

Request for Qualifications
For development of a Limited English Proficiency
Plan for

Homeland Security Region 3
Coordinated by Thurston County Emergency
Management

Issued: September 12, 2017

Due: **Received in Hand No Later Than 5:00 p.m. on November 1, 2017**

Homeland Security Region 3
Thurston County Emergency Management

9521 Tilley Rd S.W.
Olympia, WA 98512

FOR INFORMATION CONTACT:

Jesi Chapin, Program Coordinator
HOMELAND SECURITY REGION 3
(360) 867-2826

REQUEST FOR QUALIFICATIONS

INTRODUCTION

Homeland Security Region 3 seeks the services of a qualified consultant firm to provide limited English proficiency planning development assistance to the Homeland Security Region 3 (HSR3) five-county area of Thurston, Mason, Grays Harbor, Pacific and Lewis counties.

Homeland Security Region 3 includes cities, counties and tribes within the five-county area. Regional activities are managed by the lead agency, Thurston County Emergency Management, and the Regional Coordinator, employed by Thurston County Emergency Management.

This project will be funded in accordance with Washington State Military Department Contract Number E17-064 for Federal Fiscal Year 2016 State Homeland Security Program funds, Catalog of Federal Domestic Assistance (CFDA) Number 97.067 HSGP. The assistance shall continue until September 30, 2018, or until grant funding is exhausted, whichever shall occur first.

The contracted service provider will perform the following:

- Review Washington SSB 5046 and updates to RCW 38.52.010 and identify emergency management requirements.
- Identify limited English proficiency (LEP) populations and resources within Region 3.
- Research existing compliant LEP plans in other Washington counties to identify documents that could assist Region 3 counties with developing their plans.
- Develop a LEP plan template, fully compliant with Washington SSB 5046, and a county completion process as a guide for Region 3 counties, The plan template must be in accordance with the state comprehensive emergency management plan.

Monitoring the Consultant's progress and acting as the intermediary between Homeland Security Region 3 counties and the Consultant is the responsibility of the Program Coordinator, with support from the lead agency.

All tasks required to be conducted are presented in "Section 1." These include both Consultant tasks and tasks to be performed by the regional staff. Specification of tasks to be completed by each party is discussed in subsections 1.1 and 1.2.

The County will accept proposals for this work on a project phased completion basis, with a not-to-exceed amount. Include the completed signature page (Attachment A) with your qualifications. Any proposal failing to meet the stated requirements will be determined non-responsive and will not be considered.

The awarded bidder shall be required to enter into a Professional Services Contract with the County. The following documents will also be required at the time the agreement is signed:

1. A Certificate of Insurance (General liability coverage of not less than \$1,000,000 per occurrence is required)
2. Thurston County Vendor Form
3. Debarment, Suspension, Ineligibility or Voluntary Exclusion Certification Form

In responding to this Request for Qualifications (RFQ), the Consultant is required to provide the following:

1. The firm's qualifications, capabilities and availability
2. The personnel who will be responsible for the work, their qualifications and experience, current assignments and location
3. A description of the work program and a schedule for major project elements
4. A cost proposal
5. A list of similar projects the firm has completed
6. References regarding the firm's past performance
7. A formal statement of nondiscrimination in employment
8. A completed signature affidavit form (Attachment A)

Send your proposal to:

Homeland Security Region 3 – L.E.P. Proposal
Attention: Jesi Chapin, Program Coordinator
9521 Tilley Rd S.W.
Olympia WA 98512

Proposals are due in hand no later than 5:00 p.m. on November 1, 2017. Postmark date is not acceptable in calculating arrival within the deadline. No oral, telephonic, facsimile, e-mail or telegraphic proposals or modifications will be considered or accepted. Such documents will be returned unopened.

The selection process will focus on the qualifications and experience of the personnel involved and the thoroughness of the methodology proposed. The County anticipates entering into a contract with the responder who submits the proposal judged by the County to be most advantageous to the Region's interest in compliance with the evaluation criteria in subsection 3.2. It is currently anticipated that that contractual services will begin immediately following the award of this agreement by the County and run no later than September 15, 2018.

This document, including links to documents and forms referenced, can be found electronically at www.co.thurston.wa.us/em/rfp.

Thank you for your interest in this project.

SECTION 1

General Information

1.1 Scope of Work

The scope of work to be performed by the Consultant shall include all administrative, research, planning, writing, printing and publishing services related to the project including, but not limited to the following:

a. Provide Project Management Plan

1. The purpose of the Project Management Plan (PMP) is to provide a framework for execution of the work proposed by the contractor.
2. The PMP should address the purpose and scope of the project, goals and objectives, deliverables, timeline for completion, key dates, and designation of project tasks amongst the team. It is a living document to be continually edited to accommodate the needs of the project, team, and project lead.
3. At the conclusion of the project, the consultant shall provide a fully compliant regional plan and proposed process to guide the counties through development of individual annexes to the plan, and identified regional LEP resource lists by county.

b. Project Coordination

Scheduling for the above-mentioned work is to be determined in cooperation with the Program Coordinator and the Consultant upon acceptance of proposal.

The Consultant will coordinate directly and frequently with the Program Coordinator during all phases of the project.

1.2 Project Work Performed by County

The County, through coordination by the Homeland Security Region 3 staff, will perform the following functions:

- a. Provide the Consultant with previously gathered resource documents regarding LEP planning.
- b. Perform administrative and logistical tasks such as securing facilities and equipment for meetings, preparing and sending invitations.
- c. Arrange for food and refreshments at workshop and meeting sites as requested.

- d. Arrange for audio/visual requirements at workshop/meeting sites as necessary.
- e. The Homeland Security Region 3 staff will be available to the Consultant for advice and coordination throughout the duration of the project. Roles may be further defined during contract negotiations.

1.3 Acceptability

All work must meet the following requirements:

- a. The contractor shall use either the waterfall or agile methodology when developing the PMP.
- b. The final plans must meet all criteria as set forth in the State of Washington's SSB 5046.

1.4 Proprietary Information

All documents, including electronic files, shall remain the property of Homeland Security Region 3 and will be eligible for unrestricted use by the Region, to include jurisdictional and agency members of the region.

1.5 Documents Furnished by Consultant

All documents completed by the Consultant will be provided in both printed form for the population required and easily editable digital format. Documents include, but are not limited to, those identified in subsection 1.1.

1.6 Contract Payment Schedule

Payment will be due upon progress in the following three (3) phases of the project:

- \$5,000 – Review of WA SSB 5046, list of essential criteria, delivery of resources by county
- \$5,000 – Development of plan outline, Delivery of Recommended Process
- \$20,000 – Delivery of Final five-county (regional) LEP Plan

Payment for any contract entered into will be made upon receipt and review of the Consultant's billing statements, which shall be presented at least quarterly. The billing statement must include a summary of progress made through the billing period. Final billing must be received and dated no later than September 15, 2018.

1.7 Progress Schedule and Reports

The Consultant will provide oral progress reports when requested. Oral reports will identify any problems which may hinder the project. Written progress reports shall accompany all billings submitted to the County.

SECTION 2

Proposal Instructions

2.1 General

The Consultant must submit a definite and specific proposal for achieving the objectives as outlined in section 1.1(a). The proposal should include a suggested timeline for the achievement of the objectives by the end date listed in section 3.5.

The Consultant must have available a project manager with demonstrated skills in managing a project of the type described. Subcontractors proposed to be used by the Consultant shall be listed in the proposal and shall be subject to approval by the County. All proposals submitted will become a public record.

All parts of the proposal shall be in a sealed envelope plainly marked with the name and address of the Consultant and the following:

Homeland Security Region 3
LEP Plan Development
Attention: Jesi Chapin, Program Coordinator
9521 Tilley Rd SW
Olympia Washington 98512

2.2 Project Coordinator

The project coordinator will be Jesi Chapin, Program Coordinator.

2.3 Closing Date and Submission Information

Two copies of the proposal, including one signed original, must be received **no later than 5:00 p.m. on November 1, 2017**. Fax or e-mail copies will not be accepted.

Send the proposal to:

Homeland Security Region 3
LEP Plan Development
Attention: Jesi Chapin, Program Coordinator
9521 Tilley Rd SW
Olympia Washington 98512

The proposal will require approximately 7 to 10 days for evaluation. The County may request the Consultant to make an oral presentation to the selection committee in support of the proposal.

2.4 Budget

Proposals shall include a preliminary budget narrative that details pertinent costs, including workshop and meeting facilitation, LEP design and development and delivery. The budget must not exceed **\$30,000**.

2.5 Inquiries

Any questions that arise during preparation of the proposal shall be directed to the Program Coordinator who can be reached at the above address, and as follows:

Telephone: (360) 867-2826
Fax: (360) 867-2811
Email: chapinj@co.thurston.wa.us

These questions and responses will be posted at
www.co.thurston.wa.us/em/misc/rfq.htm.

2.6 Right of Award or Rejection

Proposals shall specifically stipulate all terms and conditions contained in the RFQ. The County reserves the right to reject any or all proposals. This Request for Qualifications may be canceled at the discretion of Thurston County.

2.7 Costs

The County is not liable for any costs incurred by the Consultant in the preparation or presentation of the proposal.

2.8 Protest of Contract Award

Protests concerning the consultant selection process must be delivered within fourteen (14) days of the award announcement in writing to:

Thurston County Emergency Management
 Attention: RFQ Selection Process
 9521 Tilley Rd SW
 Olympia Washington 98512

The Thurston County Emergency Management Manager will review the protest, contact all parties involved, and recommend action to the Thurston County Board of Commissioners if appropriate. The Commissioners decision will be the final County position. The final decision will be presented to all interested parties within 30 calendar days of receipt of protest.

SECTION 3

Proposal Evaluation

3.1 General

The County will award the contract to the most qualified Consultant whose proposal is deemed to be in the best interests of Region 3.

3.2 Proposal Evaluation

Each proposal will be judged on the basis of the Consultant's capabilities and understanding of the requested services. Evaluation and weighting factors, and the recommended order of the proposal, shall be as follows:

<u>Evaluation Factor</u> (see explanations below)	<u>Weighting Factor</u>
a. Introductory letter	2
b. Specialized experience	5
c. Professional references	3
d. Qualifications of assigned staff	5
e. Capacity to accomplish work on time and within proposed budget	4
f. Ability to coordinate with regional staff and clarity of roles of the consultant	3

- g. Affirmative Action program 1

Weights: 5=very critical; 4=critical; 3=important; 2=some impact; 1=minimal impact

Explanation of Evaluation Factors

- a. Introductory letter: A statement in the introductory letter shall specifically stipulate that the Consultant accepts all terms and conditions contained in the proposal.
- b. Specialized experience: Similar projects that have been done within the past three years. Describe your knowledge and experience working with government jurisdictions to provide emergency management planning services, including the development and adoption of said plans.
- c. Professional references from recently completed work (last 3 years): List contact person, agency/company, phone number, address, brief project description, and project start and end dates.
- d. Qualifications of assigned staff: This criterion relates to the project principal, key staff and subcontractors. The basic question is how well the team's qualifications, experience and time allocation relate to this specific project. The response will address the following elements, as applicable.
 - 1. Extent of principal involvement.
 - 2. Key member experience on similar or related projects.
 - 3. The team's expertise in relation to all phases of the project.
 - 4. Number of people to be assigned to the project.
 - 5. A stipulation that key personnel will not be added or removed from the contract without prior approval by Thurston County.
- e. Capacity to accomplish work on time and within proposed budget: The response should address the following elements.
 - 1. Availability of resources to perform the work for the duration of the project.
 - 2. Other current projects.
 - 3. Internal procedures and policies regarding work quality and cost control.
- f. Ability to coordinate with regional staff and clarity of roles of the consultant, regional staff and Homeland Security Committee members. The response should contain a statement addressing the following:
 - 1. The role that regional staff is expected to play in the project.

2. The ability of the Consultant to work with regional staff and the Homeland Security Committee members.
- g. Affirmative Action Program: Thurston County values diversity in its work force and the work force of those who contract with it. Thurston County recognizes and appreciates that individuals are different and that diversity is an advantage. The County therefore encourages, supports and nurtures diversity, and encourages any firm contracting with it to do the same. The response must include a formal statement of nondiscrimination in employment. For firms of 50 people or more, a description of the firm's affirmative action plan is required.

3.3 Selection

A selection committee will evaluate the proposals received. Each of the criteria listed in subsection 3.2 will be evaluated for the purpose of proposal ranking. The committee may request the Consultant make an oral presentation in support of the proposal. The committee will make a selection recommendation to the Program Coordinator who in turn will make a recommendation for selection to the Thurston County Emergency Management Manager.

3.4 Pre-Contract Clarification

The apparent selected Consultant will be required to review its proposal and negotiate a contract with the County. The County reserves the right to require any clarification or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to a contract execution and will become part of the final Consulting contract.

3.5 Schedule (all dates are approximate except proposal due date)

Proposal due	November 1, 2017
Proposal review	November 8, 2017
Consultant preliminary selection	November 15, 2017
Contract negotiation	November 17-20, 2017
Contract awarded	November 24, 2017
Notice to proceed	ASAP
Schedule objectives	ASAP
Project completion	August 31, 2018
Final billing no later than	September 15, 2018

3.6 Contract Requirements

The Consultant will be required to enter into a standard professional services contract with Thurston County as the basis of the agreement between the Consultant and Thurston County. The original agreement will be for all elements in the scope of work identified in subsection 1.1.

The contract shall contain an agreement for both parties to develop and maintain effective communication and a thorough project understanding so that emergent issues can be accommodated with minimal impact to project quality, schedule, and budget.

The contract shall contain an agreement for both parties that extends the work timeline in case of activation of any or all of the region's Emergency Operation/Coordination Centers.

Attachment A

SIGNATURE AFFIDAVIT

In signing this proposal, I certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned submitting this proposal hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Qualifications. The undersigned certifies they are authorized to submit this proposal on behalf of the consulting firm.

Firm's Legal Name: _____

Federal Tax ID #: _____

Proposer's Name: _____

Proposer's Title: _____

Physical Address: _____
Street City State Zip

Mailing Address: _____
Street or PO Box City State Zip

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Signature: _____
Signature of Authorized Representative Required for Proposal to be Valid

Date Signed: _____

This completed signature form must accompany proposal.