

## **Request for Proposal**

### **Planning and Logistics Management Services in the North Central Task Force Region**

**for**

**North Central Task Force (NCTF)**



June 2011

## REQUEST FOR PROPOSAL

The North Central Task Force invites submission of proposals for a Pennsylvania organization or independent Contractor to provide planning and logistics management services for the North Central Task Force (NCTF), as detailed in this Request for Proposal (RFP).

### 1. GENERAL:

#### A. OBJECTIVE:

The NCTF seeks proposals from qualified organizations or Independent Contractor to provide planning and logistics management services focusing on equipment. This includes development and maintenance of an efficient database for equipment inventory, distribution, redistribution and retrieval of equipment, cleanup and calibration of equipment, development and implementation of a comprehensive equipment maintenance and sustainment program, logging and tracking equipment usage, planning for purchases of equipment, providing information required to the Fiscal Agent or PEMA on ordering of equipment, and advising the Executive Board on all matters pertaining to equipment planning and logistics management.

Additionally, it is anticipated that the selected organization or independent contractor will attend NCTF committee meetings and other meetings as requested.

#### B. BACKGROUND:

The NCTF was formed in 1998 in response to the growing threat of the use of Weapons of Mass Destruction (WMD) and the regional effect of a potential incident. One of nine such Regional Task Forces in Pennsylvania, the NCTF has grown to provide "All-Hazards" planning, mitigation, response and recovery services to the citizens of the eight county region. The NCTF is comprised of Bradford, Clinton, Lycoming, Potter, Sullivan, Tioga, and Union Counties.

The Task Force is exclusively funded through grants with primary grants provided federally by the U.S. Department of Homeland Security (DHS). Other federal grants maybe assigned to the NCTF and its agents.

The Pennsylvania Emergency Management Agency is the primary administrative agency for Task Force federal grants.

C. OBLIGATION:

The Task Force is not responsible for any costs associated with the preparation, review and/or submission of responses to this Request for Proposal or associated with the interview(s) during the selection process, if scheduled.

D. COMMUNICATION:

Questions concerning this solicitation will be addressed to the Task Force Fiscal Agent, PICCC, Inc.

Cheryl Johnson  
Executive Director, PICCC, Inc.  
2595-1 Clyde Avenue  
State College, PA 16801  
814 237-8998  
[cjohnson@piccc.org](mailto:cjohnson@piccc.org)

**Any questions posed by a potential vendor must be in writing (email is acceptable) and provided prior to close of business (COB) on June 15, 2011. All questions posed will be answered in writing and posted to the PICCC website at [www.piccc.org](http://www.piccc.org)**

2. SCOPE OF PROFESSIONAL SERVICES:

A. SCOPE:

The entity selected will work with the Task Force to provide services such as, but not limited to:

- Develop and maintain an efficient and up to date database for equipment inventory
- Report on current equipment status
- Create an equipment maintenance checklist for use by entities that accept Task Force equipment
- Distribution, redistribution and retrieval of equipment
- Cleanup and calibration of equipment
- Develop and implement a comprehensive equipment maintenance program
- Develop a comprehensive sustainment plan
- Log and track equipment usage
- Maintain files for audit purposes

- Complete required DGM forms (Division of Grants Management)
- Develop an equipment needs list for budgeting purposes
- Plan for purchases of equipment
- Provide information required to the Fiscal Agent and Program Manager
- Create operational checklists to enhance efficiency in deploying equipment
- Advise the Executive Board on all matters pertaining to equipment planning and logistics management.
- Other duties assigned by the Executive Board which are necessary to have a compliant equipment planning and logistics management system.
- Visit all County Emergency Operations Centers (EOC's) at least once per month or as directed by the Executive Board
  - i. to ensure all task force equipment is available and ready for deployment
  - ii. record deficiencies and report same to the County Emergency Management Coordinator with a copy to the Executive Board and Program Manager
  - iii. review policies with each County EMC to determine best rotation strategies
  - iv. provide training on HSGP funded equipment as qualified and appropriate
  - v. ensure all licensed vehicles purchased through HSGP funding is in good running order with current license and inspection as appropriate

### 3. PROPOSAL CONTENT:

All bidders are requested to provide a Proposal of Services as described in this RFP:

Proposals will include, as a minimum, the following:

- a. Background information concerning the organization or independent contractor, its mission and activities. Additionally, all bidders are required to provide evidence of knowledge of the workings of the Pennsylvania Task Force and Emergency Management system.
- b. Evidence of the ability of the proposer to meet the specifications of this solicitation.
- c. Evidence of previous experience in providing similar services.
- d. Costs of services (see below).

#### 4. COSTS:

All bidders must provide a cost schedule for activities, the cost estimates should be listed as follows:

- a. Personnel costs (**per hour**) to perform the services specified (**hourly**).

Hourly rate should include wage, fringe, and overhead costs

#### 5. GENERAL INSTRUCTIONS:

- A. Two (2) copies of the proposal should be accompanied with an electronic copy of the written proposal in an Adobe Acrobat (\*.pdf) and WORD format saved on a CD and be sealed in an envelope or other appropriate sealed packaging and clearly marked "Proposal for NCTF Task Force Planning and Logistics Management Services", and addressed and delivered to:

Cheryl Johnson  
Executive Director, PICCC, Inc.  
2595-1 Clyde Avenue  
State College, PA 16801

- B. Proposals must be valid for a period of 90 days from the date of receipt.
- C. **The deadline for submission of proposals is June 22, 2011, prior to 5:00 p.m. prevailing time.** The proposals will be reviewed by the NCTF Executive Board. A selected contractor is anticipated to be identified by the Mid July. A contract will be awarded after final recommendation by the NCTF Executive Board.
- D. NCTF reserves the right to reject any or all proposals, or parts of proposals, or to waive any informality or irregularity as deemed in the best interest of the Task Force.

## 6. SELECTION PROCESS:

- A. Organizations interested in this project must submit proposals as specified in this RFP. Proposals received by the deadline will be reviewed by the NCTF Executive Board. The Board reserves the right to request an interview(s) prior to the selection of an organization, and interview(s) with one or more proposers maybe scheduled.
- B. Based on the recommendations of the committee, the Task Force will select the organization or Independent Contractor it deems most qualified to address the needs and conditions of this project.
- C. Proposers will be evaluated in accordance with the following Evaluation Factors
  - 1. Cost of services (hourly/per unit costs).
  - 2. Evidence of the firm's ability to perform the work specified in this RFP. This will be evaluated by reviewing the profiles of the organization or independent contractor and its capabilities, as well as a review of capabilities in the areas of planning and logistics management.
  - 3. The familiarity of the firm with the Pennsylvania Task Force system, as well as local, state and federal grant guidelines and regulations specific to emergency and disaster preparedness services.
  - 4. The experience of the organization on similar grant projects and the performance of the organization on those projects; this will be evaluated through the documentation provided in the proposal and reference checks.
  - 5. The capability of the organization to provide professional services in a timely manner; this will be evaluated through the organizational references provided.

(Note: The Executive Board of the NCTF may request a presentation of qualifications from selected bidders).
- D. The award will be made to the responsible organization whose proposal, in the opinion of the Task Force, is most advantageous to the Task Force. The Task Force reserves the right to award a contract to a firm with a higher fee, if the firm ranks higher based on the evaluation criteria described above.