Credentials of the staff who will work on the project
6. Total cost of the project, guaranteed through September 10, 2024
7. Any exceptions to the RFP requirements, including areas that may be subject to negotiation.

SUBMISSION OF ADDITIONAL INFORMATION

Additional information concerning the firm or individual consultant may be submitted in support of the selection process. Information may include references, brochures, educational information, organizational data, and summaries of previous work, etc. It is requested that this information be kept brief and concise. Please keep the submittal of additional materials to one inch or less in thickness and formatted to standard letter size (i.e., 8 1/2 x 11) paper.

FEDERAL CONTRACT EXECUTION REQUIREMENTS

The successful applicant will be required to sign and comply with federal contractual requirements for the duration of this project.

RFP DEADLINE

The submission deadline for this request is 3:00 PM, Monday, February 20, 2023. Submissions received after this time will not receive consideration.

PAYMENT OPTIONS

The successful applicant shall receive payment upon completion of each task associated with the project scope task lists or contractor identified task lists. Contractor is required to submit a formal invoice, which is then approved by the Region 6 LEPC at a regular meeting (scheduled during the months of January, March, May, July, September, November).

DELIVERY INSTRUCTIONS

RFP submissions must be received prior to the aforementioned deadline at the office of Patti Ruff, LEPC Chair:
Patti Ruff
Clayton County Env. Health & Zoning
600 Gunder Rd. Suite 12
Elkader, Iowa 52043

Each prospective firm or individual must submit at least two (2) hard copies of their proposal before the above deadline. Additionally, an electronic PDF file of the RFP response document must be submitted via e-mail to Patti Ruff, LEPC Chair at pruff@claytoncountytia.gov prior to the aforementioned deadline. Voice verification of receipt for mailed, e-mailed or parceled submissions may be made by calling (563) 245-2451.