REQUEST FOR PROPOSAL
EMERGENCY MANAGEMENT EXERCISE CONSULTING SERVICES

DESCRIPTION OF SERVICES

This Request for Proposals ("RFP") is issued in accordance with the requirements of Section 41-16-72(4), Code of Alabama (1975). This RFP is not an offer to contract but seeks the submission of proposals from qualified, professional respondents that may form the basis for negotiation of a contract or agreement. The *Alabama Emergency Management Agency reserves the right to reject any or all proposals and to solicit additional proposals if that is determined to be in the best interests of the State of Alabama.*

The State of Alabama Emergency Management Agency ("AEMA") is soliciting proposals from qualified individuals/organization that have extensive experience in current Homeland Security/Federal Emergency Management Agency (FEMA) exercise design, conduct and evaluation. The successful firm will have a background in providing response planning, preparedness response and recovery planning and emergency information management within the framework of the National Incident Management System (NIMS/Homeland Security Presidential Directives # 5 & #8), federal, state, and local program guidelines.

Exercises will be conducted in accordance with the current version of the Homeland Security Exercise Evaluation Program (HSEEP) Volumes I thru V, as published by the U. S. Department of Homeland Security/FEMA). The project includes: conducting workshops, developing exercise objectives, scenarios, exercise evaluation guides, entering information into the National Exercise Schedule System (NEXS), conducting exercises, evaluating exercises, completing exercise after action reports, entering information into the National Corrective Action Program System (CAP), and identifying trends and training requirements. The requested services (exercise program) should be completed within 12 months following contract award.

1. **Exercise General Support Requirements** (these are general support requirements that will be provided for each exercise):

- Provide timelines for conducting planning meetings, workshops, and exercises.
- Design, conduct, and evaluate exercises in accordance with HSEEP requirements.
- Design, assist with execution, and complete after action reports in accordance with current USDHS/FEMA guidelines.
- Provide controller(s) and train and supervise evaluator(s) for exercises as required using the HSEEP Exercise Evaluation Guides (EEGs).
- Conduct post-exercise discussions to provide the opportunity for immediate feedback.
- Enter information into the NEXS and CAP systems.
- Conduct quarterly in progress reviews for the AL DHS and AEMA to update staff regarding the status of completed and future planned exercises.

2. **Exercise Support Categories** (provide a separate price for each item below):

- Design and conduct one (1) regional workshop that will last three (3) days for approximately 20-40 participants. This workshop will instruct federal, state and county agencies and private businesses on HSEEP and how to design, conduct, evaluate and report exercises in accordance with USDHS/FEMA requirements.

- Design and conduct two (2) State Level Executive Workshops for the Governor, key cabinet members and selected counties that will have approximately 100 participants attending each workshop. The Workshops should be approximately 6 hours in length. **In addition, the contractor must include in its proposal the cost for obtaining a venue for the two (2) state level executive workshops in Montgomery, Alabama.**

- Design and conduct one (1) State level Higher Education, (University, College, or two-year College) tabletop exercise. The exercise should be designed for a 6 hour session that will have approximately 75 participants. This exercise will be primarily for the Higher Education Departments and other key State agencies.

- Design and conduct one (1) State level Emergency Operations Center tabletop exercise. The exercise should be designed for a 6 hour session that will have approximately 45 participants. This exercise will be primarily for AEMA and other State agencies.

- Design and conduct one (1) regional level hurricane tabletop exercise. The exercise should be designed for a 4 hour session and should be designed for 80 participants. This exercise will be primarily for County EMA staff and may be conducted concurrently with the State EOC table top exercise.

- Design and conduct one (1) regional level winter storm tabletop exercise. The exercise should be designed for a 4 hour session and will include approximately 100 participants. This exercise will be primarily for County EMA staff.

- Design and conduct three (3) Regional Workshops for Mutual Aid Teams (AMAS). Each Workshop will last 1 day and will be directed towards the mobilization, deployment, staging, Incident and Unified Command and demobilization. Each Workshop should be designed for approximately 45 participants.

- Design and conduct one State/County level WMD tabletop exercise. The exercise will last 6 hours and should be designed for approximately 45 participants.

The State of Alabama reserves the right to modify the number and type of exercises needed in accordance to the established cost list in the submitted proposal and based on availability of funds. In addition, the contractor must include in its proposal the cost for obtaining a venue for the two (2) state level executive workshops in Montgomery, Alabama.

QUALIFICATION REQUIREMENTS

In order to be considered for selection, Exhibit B should be included in the proposal as documented proof that the following minimum qualifications listed below are met. The Respondent has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Respondent as an unqualified candidate.

It is the intent of AEMA to do business with Alabama firms that pay Alabama taxes and employ Alabama citizens. When all factors are equal, corporations located in Alabama will be given preference.

(a) The Respondent has been providing similar services as described in this RFP for five years.

(b) The Respondent will be qualified with the Secretary of State to conduct business in the State of Alabama, if selected. For more information, visit the Secretary of State website at www.sos.alabama.gov and click Corporations.

(c) The Respondent is organized pursuant to the laws of the State of Alabama as a corporation, partnership, limited liability company or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the Submission Deadline.

(d) The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person having any such known interests.

(e) The Respondent has a policy and practice of equal employment opportunity and non-discrimination based on age, race, creed and/or gender.

(f) The Respondent attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States.

In addition to the Minimum Qualifications, the successful firm must demonstrate specialized experience in the field of emergency planning and HSEEP exercise design. Preference will be given to those firms who have successfully provided similar services to the federal, state, or local governments. **The State of Alabama has the right to exercise any or all options according to its needs and available funding including but not limited to rejecting a bid in excess of its funding for the Project.**

Interested firms shall submit a proposal and Statements of Qualifications (SOQ) that include:

- The name of the firm, its principal place of business and office locations.
- General information on the firm and its experience.
- Provide details of any claims, disputes, litigation, SEC or state regulatory action, or other legal proceedings relating to your firm or individual personnel in the three preceding years.

- Provide details of any claims, disputes, litigation or other legal proceedings where your firm is involved with the State of Alabama or any of its agencies, or has been involved, in the three preceding years.

- Describe any activities in which you or your firm is engaged which may constitute a conflict of interest.

- A statement of the firm's qualifications as they apply to this project and including only those projects completed within the past five years.

- The names and contact information of five clients who may be contacted, including at least two for whom services were rendered during the proceeding year, at least on projects similar to this project.

- The proposed approach to conduct the work.

- The qualifications of proposed staff, including a description of their role and availability to work on the project. Provide a resume or brief description of each person's background.

- Identify the principal person or team who would be assigned to this project.

- Will the staff initially assigned to this project remain consistent until the project completion? If not, please provide additional information.

- Rates and **total project cost**.

SELECTION CRITERIA:
All proposals timely received will be reviewed by the Selection Committee. The Committee will recommend proposals to AEMA's General Counsel that most closely meets the requirements of the RFP.

Discussions and/or Presentations. After the review and evaluation of the proposals, AEMA's General Counsel or Committee may conduct interviews. Finalists chosen for interviews will be notified, if applicable. AEMA's General Counsel reserves the right, in his sole discretion, to award a contract based upon the written proposals received without additional discussion or negotiations.

Selection. AEMA's General Counsel will select the Respondent the General Counsel determines, in his sole discretion, to be fully qualified and best suited among those submitting proposals to fulfill the purposes of the RFP in a cost effective manner, after consultation with the Director of the Alabama Department of Homeland Security**.** The following will be used in making the selection.

1. Company experience and qualifications
2. Proposed project staff's qualifications and experience
3. Previous relevant experience
4. Rates and total project cost
5. Outline of the project approach

6. References
7. Availability to commit adequate resources to provide timely response
8. Preferences will be given to vendors in accordance to § 41-16-20(b)(3), Code of Alabama 1975, as amended. Ala. Code Section 41-16-20(b)(3) provides a preference for companies organized for business under the laws of the state as a corporation, partnership or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the Submission Deadline.

Pursuant to section 41-16-72(4), the State of Alabama reserves the right to accept or reject any or all proposals to this RFP and will select the winning proposal based on the criteria above.

REQUIRED INFORMATION.

Proposals should be as thorough and detailed as possible so that your capabilities to provide the required services can be properly evaluated.

To be considered, responses to this RFP must include: (1) brief transmittal letter, (2) Section A, Statement of Fees with total project cost; (3) Section B, Minimum Qualifications; and (4) Disclosure Statement. All proposals submitted in response to this RFP must include one original and completed Disclosure Statement as required by Section 41-16-80, et seq., Code of Alabama (1975). Copies of the Disclosure Statement, and information, may be downloaded from the Alabama Attorney General's web site at www.ago.alabama.gov/ag_items.cfm.

The RFP should be limited to 25 pages, not including attachments (resumes, photographs, charts, etc., if desired). Interested parties must submit one original and four copies no later than 4:00 p.m., Central Standard Time, March 27, 2009 (the "Submission Deadline") to:

Bryan K. Prescott
General Counsel
Alabama EMA
5898 County Road 41
P. O. Drawer 2160
Clanton, AL 35046-2160

Submission Deadline. It is the responsibility of the Respondent to ensure that its proposal is timely delivered and received in the AEMA's Office on or before the Submission Deadline. AEMA will not consider proposals received after the Submission Deadline. AEMA assumes no responsibility for late delivery by the U.S. Mail, the State's Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Respondent.

All technical questions should be directed in writing by or before March 23, 2009 to Sam Guerrera at samg@ema.alabama.gov or by mail to

Sam Guerrera, MEP, ALEM
Exercise Officer
Alabama Emergency Management Agency
P.O. Drawer 2160
Clanton, Alabama 35046-2160

Any oral communications shall be considered unofficial and nonbinding on AEMA. Written responses to written comments shall be posted on the AEMA's website.

Discussions initiated by the Respondent with AEMA staff other than Sam Guerrera concerning this RFP prior to contract award may be grounds for elimination from the selection process.

AGREEMENT.

All duties of the Respondent shall be set forth in a contract agreement between the Respondent and AEMA. Constraints set by the grant agreement funding the RFP will determine the length of the contract. Depending on the services recommended and agreed upon, the agreement may provide an extension of one additional one year term. The contract will incorporate reference to the requirements of the RFP and the Respondent's proposal as negotiated.

State law prohibits AMEA from agreeing to (1) indemnify the Respondent; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration. Additionally, it is mandatory that Alabama laws apply to the performance of the contract and that jurisdiction and venue be in Montgomery, Alabama for state and federal courts.

PUBLIC INFORMATION

All responses received will be subject to the Alabama Open Records Act, §36-12-40, Code of Alabama and may be subject to public disclosure upon request. The Open Records Act is remedial and should therefore be liberally construed in favor of the public. The Alabama Trade Secrets Act is §8-27-1 through §8-27-6, Code of Alabama. Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a Trade Secret as defined in the Act.

Any RFP response submitted that contains confidential, trade secrets or proprietary commercial information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as such. Identification of the entire bid proposal as confidential is not acceptable unless the Respondent enumerates the specific grounds or applicable laws which support treatment of the entire material as protected from disclosure according to the foregoing statutes or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the State of Alabama, AEMA, and the AEMA staff harmless from all costs or expenses, including but not limited to attorney fees and expenses related to litigation concerning disclosure of said information and documents.

Section A
Fees

(Include in a separate sealed envelope marked "For Cost Phase Only")

The Fee Proposal must contain all pricing information relative to performing the services described in this RFP. **The Respondent shall attach a cover sheet that contains a fixed fee for the entire project.** In addition to a fixed fee for the entire project, we request the rates and number of hours be given for informational purposes only. **The Respondent should also give a fixed fee for each exercise to be given pursuant to the RFP. AEMA shall not be responsible for any expenses of the Respondent. The Respondent must include all expenses, including travel, lodging, venue (two (2) State Level Executive Workshops in Montgomery, Alabama) in this Fee Proposal.**

It is expected that a one year contract will be negotiated. Depending on the services recommended and agreed upon, the agreement may provide an extension of one additional one year term. The Respondent shall invoice monthly or quarterly, in arrears.

Firm Fixed Fee Proposal:

Description	**Hours**	**Hourly Rate**	**Sub-Total**	**Total**
Labor:				
Total Staff Charges				
Out-of-Pocket Charges				
Other Charges*				
Venue expenses				
Total Firm Fixed Fee				

- Please describe Other Charges.

A total fixed fee should be provided for the entire project and a fixed fee proposal should be included for each exercise to be given pursuant to the RFP.

The State of Alabama reserves the right to modify the number and type of exercises needed in accordance to the established cost list in the submitted proposal and based on availability of funds.

Section B

Minimum Qualifications

Firm Name:_____

Contact Person:_____

By signing this Exhibit, I certify that I am authorized to bind the company, and that the following information is correct and true to the best of my knowledge.

Signature _____

Date _____

Item	Yes	No
The Respondent has been providing similar services as described in this RFP for five years.		
The Respondent will be qualified with the Secretary of State to conduct business in the State of Alabama, if selected.		
The Respondent is organized in the State of Alabama as a corporation, partnership, limited liability company or professional association and has maintained at least one retail outlet or service center for the product or service within the state for not less than one year prior to the Submission Deadline		
The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person having any such known interests.		
The Respondent has a policy and practice of equal employment opportunity and non-discrimination based on age, race, creed, and/or gender.		
The Respondent attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States		