

Request for Proposal  
Columbia County Florida  
for  
**HOMELAND SECURITY PLANNING, TRAINING &  
EXERCISE PROJECT**  
**RFP NO. 2008-N**

Closing Location:

Columbia County Board of County Commissioners  
135 NE Hernando Avenue, Suite 203  
Post Office Box 1529  
Lake City, Florida 32056  
386-758-1005

Attention: Ben Scott, Purchasing Director

Closing Date & Time:

Proposals must be received  
by 2:00 P.M. EST on November 26, 2008

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## **1. Purpose of the Request for Proposal**

Columbia County has determined that it is in the best interest of the County to solicit for services for its planning, training, exercise, and facility assessment activities related to Continuity of Operations, Emergency Operations Center (EOC), and all critical services in Columbia County. These projects are identified as the **Columbia County Homeland Security Planning, Training & Exercise** Project funded by the Florida Division of Emergency Management as described in the Federal Office of Domestic Preparedness Homeland Security Grant.

Columbia County may contract with one or more firms for the planning and training to completely satisfy all the requirements provided by the Florida Division of Emergency Management. This planning / training project is intended to eliminate or significantly reduce future risk to natural, man made, biological and chemical disaster events, through the preparation and training of essential personnel. The project requires that the individual(s) or firm (hereinafter referred to as the "Proponent") selected have extensive knowledge of the State of Florida's Comprehensive Emergency Management Plan, continuity planning, mitigation planning, and exercise and training experience.

## **2. Term of Contract**

The contract to be awarded for professional services of this proposed project shall begin upon completion of the procurement process and is to be completed by June 30, 2009. This contract will be awarded contingent upon the availability of grant funding from the Florida Division of Emergency Management. The terms of the contract will be dictated by the terms set forth in Columbia County's contractual agreement with the Florida Division of Emergency Management.

## **3. Audit Considerations**

This engagement shall be conducted in accordance with the Columbia County and the State of Florida generally accepted auditing standards.

## **4. Information about Columbia County**

Columbia County is located in north-central Florida. The county seat is the City of Lake City. The county has three local jurisdictions; the County of Columbia, the City of Lake City, and the Town of Ft. White. The population is approximately 63,538.

## **5. Request for Proposal Process**

The following provisions reflect current best practices for public sector procurement, and will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following provisions.

**Inquiries:** All inquiries related to this Request for Proposal are to be directed, in writing, to the contact person identified on the front page of this Request for Proposal. Information obtained from any other source is not official and should not be relied on. If information additional to that disclosed in the Request for Proposal is supplied, this information will be provided to all persons receiving the Request for Proposal. Inquiries must be communicated to the contact person at least five days prior to the Request for Proposal closing.

**Closing Date:** 5 complete copies of each proposal must be received by 2:00 P.M. , EST, on November 26, 2008 at:

**Columbia County Purchasing Department  
135 NE Hernando Avenue, Suite 203  
P O Box 1529  
Lake City, Florida 32056  
386-758-1005**

Proposals must **NOT** be sent by facsimile or e-mail. Each proposal must be submitted complete in the format provided in this RFP. Proposals must be in a sealed envelope and clearly marked "**COLUMBIA COUNTY HOMELAND SECURITY PLANNING & TRAINING PROJECT**" - **SPECIAL PROJECT RFP** in the lower left corner of the envelope. Proposals may be mailed or delivered to the address indicated above. Late proposals will not be accepted and will be returned unopened to the sender.

## **6. Proposal Preparation**

The following format and sequence should be followed in order to provide consistency in proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

**Proponents' Expenses:** Proponents are solely responsible for their own expenses in preparing a proposal. This Request for Proposal should not be construed as an agreement to purchase services. This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

**Evaluation of Proposals:** All proposals will be checked against the mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration. Proposals that meet all the mandatory requirements will be assessed and scored against the criteria for assessment. Only the information contained in the proposal will be used to evaluate the proposal.

**Mandatory Requirements:** The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process. All proposals must be submitted by the time indicated and to the office / address indicated. All proposals must be sealed and clearly marked as indicated.

**Scope of Work:** The selected Proponent will provide professional strategy, planning tools, & organizational services, for the development of the following results:

1. Enhancements of the Columbia County Continuity of Operations Plan (COOP).
2. Standard Operating Guidelines for the COOP: 911 Services, Emergency Management and Public Works.
3. Training for Columbia County critical services personnel using Homeland Security / FEMA approved curriculum (specific course(s) to be determined).
4. Table Top Exercise to include all critical services of Columbia County, evaluated using the Homeland Security Exercise and Evaluation Program (HSEEP) Standards.
5. Train and assist in the assessment of the Columbia EOC using the Homeland Security Comprehensive Assessment Model (HLS-CAM).

The Proponent of professional services must demonstrate a professional understanding of all requirements set forth by the Florida Division of Emergency Management (FDEM). The responding Proponent must also have recent development of; or technical services provided to a state agency or local government for COOP Planning and Mitigation Planning. The Proponent must demonstrate a professional understanding of CEMP and the HLS-CAM methodology.

**Vendor Response Content and Format:** The instructions and format for the submission of proposal information are designed to ensure the provision of data considered essential to the understanding and comprehensive evaluation of the bidder's proposal. There is no intent to limit the content of the proposals, nor in any way to inhibit a presentation in other than the vendor's favor. The vendor may include such additional information or data as may be appropriate, or offer alternate solutions but should not exclude any portion requested in this document. All proposals should contain the following information.

**Identity of Preparer(S)** - A statement-identifying the individuals who were involved in the preparation of the proposal as well as a single point of contact for clarification of information must be included. A brief description of the firm, which includes its history, organization structure and size.

**Background and Experience** - Provide a full description of the experience you have had in local exercise planning and/or COOP development. Resumes with detailed qualifications and levels of competence of individuals to be assigned to the project. This should include the total number of such individuals at each level and the estimated hours to be spent by each.

**References** - Provide the names, address and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names that can talk knowledgeably about performance.

**Narrative** - Provide a point-by-point narrative that states how they will meet the requirements of this Request for Proposal.

**Statement and Discussion** - The Offerer's analysis of the RFP requirements. This should include: A proposed scope of work with an explanation of technical approaches and a detailed outline of the proposed program for executing the objectives of the RFP. Proposal shall include a description of the number of direct hours of activity by each principal who will work on the project, broken out by major activity. Proposal shall include anticipated major difficulties and problem areas, together with potential or recommended approaches for their solution.

**Description and Rational** - Include an explanation as to why the intended approach submitted is better than any other approach which could be employed. Why the number of direct hours proposed will be sufficient to the task. Proposals shall include a statement of the extent to which the proposed approach and program can be expected to meet or exceed requirements and specifications of the scope of work. Proposal shall include a work plan for the engagement including the appropriate starting and ending dates of specific activities, and the issuance date of the AAR/IP if appropriate.

**Cost** - A statement of whether the contractor will be reimbursed on a time and material basis or on a fixed price basis.

**Time and Material** - If time and material compensation is desired, the cost proposal should indicate the estimated maximum total cost with a breakout of fees for staff time, showing

## **7. Criteria for Assessment**

Proposals meeting the mandatory requirements will be assessed against the following criteria:

The following factors will be considered critical in the evaluation of those proposals submitted in response to this announcement. Proposal selections will be based on Columbia County Procurement Policies.

Expertise and Experience, as described in this RFP will account for 75 points (15 points for each element) of a total of 100 points to be allocated:

- Does the Proponent have expertise/experience in CEMP development?
- Does the Proponent have expertise/experience in COOP development?
- Does the Proponent have expertise/experience in mitigation plan development?
- Does the Proponent have expertise/experience in the HLS-CAM methodology?
- Does the Proponent have expertise/experience in the exercise and/or training?

Each of these elements will be assessed solely on the information provided by the Proponent in the response to this RFP.

The remaining 25 points will be allocated based on client references and availability. These points will be allocated at the discretion of the review committee. The references will be measured on their relevance to the expertise/experience elements.

## **8. General Conditions of Contractual Agreement**

The selected Proponent shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.

The Review Committee shall review the qualifications that rank highest according to qualitative criteria set forth in the RFP. These criteria include staffing, performance, expertise & experience, including client references, and availability. The Columbia County Board of Commissioners shall make the final selection based on the Committee recommendation.

The Columbia County Board of County Commissioners reserves the right to waive informalities in any proposal, to accept and/or reject any or all proposals in whole or in part with just cause and to accept the proposal that in their judgment will be in the best interest of Columbia County. Any proposal received after the deadline will be deemed ineligible and returned unopened. Columbia County is an equal opportunity employer and a drug free workplace.

A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.