

Invitation for Proposal

Date: 11/14/2018

NOTICE IS HEREBY GIVEN THAT SEALED PROPOSALS ARE SOUGHT AND REQUESTED FOR THE FOLLOWING:

RFP NAME: Tioga County Emergency Operations Center Plan -update

Tioga County, NY request that proposals be submitted for the purpose of assisting the Tioga County Office of Emergency Services to fulfill its obligation to Tioga County. The COUNTY requires these services to update the Tioga County Emergency Operations Center Plan.

BID NUMBER: TC OES 2018-11-03

BID SUBMISSION TO: Tioga County Director of Emergency Services and Fire Coordinator Michael Simmons, Tioga County Public Safety Building, 103 Corporate Drive, Owego, New York 13827 by mail, overnight service or in person no later than 4 PM on Tuesday, December 18th, 2018. Proposals not received by that time will not be considered.

PLACE OF OPENING: 103 Corporate Drive, Owego, NY 13827

DATE OF OPENING: December 18th, 2018

TIME OF OPENING: 4 PM

CONTACT PERSON: Tioga County Director of Emergency Services and Fire Coordinator Michael Simmons, Tioga County Public Safety Building, 103 Corporate Drive, Owego, New York 13827 (607) 687-2023 or e-mail simmonsm@co.tioga.ny.us

VENDORS MUST SUBMIT BID IN SEALED ENVELOPE.

PLEASE PRINT (ON FACE OF ENVELOPE):

- 1. NAME AND ADDRESS OF BIDDER**
- 2. BID NAME AND NUMBER**

It is the bidder's responsibility to read the Bid Specifications and GENERAL CONDITIONS which outline bidding rules of the Tioga County Purchasing Department.

Upon submission of bid, it is understood that the bidder has read, fully understands and will comply with said RFP, GENERAL CONDITIONS and specification requirements.

By: Tioga County Director of Emergency Services and Fire Coordinator Michael Simmons

RFP for Professional Services to the Tioga County Office of Emergency Services

I. INVITATION

Written proposals subject to the conditions herein stated and attached hereto, will be received at this office until December 18th , 2018 at 4:00PM for providing the services as described below for Tioga County, New York (hereinafter “COUNTY”) and its partner counties.

II. DESCRIPTION

COUNTY is hereby requesting written proposals to provide professional services:

Tioga County, NY request that proposals be submitted for the purpose of assisting the Tioga County Office of Emergency Services to fulfill its obligations to Tioga County. The COUNTY requires these services to update the Tioga County Emergency Operation Center Plan.

COUNTY will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence on the Proposer’s experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by COUNTY may be included elsewhere in the solicitation.

County through its Attorney will negotiate the appropriate general conditions and insurance requirements for the successful proposer based on the proposal deliverables following the award of the project contract.

It is anticipated that other counties in New York State may wish to use this RFP as a basis to contract with the successful proposer.

The budget for this RFP is \$1500.

III. EVALUATION PROCEDURE AND FACTORS CONSIDERED

Qualifications of Proposers: The Proposer may be required before the award of any contract to show to the complete satisfaction of COUNTY that it has the necessary facilities, ability, and financial resources to provide the service specified herein in a satisfactory manner. The Proposer may also be required to give a past history and references in order to satisfy COUNTY in regard to Proposer's qualifications. COUNTY may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the proposer shall furnish COUNTY all information for this purpose that may be requested. COUNTY reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy COUNTY that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the Proposer's qualifications shall include:

- A. The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the service required;
- B. The ability of the Proposer to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer; and
- D. The quality of performance of previous contracts or services.

A selection committee made up by qualified COUNTY staff shall review and evaluate all replies. It is therefore important that respondents emphasize specific information pertinent to the work. Vendors should have experience with or knowledge of the New York State (or equivalent) County Emergency Operations Center Plan. Ideally, the vendor would have familiarity with the geography of Tioga County and New York States' Southern Tier.

Vendor should have experience or knowledge of Emergency Operations Center Plans.

IV. CRITERIA FOR AWARD

STEP 1: Proposals will be reviewed to assure compliance with the minimum specifications.

STEP 2: Proposals that satisfactorily complete STEP 1 will be reviewed/analyzed to determine if the proposal adequately meets the needs of the COUNTY. Factors to be considered are as follows:

- A. Qualifications
- B. Past Experience
- C. Staff
- D. References
- E. Price/Rates

V. PREPARATION INFORMATION

- A. All proposals submitted in response to this request shall be in writing.
- B. Inquiries regarding this request for Proposal must be mailed to: Tioga County Director of Emergency Services and Fire Coordinator Michael Simmons, Tioga County Public Safety Building, 103 Corporate Drive, Owego, New York 13827 (607) 687-2023 or e-mail simmonsm@co.tioga.ny.us no later than Monday, December 10th, 2018 at 10 AM. Responses will be given at the **optional** general meeting of potential proposers by Monday, December 10th, 2018 at 10 AM.
- C. There will be an **optional** general meeting for potential proposers at the Tioga County Bureau of Fire, Tioga County Public Safety Building, 103 Corporate Drive, Owego, New York 13827 on Monday, December 10th, 2018 at 10 AM.
- D. Proposals and attachments must be submitted to: Tioga County Director of Emergency Services and Fire Coordinator Michael Simmons, Tioga County Public Safety Building, 103 Corporate Drive,

Owego, New York 13827 by 4 PM on Tuesday, December 18th, 2018.

VI. MINIMUM SPECIFICATIONS

A. General Statement

Tioga County, NY (COUNTY) request proposals for the purpose of selecting a consultant to assist the Tioga County Office of Emergency Services to fulfill its obligations to Tioga County. The COUNTY requires these services to update the Tioga County Emergency Operations Center Plan.

B. Detailed minimum specifications

1. Have a frequent presence on-site in Tioga County to interface and communicate with Tioga County Office of Emergency Services and other Tioga County governmental departments and stakeholders.
2. Work with Tioga County Department representatives to gather appropriate information on their operations and processes for use in the plan update.
3. **Deliverables include a printed copy and electronic copy of the updated Tioga County Continuity of Operations Plan. Further, provide electronic and printed versions of checklist, job aids sheets and any other appropriate documents.**

VII. RFP FORMAT

The proposal shall be submitted using the following format and include detail to support each criteria listed. Brevity is encouraged. Each section response is limited to two (2) pages.

A. Cover Letter: Include an overview of your company, age and size of business, location of principle place of business, and company philosophy in providing services.

- B. Qualifications:** Identify company qualifications to perform in support of the update of the Tioga County Office of Emergency Services – Continuity of Operations Plan.
- C. Past Experience:** Provide a list of similar projects with descriptions of services provided within the last 10 years.
- D. Planning Staff:** Identify your staff by position and include a brief bio (you may attach full resumes in an Attachment A to your proposal).
- E. References:** Provide two (2) references for similar projects within the past five (5) years.
- F. Price:** Offer an hourly rate for each person to be utilized in fulfilling this contract. The rate should be fully loaded to include all labor, overhead, fringe, profit, travel and expenses and taxes where applicable. Other potential contract related expenses will be negotiated after the award and prior to contract signing.
- G. Other:** No other attachments are allowed, except for resumes. Contractor will be required to supply proof of general liability insurance, workman's compensation and other submissions as required by the Tioga County General Contract and Insurance Specification attached hereto as Attachment A.

VIII. COST PROPOSAL

Specify positions, titles and hourly rates (fully loaded) of the staff to be utilized to fulfill the contract.

Quantities of staff required to perform work under this contract will be negotiated post-award and will be based on:

1. The number of documents prepared.
2. Other factors that determine the scope of work.

Other expenses will be negotiated post-award based on similar criteria.

IX. ACCEPTANCE AND IRREGULARITIES

Tioga County reserves the right to reject any and all proposals, and waive any irregularities in the proposals.

X. DISPOSITION OF PROPOSALS/EXPENSES INCURRED

All submitted statements become property of Tioga County. The County accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of an offer.

XI. EFFECT

The release of the Request for Qualifications does not constitute an acceptance of any offer, nor does such release in any way obligate the County to execute a contract with any other party. The County reserves the right to accept, reject or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The County may cancel this solicitation at any time.

XII. TERMINATION FOR CONVENIENCE

Any contract entered into shall contain a clause permitting Tioga County to terminate the contract at its convenience and for any reason, upon 30 days written notice to the contractor for no cause, and upon 5 day written notice for cause. Contractor shall be paid for satisfactory performance of services to date of termination.

XIII. DEPARTMENT

By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of New York or the Federal Government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of New York or the Federal Government.

XIV. STANDARD TERMS AND CONDITIONS

Any contract entered into shall contain the following standard clauses and conditions.

- A. Applicable Law:** This contract shall be governed by the laws of the State of New York. The venue of any dispute resolution shall be Tioga County.
- B. DISPUTE RESOLUTION:** All disputes shall be resolved in the court of appropriate jurisdiction in the State of New York.