



RFQ 01-2010
Solution Area Planner (SAP) Independent Contractor

Bay County Purchasing Division
Department of Recreation and Administrative Services
On behalf of
Homeland Security Region 3 Board

THOMAS HICKNER
BAY COUNTY EXECUTIVE

REQUEST FOR QUALIFICATIONS---THIS IS NOT AN OFFER

IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO ENSURE THAT YOUR NAME MAY BE RETAINED ON OUR PROPOSERS LIST

DATE OF REQUEST	JUNE 9, 2010
REFERENCE PROPOSAL NUMBER	RFQ 01-2010
PROPOSED DATE/TIME REQUIRED	JUNE 23, 2010 2:00 PM
SUBMIT PROPOSAL TO:	BAY COUNTY PURCHASING DIVISION ATTN: FRANCES HORGAN BAY COUNTY BUILDING 515 CENTER AVENUE SUITE G-102 BAY CITY, MI 48708-5128
MARK PROPOSAL:	"HOMELAND SECURITY REGION 3 SOLUTION AREA PLANNER (SAP)" DELIVER TO PURCHASING IMMEDIATELY

The Bay County Purchasing Division on behalf of the Homeland Security Region 3 Board (R3B) is soliciting sealed letters of qualification from a qualified emergency management professional(s) or company to be considered as an independent contractor to provide **Solution Area Planner (SAP)** services to the R3B. The Homeland Security Region 3 Board consists of the following Counties: Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac, and Tuscola.

The SAP will enter into an Independent Contractor Agreement with Bay County. The SAP package will be provided to the R3B via the **AGREEMENT FOR SOLUTION AREA PLANNER** for a specified fee with terms as specified. This agreement would extend through June 11, 2012, which is for performance period of the grant with the possibility of extension if the funds become available.

I. SCOPE OF WORK*:

- A) For a set fee the Solution Area Planner will:
- Assist the R3HSPB, its constituent counties and the Chief Solution Area Planner in meeting the objectives established to meet the FY 08 HSGP Regional Investment Projects defined in section B of this Scope of Work Statement and goals and objectives identified in the RHSS,
 - Provide, evaluate and analyze information and data that supports the R3HSPB's planning efforts in developing and maintaining program elements related to team and workgroup development, planning, protocol development, equipment acquisition, training and exercising.
 - Assisting in implementing and tracking progress related to the Region 3 Homeland Security Strategy' goals and objectives - based especially on its IED and Flood Event scenarios.
 - Assisting in the development of project justification materials, review billing documents, cost/budget reports and audit reviews as they relate to planning for the FY 08 HSGP Regional Investment Projects listed in Section B.
 - Project Management and implementation of selected projects approved by R3HSB
- B) Region 3 has been charged by MSP-EMHSD to implement the FY 08 HSGP Regional Investment Projects listed in the FY 2008 Homeland Security Grant Program Michigan Supplemental Guidance dated June 9, 2009. Those submitting an RFQ may request that document. Those retained as Solution Area Planners would be leaders in implementing the projects listed on pages 43-64.

Those projects include:

- a. Enhancement of Urban Search and Rescue Capabilities
- b. Critical Infrastructure Protection
- c. Enhance and Maintain Michigan's Incident Response Capabilities
- d. Ensure Statewide Enhanced Preparedness Planning and Exercising
- e. Enhance Public Alert and Notification on Campuses Statewide
- f. Enhance Cyber Security through Increased Public and Private Partnerships
- g. Regional/Interregional Exercise
- h. Coordination of Regional Homeland Security Planning Board Activities with Citizens Corps

*Proposer made bid on all or part of the above scope. Please indicate on the compensation requirements what portions you would like to be considered for.

II. QUALIFICATIONS-BASED SELECTION (QBS) PROCESS TO BE USED

The *Bay County Purchasing Policy* provides for the use of the Qualifications Based Selection (QBS) Process. This fair and rational procedure facilitates the selection of professional services on the basis of qualifications and competence in relation to the scope and needs of the particular project. For the Solution Area Planner Independent Consultant, the process is to be carried out through the establishment of a *Qualifications Based Selection (QBS) Committee*. The committee is charged to implement the QBS process and provide recommendations to the Bay County Executive and Bay County Board of Commissioners. Members of a QBS committee will review materials submitted by each person, compare, and rate them according to the selection requirements stated in this QBS.

The QBS process to be used for this project involves a number of steps: (1) the Bay County Executive and Department Director approved the proposed general scope of the work, (2) a QBS Committee is designated, (3) a schedule for selection of the Solution Area Planner Independent Consultant is established, (4) a list of professional proposers is developed, (5) qualification documents are gathered and evaluated, (6) a short list of proposers who receive 75 points or more is prepared for further consideration with the top proposer(s) being interviewed and evaluated, (7) a Solution Area Planner Independent Consultant is selected, (9) the fee is negotiated, (10) Corporation Counsel finalizes contract with the Solution Area Planner Independent Consultant. If agreement cannot be reached with the highest ranked proposer negotiations are begun with the second highest ranked individual, and so on, until an agreement is finalized.

III. QBS COMMITTEE MEMBERS

The QBS Committee for the Homeland Security Solutions Area Planner Independent Consultant may include:

- Finance Officer Tim Quinn
- Corporation Counsel Martha Fitzhugh
- Purchasing Agent Frances Horgan
- Assistant County Executive Michael Gray
- Chairman of the Board of Commissioners or designee
- Board Analyst Robert Redmond
- Homeland Security Region 3 Fiduciary Patricia Bostick
- Homeland Security Region 3 Solution Area Planner John West
- Chairpersons of Committees of the Region 3 HSPB

IV. POINT DISTRIBUTION TO BE USED FOR RATING QUALIFICATIONS OF PROPOSERS

A maximum of one hundred and ten (110) points could be awarded for each proposer’s qualifications, with a minimum of ninety (90) points needed to qualify. Qualifying scores will be assigned on the following basis:

- | | |
|--|----------------|
| • Background of proposer | 1 to 20 points |
| • Related experience by the proposer | 1 to 20 points |
| • Knowledge of regional resources | 1 to 10 points |
| • Knowledge of sources of solution area planning data | 1 to 10 points |
| • Knowledge of regional community and homeland security planning techniques | 1 to 10 points |
| • Understanding of regional organization | 1 to 10 points |
| • Knowledge of principles and practices of research | 1 to 10 points |
| • Knowledge of techniques involved in the collection and organization of physical, social economic, fiscal, legal and other data used in community and regional planning | 1 to 10 points |
| • Knowledge of methods of presenting the results of studies. | 1 to 10 points |
| • Provide record of Project Management skills | 1 to 10 points |

Total Possible Qualifications Score: 120 Points

Proposers whose qualifications scores are below the minimum of 90 points will be eliminated from further consideration. Proposers whose qualifications score at least 90 points may be invited to an interview, as determined by Bay County, for further questioning, to be held at the Bay County Building, 515 Center Ave., Bay City, Michigan 48708.

Following this procedure and the finalization of the pricing structure, the Contractual Agreement will be presented to the selected proposer. If not executed by the proposer within 10 (ten) days, negotiations with the first-ranked proposer will be terminated, and Bay County reserves the right to open negotiations with the second-ranked proposer. This iterative process shall be continued until Bay County selects one (1) or more Solution Area Planner Independent Consultant(s) to recommend to the Bay County Executive and Bay County Board of Commissioners.

V. CONTENT OF PROPOSAL REQUIRED TO BE CONSIDERED FOR THIS RFQ

Proposers will be evaluated on the following information.

It is required that narrative proposals be indexed and formatted in the same order and categories as noted below:

A. BACKGROUND OF PROPOSER (Label document as "ATTACHMENT A")

- 1) Provide a concise history of your qualifications.
- 2) List your certifications, awards or citations.
- 3) List your general experience and specific capabilities

B. SIMILAR EXPERIENCE (Label document as "ATTACHMENT B")

Characterize the extent of your work currently devoted to Emergency Management similar to Scope of Work for this QBS.

C. UNDERSTANDING OF PROVIDER (Label document as "ATTACHMENT C")

Submit a concise statement pertinent to this RFQ expressing your understanding of the scope and responsibilities entailed in this QBS request. Discuss any interface or coordination problems which can be anticipated and provide a narrative that addresses your proposed solutions to each of the items identified.

D. PROPOSER'S ADMINISTRATIVE MANAGEMENT CAPACITY (Label document as "ATTACHMENT D")

Summarize your ability to administer the work as specified in the scope of work section, including the management methodology to be used to carry out the requirements of the assigned projects. Specifically, identify your understanding of the administrative requirements for the SAP selected and add any description of administrative resources not already submitted.

Submit a concise statement pertinent to this RFQ/QBS expressing your understanding of the scope and responsibilities entailed in this RFQ/QBS request. Discuss any problems which can be anticipated and provide a narrative that addresses your proposed solutions to each of the problems identified.

The following will not be considered for evaluation but must be completed and submitted or your proposal will be considered incomplete, marked rejected and returned.

E. NON-COLLUSIVE AGREEMENT (Sign Document labeled as "ATTACHMENT E")

All proposers are required to return the attached document certifying they have not been part of any collusion and that they are they are authorized to act as an agent for the company or firm they represent.

F. COPY OF CURRENT INSURANCE CERTIFICATE (Label document as "ATTACHMENT F")

G. PROPOSERS MAY SUBMIT A COPY OF YOUR CURRENT CONTRACT (Label document as "ATTACHMENT G")

You are permitted to include a maximum of five (5) additional pages of information not requested above, if you feel it may be useful and applicable to this RFQ/QBS.

VI. ADDITIONAL TERMS, CONDITIONS, AND REQUIREMENTS OF PROPOSER

REQUIREMENTS OF PROPOSER

The SAP will be expected to possess the following:

- Ability to design, organize, and conduct a planning study
- Ability to use tabular and statistical data
- Ability to prepare graphic and narrative materials
- Ability to participate in homeland security planning and meeting with state, local and other public and private officials
- Ability to use tact and similar qualities necessary in meeting and communicating effectively with others
- Ability to maintain records and prepare reports and correspondence related to the work
- Ability to maintain favorable public relations
- A Professional Emergency Manager (PEM) certification is preferred, but not required.
- Ability to manage complex projects and multiple priorities

Proposer shall submit a current certificate of insurance to the County and shall maintain and provide evidence of insurance coverage acceptable and as required by the County, if retained.

INSURANCE:

If proposer will retain employees, the proposer shall submit evidence of current workman's compensation insurance; and proposer shall submit evidence of automobile insurance in the minimum amount of \$500,000 per occurrence, and any other liability insurance coverage with carriers and limits acceptable to Bay County Corporation Counsel.

Continuation of Coverage: If any of the above coverage expires during the term of this contract, the Proponent shall deliver renewal certificates and/or policies to Bay County at least thirty (30) days prior to the expiration date.

Proposals, including a separate sealed envelope with compensation requirements will be accepted by mail or hand delivery to the Bay County Purchasing Division, 515 Center Avenue, Ground Floor, Suite G-102, Bay City, Michigan 48708-5128 no later than June 23, 2010, 2:00 PM.

To be considered, the Proposal must contain: TWO SEALED ENVELOPES, ONE MUST BE CLEARLY MARKED "QUALIFICATIONS FOR HOMELAND SECURITY SOLUTION AREA PLANNER INDEPENDENT CONSULTANT" AND CONTAIN TEN (10) COPIES OF THAT PORTION OF THE PROPOSAL INCLUDING ALL ATTACHMENTS AND ONE SEALED ENVELOPE CLEARLY MARKED COMPENSATION REQUIREMENTS.

THE PROPONENT MAY BID ON ALL OR PART OF THE SCOPE OF WORK. PLEASE INDICATE ON THE COMPENSATION REQUIREMENT WHAT PORTIONS YOU WOULD LIKE TO BE CONSIDERED FOR.

BAY COUNTY WILL NOT ACCEPT PROPOSALS SENT BY FAX MACHINE OR E-MAIL.

VII. GENERAL INFORMATION

ADDENDA: All additions, corrections or changes to the solicitation documents will be made by Addenda only. Proposers shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by addendum. All addenda issued shall become part of the Agreement documents. Addenda will be sent to all known potential proposers by e-mail.

CONTACT INFORMATION: To receive these or any communications, possible proposers are asked to immediately send contact information by email to Frances Horgan, Bay County Purchasing Agent, at horganf@baycounty.net; failure to do so may limit your ability to submit a complete, competitive proposal.

TAX-EXEMPT STATUS: Bay County is a tax exempt entity. A tax exempt form will be provided to the successful proposer.

RESPONSIBILITY: Proposers are solely responsible for ensuring their bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

DELAYS: The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of quote shall be made to the Purchasing Agent, Bay County Building, Ground Floor, Suite G-102, Bay City, MI 48708.

RFQ/QBS DELIVERIES: Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

The Bay County Assistant County Executive for Recreation and Administrative Services award of any bid is subject to and conditioned upon the approval of a formal agreement for services between Bay County and the selected Solution Area Planner Independent Consultant within ten (10) days after the date that the proposer receives such agreement from Bay County. In submitting a proposal, the proposer acknowledges that the contents of this RFQ/QBS will become incorporated within the agreement and that this RFQ/QBS does not include every term and provision which shall

appear in the final agreement. In the event that the proposer fails to execute the formal agreement within the stated time period, Bay County may reject the selected proposer, and proceed to accept another qualified proposal, or reject all proposals.

The Solution Area Planner Independent Consultant to which this agreement is awarded shall not be entitled to any additional or increased fees by reason of conditions being different from those anticipated or by reason of their failure to thoroughly acquaint themselves with the conditions except as specified in the Agreement.

In accordance with the Constitution of the State of Michigan 1963, Article I – Declaration of Rights, §26.-Affirmative action, Bay County shall not discriminate against, or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. As permitted by the Constitution Bay County will utilize bona fide qualifications based on sex that are reasonably necessary to the normal operation of public employment, public education, or public contracting. Bay County may suspend compliance with §26 where such action must be taken to establish or maintain eligibility for any federal program, if ineligibility would result in a loss of federal funds to Bay County.

Except as modified in the preceding paragraph, any individual or business entity providing goods and/or services to Bay County shall be required to comply with current provisions of the Equal Opportunity Act For Individuals With Disabilities (42 USCA § 12101 et seq.) and Equal Employment Opportunities (42 USCA § 2000e) in projects receiving federal assistance and the Elliot-Larsen Civil Rights Act (MCL 37.1201 et seq.) and the Michigan Person's with Disabilities' Civil Rights Act (MCL 3701101 et seq.). Such individual or business entity shall not discriminate against any individual with respect to hire, tenure, terms, conditions or privileges of employment because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job position, or because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant except as modified by Constitution Article 1, §26, shall be regarded as a material breach of any transaction or agreement between Bay County and the individual or business entity. Bay County shall vigorously enforce these covenants through use of sanctions available within the Bay County Purchasing Policy or legal action.

Bay County reserves the right to accept or reject any or all submissions and waive any irregularities and to make the final determination as to the best qualified proposal.

All questions about this RFQ/QBS must be directed in writing, to:

John West, Solution Area Planner
Homeland Security Region 3
Bay County Building
515 Center Ave.
Bay City, MI 48708
Email: westj@baycounty.net

Written questions received by 5:00 PM June 21, 2010 will be answered and responses will be returned in writing to all potential proponents, including facsimile response.

In the event a proponent disagrees with the recommendation of the Bay County Assistant County Executive for Recreation and Administrative Services concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Frances Horgan, Bay County Purchasing Agent, Bay County Finance Department, Bay County Building, Ground Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, (989) 895-4037, within ten (10) working days of the Notice of Bid action.

ADA Assistance: Bay County will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon 10 days notice to Bay County. Individuals with disabilities requiring auxiliary aids or services should contact Bay County by writing or calling:

Michael Gray, Assistant County Executive for Recreation and Administrative Services
Office of the Bay County Executive
Bay County Building
515 Center Avenue
4th Floor, Suite 401
Bay City, MI 48708-5128
Telephone (989) 895-4013
TDD (989) 895-4049

--OR--

Frances Horgan, Purchasing Agent
Department of Recreation and Administrative Services
Bay County Building
515 Center Ave
Ground Floor, Suite G-102
Bay City, MI 48708-5128
Telephone: (989) 895-4037
FAX Number: (989) 895-2076
e-mail: horganf@baycounty.net

This qualification process will be conducted in conformity with the Bay County Purchasing Policy.

CERTIFICATION

The individual signing below certifies:

1. They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. The individual has been duly authorized to act as the official representative of the proposer, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee.
4. The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. That the signer took no action to persuade any person, partnership, or corporation to submit or withhold a bid.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____

Date: _____