



REQUEST FOR PROPOSALS

No. R10-013HLS

PROVIDE CONTINUITY OF GOVERNMENT/OPERATIONS PLANNING FOR THE SOUTH CENTRAL ALL-HAZARDS REGION

FOR
THE CITY OF COLORADO SPRINGS AND
HOMELAND SECURITY FOR THE SOUTH CENTRAL
REGION

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference is not scheduled for this solicitation

PROPOSALS ARE DUE NO LATER THAN CLOSE OF BUSINESS

February 18, 2010

Contact

Erin Duran
South Central Region Homeland Security Coordinator
Colorado Springs, CO 80910
(719) 385-7274
FAX (719) 385-7836
eduran@springsgov.com

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SECTION I

1.0 PROPOSAL INFORMATION

1.1. RFP ISSUE DATE

Request for Proposal (RFP) Number R10-013HLS is being issued and posted on the City's web-site www.springsgov.com/contracting in January 2010.

1.2 PROPOSAL INFORMATION

Section I provides general information to potential applicants on subjects such as where to submit proposals, number of copies, amendments, proprietary information designation, and other similar administrative elements.

1.3 SUBMISSION OF PROPOSAL

- a. **Sealed offers** are to be submitted to:

Erin Duran
South Central Region Homeland Security Coordinator
375 Printers Parkway
Colorado Springs, CO 80910

*******NO LATE OFFERS WILL BE ACCEPTED*******

- b. **Date/Time:** Proposals shall be received on or before **Close of Business, February 18, 2010**

- c. **Identification of Proposal:**

Proposals shall be submitted in a sealed envelope(s) or container(s) with the solicitation number, date for submission of offer and the offeror's name clearly marked on the outside of the envelope(s) or container(s).

RFP No. R10-013HLS
Due Date: February 18, 2010, Close of Business
Company: _____

- d. Any offer that is submitted without being properly marked may be opened for identification prior to the deadline for receipt of offerors and then resealed.

1.4 PRE-PROPOSAL CONFERENCE

A pre-proposal conference/meeting is not scheduled for this solicitation.

1.5 NUMBER OF COPIES

Applicants shall submit one unbound original set and **five (5)** copies of the proposal documents or you may submit your proposals using CD ROMs in PDF Format. If your firm submits their proposals using CD ROMs, (six) 6 copies of the CD ROM must be submitted. This will greatly facilitate the evaluation process. The proposal shall remain the property of the City of Colorado Springs. If submitting hard copies the unbound original shall be clearly marked '**ORIGINAL**'.

1.6 PROPOSAL INFORMATION

- A. All questions regarding proposal preparation, the selection process, specifications, and interpretations of the terms and conditions of the RFP shall be submitted in writing no later than **seven (7) calendar** days prior to the deadline for submission of offers.
- B. Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from public information. Applicants are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The

City of Colorado Springs assumes no obligation or responsibility for asserting legal arguments on behalf of potential applicants.

- C. This is not a public bid opening, therefore, the City of Colorado Springs will not release any information pertaining to the number of offers received, names of respondents, or pricing until an award is made. The City of Colorado Springs will confirm receipt of your proposal if requested.

1.7 CONFIDENTIAL OR PROPRIETARY INFORMATION

If an applicant believes that parts of an offer are confidential, then the applicant must so specify. The applicant must stamp in bold letters the term CONFIDENTIAL on that part of the offer which the applicant believes to be confidential. The applicant must submit in writing specific detailed reasons, including any relevant legal authority, stating why the applicant believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. The City of Colorado Springs will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers, which are not marked as confidential, will be automatically considered public information after the contract is awarded. The successful offer may be considered public information even though parts are marked confidential.

1.8 AMENDMENTS

Amendments to this RFP may be issued at any time prior to the time set for receipt of proposals. The applicants are required to acknowledge receipt of any Amendments (addenda) issued to this RFP by returning a signed copy of each amendment issued. Signed copies must be received on or before the time set for receipt of offers (see 1.1 above).

The City of Colorado Springs will post all addenda on the City's web-site www.springsgov.com/contracting It is the offeror's responsibility to check the web-site for posted addenda or contact the Contracting Analyst listed to confirm the number of Amendments which have been issued.

1.9 WITHDRAWAL OR MODIFICATION OF OFFERS

Any applicant may modify or withdraw an offer in writing at any time prior to the deadline for submission of an offer (see 1.1 above).

1.10 ACCEPTANCE

- A. Any offer received shall be considered an offer, which may be accepted by the City of Colorado Springs based on initial submission without discussions or negotiations.
- B. By submitting an offer in response to this solicitation, the applicant agrees that any offer it submits may be accepted by the City of Colorado at any time within 60 calendar days from the date of submission deadline (see 1.1 above). The acceptance period of 60 calendar days from the date of submission will automatically be extended for an additional 60 calendar days unless the offeror expressly states in its proposal that the acceptance period is limited to the initial 60 calendar day period.
- C. The City of Colorado Springs reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received, and/or to accept any portion of the offer if deemed in the best interest of the City of Colorado Springs. Failure of the applicant to provide in its offer any information requested in the RFP may result in rejection for non-responsiveness.

1.11 PROPOSAL PREPARATION COST

The cost of proposal preparation is not a reimbursable cost. Proposal preparation costs shall be at the applicant's expense and are the applicant's total responsibility.

1.12 AWARD

The City of Colorado Springs intends to make an award using the evaluation criteria listed in the RFP to

determine the best value including price and other factors in the proposal submitted (see Section IV for evaluation elements).

1.13 CONTRACT ADMINISTRATION

The City of Colorado Springs Office of Emergency Management shall be responsible for the administration of the contract and for compliance with the interpretation of scope, scheduled services and cost compliance.

1.14 INQUIRIES

Questions about the RFP shall be in writing and directed to Erin Duran at the address indicated below and must be received no later than **seven (7) calendar** days prior to the deadline for submission of offers. A written response to any inquiry may be provided in the form of an Amendment to the solicitation. See 1.8 Amendments.

Erin Duran
South Central Region Homeland Security Coordinator
Colorado Springs Fire Department Complex
375 Printers Parkway
Colorado Springs, CO 80910
Telephone (719) 385-7274
FAX (719) 385-7386
eduran@springsgov.com

The preferred method of submitting questions is by e-mail to the South Central Region Homeland Security Coordinator (see above for address).

1.15 PERFORMANCE PERIOD

The performance period for this project will be negotiated with the successful contractor.

1.16 DEBRIEFING

Offerors not selected or placed on a short list may request a debriefing on the selection process as well as discussion of the strengths and weaknesses of their firm's proposal upon receipt of notification that their firm was not selected or short listed. Firms that were on the short list but not selected may request a debriefing after they have been notified that another firm was selected.

A debriefing may be scheduled by contacting the South Central Region Homeland Security Coordinator listed above in 1.14. The Coordinator must receive a written request for debriefing no later than ten (10) calendar days after notification that your firm was not selected.

1.17 SCHEDULE OF EVENTS

The Request for Proposal schedule of events is tentatively scheduled as follows:

Advertise Requirement	January 2010
Issue Request for Proposal	January 2010
Pre-proposal Conference	N/A
Written Questions Due Date	February 11, 2010
Proposal Submittal Due Date	February 18, 2010
Short List Selection (optional)	February 2010
Interviews (optional)	March 2010
Award of Contract (Letter of Intent)	March/April 2010
Commence Full Service	March/April 2010

1.18 TERMINOLOGY

The term Contractor and/or Consultant shall have the same meaning in this Request for Proposals.

SECTION II

2.0 SCOPE OF WORK

This Request for Proposal reflects a reasonably priced and attainable new project to achieve complete and standardized continuity plans across the South Central Region (SCR). The SCR is comprised of the following jurisdictions: City of Colorado Springs; El Paso County; Chaffee County; Park County; Lake County; and Teller County. The project costs are associated with hiring a vendor/contractor to provide the web-based planning tool, technical support, planning, training, and exercise facilitation. The vendor/contractor will act as the lead consultant for the management of this regional planning process with a proven, methodical, and consistent process.

The State of Colorado (grant awarding agency – see below) procurement regulations allow for an informal selection process if the total amount does not exceed \$150,000. 100% of this project is funded by grant number 9SHS10SCR, issued by the Colorado Governor's Office for Homeland Security. The anticipated project award will be in the range of \$120,000 to 149,999.

2.1 OBJECTIVES

The City of Colorado Springs and the five counties that comprise the South Central Region will complete a comprehensive Continuity of Operations Plans (COOP) and Continuity of Government (COG) planning process. The purpose of the project is to provide a standardized planning foundation for departments to create and maintain COOP/COG Plans.

2.2 PROJECT SCOPE

Plans will be consistent with presidential directives, the National Response Framework (NRF), the National Incident Management System (NIMS), the Emergency Management Accreditation Program (EMAP), and/or other applicable standards related to continuity planning.

Plan development will occur on a secure web-based system with document hosting and data backup capabilities.

Quality assurance reviews of jurisdictional plans will be performed within a standardized process.

Training and exercising will be completed within the scope of this project.

The expected performance period of this project is 12-18 months.

2.3 DELIVERABLES

1. The vendor/contractor will assist SCR jurisdictions in developing plans that address key elements related to successful continuity planning, such as, but not limited to:
 - a. Identification and listing of Essential Functions
 - b. Delegations of Authority
 - c. Orders of Succession
 - d. Alternate Facilities
 - e. Interoperable Communications
 - f. Vital Records
 - g. Human Capital Management
 - h. Devolution

- i. Reconstitution
 - j. Provisions for tests, training, and exercises
- 2. Plans will be consistent with presidential directives, the National Response Framework, the National Incident Management System, the Emergency Management Accreditation Program, and/or other applicable standards related to continuity planning.
- 3. Plan development will occur on a secure web-based system with document hosting and data backup capabilities.
- 4. Quality assurance reviews of jurisdictional plans will be performed within a standardized process.
- 5. The vendor/contractor will provide a plan evaluation tool to allow standardized and consistent review of plan components for each jurisdiction. This evaluation tool will provide a uniform rating scale to note the progress of plan development. In addition, the opportunity for reviewers to provide feedback and suggestions should be included within the tool.
- 6. Detailed training will be provided for each jurisdiction.
- 7. Testing/exercising the Plan(s) will occur. All exercises must be HSEEP compliant.

SECTION III

3.0 PROPOSAL CONTENT

3.1 PROPOSAL FORMAT

Your written proposal should include the information in the format outlined below and be limited to no more than sixty five (65) pages. We recommend that you include concise, but complete, information about your firm emphasizing why you believe your firm to be uniquely qualified to provide the required services. "Short listed" firms, if applicable, may be required to make a formal in-person presentation to the selection committee. **A page shall be defined as 8-1/2" x 11", single sided with a minimum font of 10.**

3.2 ORGANIZATIONAL BACKGROUND AND OVERVIEW

Provide a brief history and overview of your company and its organizational structure, with special emphasis on how this project will fit within that structure.

3.3 STATEMENT OF QUALIFICATIONS

Submit a general description on a company-wide basis of your firm's background, and qualifications to provide the services and requirements indicated in Schedule II, Scope of Work.

3.4 PROJECT APPROACH

In this section, please address each of the detailed items listed in Section II, Scope of Work. The Project Approach should chronologically start at the Notice to Proceed and end at contract completion.

3.5 PERSONNEL

The quality of personnel is important to the City of Colorado Springs' decision-making process for awarding this contract. In this section, please submit brief resume(s) of key personnel in critical positions. If candidates have not yet been identified, please submit a description of the basic qualifications that such a person should have. Please feel free to attach copies of certifications, etc.

3.6 FEE STRUCTURE

The fee is of critical importance to the City of Colorado Springs. Applicants shall provide a complete cost proposal for all hourly rates and reimbursable costs as applicable. Please delineate a system whereby the City will have the opportunity to review the necessity for any proposed price changes over the course of the contract. Additionally, you may wish to propose an alternate approach that you feel would be attractive to the City.

3.7 REFERENCES

Provide a list of clients and references, specifically including any clients whom you believe may be similar in nature to this RFP. Also include a list of current clients and current projects the firm is presently working on.

3.8 SUBMITTALS

Submit five (5) copies and one (1)-**unbound original** of all information requested herein, including all Attachments.

3.9 AWARD

Proposals submitted which do not meet the requirements of this Request will be considered non-responsive and will not receive further consideration. Follow-up calls for missing or incomplete information may not be made.

All responsive proposals received for this project will be reviewed and ranked on a basis which would best serve the interests of the City of Colorado Springs based on the evaluation criteria defined in Section IV. The firm which is selected will be that which best serves the interests of the City of Colorado Springs will be given the first right to negotiate an agreement acceptable to the City. In the event that an

agreement satisfactory to the City cannot be reached, the City may enter into contract negotiations with one or more of the remaining qualified firms.

3.10 EXCEPTIONS

Please note that all Offerors must complete and return with their proposal, Exhibit 3, Exceptions Form.

3.11 INSURANCE REQUIREMENTS

Please note that all Offerors must complete and return with their proposal, Exhibit 4, Insurance Requirements.

SECTION IV

4.0 EVALUATION CRITERIA

4.1 EVALUATION CRITERIA

The following criteria listed in order of importance will be used in the evaluation of proposals.

4.1.1 PROJECT APPROACH

See Section III - Item 3.4

4.1.2 QUALIFICATIONS

See Section III - Item 3.3 Statement of Qualifications

4.1.3 FEE SCHEDULE

See Section III - Item 3.6 Pricing

4.1.4 PROPOSED PERSONNEL

See Section III - Item 3.5 Personnel

4.1.5 PROPOSAL

The overall quality and completeness of the proposal submitted.

4.1.6 REFERENCES

See Section III - Item 3.7 References

4.2 SELECTION COMMITTEE

A selection committee will screen all proposals. Proposals will be ranked according to evaluation criteria, as outlined in the Request for Proposal. Through this process, the City will determine which proposals are acceptable or unacceptable. The City will notify, in writing, the participating firms whose proposals are deemed to be unacceptable. Those firms offering proposals deemed to be acceptable by the City will be evaluated by the selection committee. The selection committee may determine it necessary to require oral presentations or interviews with the "short listed" proposers considered to be in the competitive range.

If oral presentations or interviews are conducted, they will also be scored. The selection committee may request revisions to the proposal from each of the proposers at the conclusion of the interviews. However, if it is deemed necessary to seek revisions to the proposals at the conclusion of the interviews, then all interviewed applicants will be requested to submit revisions; and the revisions will be scored accordingly.

- Quality of presentation
- Responses to provided questions/clarifications
- Ability to respond to general questions
- Requested revisions (if applicable)

4.3 AWARD OF CONTRACT

The City reserves the right to award this contract not necessarily to the proposer with the most advantageous price, but to the firm that demonstrates the best ability to fulfill the requirements of this Request for Proposal. The City will select the most qualified firm that was proven to understand the needs and scope of the study. A contract prepared by the City will then be negotiated with the successful firm. In the event a contract cannot be negotiated with the top ranked firm, the City may enter into negotiations with the second highest ranked firm or the City may decide to call for new proposals. Immediately after the notice of award, the contractor will begin planning in conjunction with the City of Colorado Springs staff (to be designated by the City) to insure fulfillment of all its obligations. The contractor may be expected to attend regular meetings as required by the City to assist in the preparation for startup.

SECTION V

5.0 SPECIAL CONTRACT TERMS AND CONDITIONS

5.1 CONFIDENTIALITY

The information contained in this RFP and all associated material (i.e. pre-proposal meeting minutes, addenda, contract etc.) are confidential and legally privileged information intended only for use of the individuals or entities interested in the RFP and who may be awarded the contract agreement. You are notified that any copying, dissemination or distribution of confidential or privileged information is STRICTLY prohibited.

SECTION VI

6.0 APPENDICES/EXHIBITS

Exhibit 1	Proposal Check Sheet
Exhibit 2	Exceptions
Exhibit 3	Minimum Insurance Requirements

EXHIBIT 1 PROPOSAL CHECK SHEET

PLACE A CHECK BY EACH ITEM SUBMITTED.

1. ___ The ability to provide a certificate of insurance evidencing the required coverage types and limits specified in exhibit 4. (It will be necessary that this certificate reflect the City of Colorado Springs as an Additional Insured.)

Indicate your ability to comply with the following requirements:

The City shall be added as an Additional Insured to all liability policies:

Yes___ No___

Your property and liability insurance company is licensed to do business in Colorado:

Yes___ No___

Indicate the name of your property and liability insurance company here:

Name: _____

Your property and liability insurance company has an AM best rating of not less than B+ and/or VII:

Yes___ No___

2. n/a One (1) copy of the current financial statements (if required). Enclose financial information in a separate envelope; do not bind with the other proposal copies. If review of the information is to be restricted to the City's financial officer, it must be marked accordingly.

Provide a response to the following: Are any lawsuits; federal, state or local tax liens; or any potential claims or liabilities pending against you, the firm, or the officers of the firm at this time?

Yes___ No___

If yes, provide details on a separate piece of paper and attach to your proposal.

3. ___ The completed and signed proposal. (Proposals must be identified according to the outline of this RFP document.)

1. ___ The completed Exhibits included in the RFP.

___ Exhibit 1 Business Questionnaire

___ Exhibit 2 Exceptions

___ Exhibit 3 Insurance Requirements

EXHIBIT 2 EXCEPTIONS

EXCEPTIONS:

Print the words "no exceptions"(here)_____ if there are no exceptions taken to any of the terms, conditions, or specifications of these proposal documents or contract.

If there are exceptions taken to any of the terms, conditions, or specifications of the proposal document or contract, they must be clearly stated on a separate sheet of paper attached to this sheet and returned with your proposal.

Note: All potential Offerors are hereby advised that exceptions taken may be considered during the evaluation phase which may effect the final scoring of proposals. Offerors stipulating that the City must use their contract or agreement may be determined non-responsive and their Proposal determined unacceptable.

Company Name: _____

Address: _____
(City, State and Zip Code)

Federal Tax ID#: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

Return this form with your Proposal.

