

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 is soliciting proposals from qualified individuals/organizations that have extensive experience in providing training for the Chemical Stockpile Emergency Protection Program (“CSEPP”). The Alabama Emergency Management Agency (“AEMA”) has been tasked with providing training for CSEPP in the 6 CSEPP counties located in Alabama (Cleburne, Clay, Talladega, St. Clair, Calhoun and Etowah) and two state agencies (Alabama State Troopers in Jacksonville, Alabama and the Marine Police at the Wind Creek office). There are 5 established CSEPP courses (the “CSSEP Courses”): Chemical Awareness (8 contact hours); 2001 Agent Characteristics and Toxicology First Aid and Special Treatment (ACT FAST) (8 contact hours); Response Phase Decontamination (4 contact hours); Personal Protective Equipment (4 contact hours); and Use of Auto-Injectors by Civilian Emergency Medical Personnel to Treat Civilians Exposed to Nerve Agents (2-3 contact hours). The successful firm will provide 6 CSEPP Counties and the two state agencies with CSEPP training in the CSEPP Courses (the “Project”).

1. **General Requirements:**

- Coordinate with AEMA all aspects of the delivery of the CSEPP Courses to the 6 CSEPP Counties and the state agencies listed above.
- Provide all instruction for all courses using qualified, experienced personnel.
- Provide evaluation forms to all participants. These evaluations will be compiled, copied and evaluation summaries will be provided to AEMA.
- Learning objectives are predetermined by the CSEPP program. Instructors will adhere to the objectives provided by the CSEPP Courses.

2. **Specific Requirements:**

- Each of the 6 CSEPP Counties will choose from the list of established CSEPP courses to provide the training they would like to provide to the first responders and emergency managers within their county.
- provide up to 24 contact hours of training to each county.
- provide the training during evening and weekend hours to meet the needs of the target audience in each county.
- provide up to 24 contact hours of training to the State Troopers in Jacksonville and the Marine Police at Wind Creek.
- coordinate with AEMA to schedule courses.
- coordinate with AEMA and county EMA offices to identify locations that will accommodate 25-30 participants per session or approximately 1200 total participants (5 sessions X 8 (6 counties + 2 state agencies) X 30 participants = 1200 participants
- work with AEMA and the county EMA offices to send notices of training to each invited agency.

- provide all student guides and materials listed on the CSEPP website to the participants.

This State of Alabama intends to enter into a two year contract with the successful bidder. The first year will be as stated above. The second year will be based on receiving sufficient federal funds designated for CSEPP training to fund the year two contract requirements. The State of Alabama will have the right to terminate the contract in the event that year two federal funds designated for CSEPP training are not received.

QUALIFICATION REQUIREMENTS

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. The following are the minimum qualifications:

- (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 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.
- (d) The Respondent has a policy and practice of equal employment opportunity and non-discrimination based on age, race, creed and/or gender.
- (e) 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 knowledge of the CSEPP and specialized experience in the field of emergency management. 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 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 for each CSEPP class.**

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. 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, Certification; 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, **September 4, 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 **September 2, 2009**, to Charles Williams at charles.williams@ema.alabama.gov or by mail to

Charles Williams
Preparedness Division Director
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 Charles Williams 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.** The contract will incorporate reference to the requirements of the RFP and the Respondent's proposal as negotiated.

State law prohibits AEMA 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 training class 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 and lodging, in this Fee Proposal.**

It is expected that a two year contract will be negotiated. However, **constraints set by the grant agreement funding the RFP will determine the length of the contract. AEMA will have the right to terminate the Agreement after one year if grant funding is not available.** 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* | | | | |
| | | | | |
| | | | | |
| | | | | |
| 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 training class to be given pursuant to the RFP.

**Section B
Certification**

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 | | |