**COUNTY OF IMPERIAL**

**REQUEST FOR PROPOSAL 1018-24**

**EMERGENCY OPERATIONS PLANS AND ANNEXES**



**Coordinating Agencies**

**IMPERIAL COUNTY OFFICE OF EMERGENCY SERVICES AND**

**IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT**

**Released February 8, 2024**

**DUE DATE AND SUBMISSION REQUIREMENTS:**

**One (1) original, One (1) electronic copy (ex. Flash drive), and**

**Six (6) complete copies must be delivered by**

**March 25, 2024, 4:00 pm Pacific Standard Time**

**Point of Contact:**

Rhoda Hoffman

Purchasing Agent

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El Centro, CA 92243

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**Request for Proposals**

County of Imperial Emergency Operations Plans and Annexes

# Purpose

The County of Imperial is soliciting proposals from qualified and interested consultants, hereon after referred to as Applicants, to: update the County’s Emergency Operations Plan; update the Medical Health, Crisis and Risk Communication, Pandemic Influenza, Coroner Office Mass Fatality, Infectious Disease Response, Radiological and Chemical Surge and Healthcare Coalition Preparedness and Response plans and/or annexes; update existing Department Continuity of Operations Plans (COOPs) and develop missing County Department COOPs; and develop the Pediatric Surge, Burn Surge, Access and Functional Needs, Donation Management, Earthquake, Mass Care and Shelter, Mass Evacuation and Transportation, Public Information, Reunification, Active Shooter, Air Quality Management, Patient Movement, All-Hazard Preparedness and Response, Medical Countermeasures Distribution and Dispensing, Demobilization and Volunteer Management plans and/or annexes.

Approximately $380,000.00 is available for funding. A total of one (1) award will be granted. It is anticipated that the project term will be from May 1, 2024, through April 30, 2025, contingent upon available funding and performance.

The Imperial County Office of Emergency Services (ICOES) and Imperial County Public Health Department (ICPHD) will serve as the oversight agencies for the contract. The successful Applicant shall report directly to the ICOES Fire Chief and/or designee, as well as the ICPHD Director and/or designee throughout the process. The Applicant shall also coordinate, as appropriate, with the consulting firm(s) working with Imperial County on its COVID-19 After Action Report and Implementation Plan and other relevant work.

**Background**

The County of Imperial encompasses approximately 4,600 square miles in the southeast corner of California. The County is bordered by San Diego County on the west, Riverside County on the north, as well as the State of Arizona on the east, and Mexico on the south. It is comprised of 7 incorporated cities and several unincorporated communities. According to the United States Census Bureau, Imperial County had an estimated population of close to 179,000 in 2022; however, this fluctuates daily by tens of thousands with the frequent cross border traffic at the three (3) international ports of entry in the County. Over 86% are Hispanic or Latino, 30% are foreign born persons, close to 75% of persons aged 5 years and older speak a language other than English at home, and over 9% of people aged 65 years and under have a disability.

County of Imperial employees are organized into the following thirty four (34) departments/agencies: Agricultural Commissioner, Air Pollution Control District, Airport, Assessor, Auditor Controller, Behavioral Health Services, Board of Supervisors, Child Support Services, Clerk of the Board, Cooperative Extension, County Clerk and Recorder, County Counsel, District Attorney, Elections, Executive Office, Fleet Services, Fire and Office of Emergency Services, Human Resources, Information and Technical Services, Library, Planning and Development, Probation, Public Administrator/Area Agency on Aging, Public Defender, Public Health, Public Works, Public Authority, Purchasing, Retirement, Sheriff’s Office, Social Services, Treasure-Tax Collector, Veterans Service Office, and Workforce and Economic Development.

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| **Anticipated Schedule** | **Projected Date** |
| Release of RFP Guidelines | February 08, 2024 |
| Deadline for Written Questions from Applicants | March 04, 2024 |
| Answers to Questions | March 11, 2024 |
| Proposal Submission Deadline | March 25, 2024 |
| Evaluation and Scoring of Proposals | March 26-29, 2024 |
| Notice of Intent to Make an Award | April 01, 2024 |
| Award Announcement | April 30, 2024 |
| Commencement of Agreement | May 01, 2024 |

# Funding Award and Contract Term

The maximum amount available for the RFP award is $380,000.00. Proposals priced higher than that amount will not be considered. The project term can be up to twelve (12) months with a projected commencement date of May 01, 2024.

**Use of Funds**

Funds may be used for project staff salaries and benefits, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct and indirect project expenses. Funds may not be used to subsidize individuals for the costs of healthcare, to support clinical trials, to construct or renovate facilities, or as a substitute for funds currently being used to support similar activities.

**Scope of Work**

The County is requesting written proposals from qualified Applicants to update and/or develop the following County plans/annexes:

* Emergency Operations Plan (EOP) – *update*
* Medical Health - *update*
* Crisis and Risk Communication - *update*
* Pandemic Influenza - *update*
* Coroner Office Mass Fatality - *update*
* Infectious Disease Response - *update*
* Radiological and Chemical Surge - *update*
* Healthcare Coalition Preparedness and Response - *update*
* Continuity of Operations – *update and develop*
* Pediatric Surge - *develop*
* Burn Surge - *develop*
* Access and Functional Needs - *develop*
* Donation Management - *develop*
* Earthquake – *develop*
* Mass Care and Shelter - *develop*
* Mass Evacuation and Transportation - *develop*
* Public Information - *develop*
* Reunification - *develop*
* Active Shooter – *develop*
* Air Quality Management – *develop*
* Patient Movement - *develop*
* All-Hazard Preparedness and Response - *develop*
* Medical Countermeasures Distribution and Dispensing - *develop*
* Demobilization - *develop*
* Volunteer Management - *develop*

All plans/annexes must align with the most current State of California and federal guidelines, ensuring compliance with all respective requirements. The selected Applicant must utilize an integrated framework that is consistent with the latest California Emergency Plan, while reflecting the hazards and existing resources within the Operational Area. Additionally, all plans must, at a minimum, adhere to the specified requirements outlined in the Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Programs (HPP), and as appropriate, the applicable national Public Health Accreditation Board standards and measures.

All portions of the plans will address the needs of all within the jurisdiction of this plan, including persons with disabilities and functional needs. Plans for specific functions must include appropriate tasks, checklists, references, and other resources for County staff to fulfill their duties under the plans to ensure the most effective execution of the plans by persons who may not have emergency management as their primary daily role. Nevertheless, the plan(s) must contain the following: demographics of the communities within the area covered by the plans; geography and area covered by the plans; hazard and risk assessment; emergency management organization, consistent with Standardized Emergency Management System, National Incident Management System, and the National Response Framework, but reflecting local resources; roles of local governments, their departments and staff; role of private sector, including non-profit organizations, local businesses, the public and other constituencies consistent with state and federal policies; all-hazard emergency response; and annexes, resources and checklists necessary to implement the components of the plans.

In general, this project will require the following:

* Conducting and leading meetings, clarifying any outstanding issues, and responding to any comments from the County, ICOES, and ICPHD.
* Meeting with appropriate County departments, agencies, organizations, and the public to gather the necessary information to successfully research, write and complete the plans, and to incorporate their roles throughout the plans, as appropriate.
* Meeting with ICOES, ICPHD and other County staff and stakeholders, as necessary, to evaluate the existing plans, checklists, and other documents and identify any areas for improvement.
* Conducting independent research to update information contained throughout the existing County plans or for developing new ones.
* Creating a new appendix that outlines a comprehensive list of community resources.
* Expanding the infrastructure and facilities sections to include additional information about critical utility infrastructure and potential vulnerabilities.
* Creating a section on whole community considerations, including, but not limited to, the needs of people with access and functional needs, those experiencing homelessness, day workers, and domestic help.
* Preparing and providing draft versions of the EOP and all other plans to ICOES and ICPHD for review.
* Preparing and providing a final EOP to ICOES and ICPHD for approval.
* Providing a final copy of all documents in Microsoft Word and at least 3 hard copies of all plans/annexes.
* Preparing and submitting bi-monthly progress reports that summarize the anticipated and completed tasks and updating the project schedule as required.

**Expected deliverables include, but are not limited to the following:**

* Meeting agendas and minutes.
* Progress reports.
* Review and adequately respond to comments and questions.
* Project schedule for each component of the project.
* Deliver each component of the project (e.g., reports/plans) on time.
* Deliver an approved EOP and plans/annexes to the County of Imperial, ICOES and ICPHD.

# Proposal Format and Submission Requirements

All proposals must be typed in English and are limited to 8 pages for the narrative section. This page limit does not include the checklist, cover sheet, table of contents, cost proposal, exhibits, or attachments. Use 12-point font, single spacing, 1-inch margins, include a page number at the bottom of the page, and double-side the paper. Elaborate artwork and expensive paper and binding are neither necessary nor desired. Please use either a staple or binder clip to secure each of the proposals. If you choose to recreate any of the exhibits on a word processor, please ensure that you recreate the original format exactly and that no information is omitted. Include letters of support and other supporting documentation in the appendix. Use the headings listed below and in that order.

* Proposal Checklist (Exhibit A)
* Proposal Cover Sheet (Exhibit B)
* Table of Contents
* Project Narrative
  + Section 1: Applicant Profile and Qualifications
  + Section 2: Personnel
  + Section 3: Understanding of the Scope of Work
* Budget Proposal – not part of the 8-page narrative
  + Section 4: Budget Narrative and Template (Exhibit C)
* Appendix

The proposal must be submitted in the name of the Applicant that will contract with the County of Imperial to complete the project. The proposal must be signed by the Applicant’s authorized agent. The proposal must include on the outside of the package the Request for Proposal name as number such as; **RFP 1018-24 Emergency Operations Plans and Annexes.**

All proposals and supporting documents are due to the Imperial County Purchasing Department by **4:00 p.m. PT on March 25, 2024**. Please submit 1 original, 1 electronic copy (ex. flash drive) plus 6 complete copies either by mail or hand delivery to:

**Imperial County Purchasing Department**

**RF 1018-24 Emergency Operations Plans and Annexes**

**1125 Main Street**

**El Centro, CA 92243**

All proposals received will be stamped with date and time received. Proposals submitted to any other location will not be accepted. Postmarks will not be accepted as meeting the deadline requirement. It is the sole responsibility of the applicant to ensure that the proposal is complete at the time of submission. Any proposal not meeting these RFP requirements will be recorded as non-compliant.

# Proposal Narrative

The applicant must prepare a proposal which includes the items specified in the general requirements section above, as well as the sections below and in the order that they are presented. The applicant must demonstrate a thorough understanding of and knowledge to meet the requirements and show how it will comply with all applicable specifications included in the RFP.

Applicants that are currently providing services in Imperial County or have provided services in the County in the past should not assume that evaluators will know the Applicant’s qualifications and experience. All proposal narratives should be concisely and clearly written and provide sufficient information about the breadth and depth of the experience and qualifications of the Applicant to determine the Applicant’s capacity to successfully execute the proposal. Everything that is important to know about the Applicant should be included in the narrative.

**Section 1: Applicant Profile and Qualifications (25 points)**

Briefly describe your entity and how long it has been established. Give examples and evidence of prior successes and current projects which show that the Applicant can accomplish the goals of the project.Describe the Applicant’s experience updating and/or developing EOPs and other emergency-related plans and working with public and private entities and the public. Include the entity’s experience working with rural, socioeconomically disadvantaged communities. Disclose any conflict or potential conflict that the entity may have if submitting a proposal, as well as a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Applicant or a verification of no responsive incidents. Failure to comply with the terms of this provision may disqualify any proposal. If there are no conflicts or disclosures to report, indicate that in the narrative that there are no reportable disclosures.

**Section 2: Personnel (25 points)**

Identify all staff who will work on this project and any experience they have had with similar projects. Name the person who will be primarily responsible for achieving the goals of the proposed project and discuss the person's experience in managing similar projects. Emphasize the specific qualifications and experience from projects similar to this project for key members. Key members are expected to be committed for the duration of the project. In the appendix, include all staff job descriptions, a copy of the organizational chart, and, as applicable, copies of employee or business permits or licenses needed for the applicant to perform the proposed services.

**Section 3:  Understanding of the Scope of Work (40 points)**

Provide a narrative reflecting the Applicant’s understanding of the Scope of Work and detailed proposal to implement the project. Additionally, provide a schedule identifying all tasks and subtasks to be performed. The schedule should show the expected sequence of tasks and include the duration for the performance of each task. Indicate the total time required to complete the overall project. Weekend or after hours may be required at no additional cost. The Applicant will need to coordinate the timing of work with County departments to accommodate meetings, and events.

**Section 4: Budget Proposal (10 points. Not part of the 8-page narrative limit)**

Complete the required budget template (Exhibit C) showing the amount and purpose of requested funds for each task of the project. Provide a detailed justification of all items for the budget and explain how the line item serves the goals of the project. Proposals will be evaluated, in part, on how well the proposal maximizes expenditures. The budget description and forms are not part of the 8-page narrative limit.

# Funding Decision

The funding decision will be made by an Evaluation Committee appointed by the County of Imperial. Proposals will be scored according to the points awarded in each section of the application. A scoring matrix will be used to evaluate the proposals. All proposals will be reviewed by the Evaluation Committee and a maximum of one (1) award will be made based on the Evaluation Committee’s recommendation. The notice of intent to make awards, when decided, will be posted at <https://purchasing.imperialcounty.org/rfqs-rfps/>. Notice of intent to make awards and denials of awards will be mailed to all applicants after the notice of intent to make an award has been posted.

Protest rules can be found in the Purchasing Departments Purchasing Policy. Appeals or objections must be specific, identifying the nature of the protest or objection, and stating all the facts that form the basis for the appeal. The applicant must also specify the reason(s) for the appeal or objection citing law, rule, regulation, or procedures upon which the appeal is based. Any appeal or objection must be forwarded to the Imperial County Purchasing Department by certified or registered mail or delivered in person.

# Rejection of Proposals

The County of Imperial reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is deemed to be in the best interest of the County of Imperial to do so. Failure to submit a complete proposal that follows the proposal format requested will disqualify the proposal. Neither supplements nor late proposals will be accepted.

# Proposal Scoring

Responsive proposals will be scored as noted below. Each proposal must contain all information requested in the RFP, as well as any other information the Evaluation Committee will need to effectively evaluate the proposal.

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| **CATEGORY** | **TOTAL POSSIBLE SCORE** |
| 1. Applicant Profile and Qualification | 25 points |
| 2. Personnel | 25 points |
| 3. Understanding of Scope of Work | 40 points |
| 4. Budget Proposal | 10 points |
| **Total Possible Points** | **100 points** |

# Administrative Requirements

The County of Imperial reserves the right to accept or reject any or all proposals submitted, or to request clarification or additional information or an alternative presentation of data from any applicant, at the County’s sole discretion. Further, while every effort has been made to ensure the information presented in the RFP is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.

All proposals become the property of the County, and as such, become public record available for review by the public upon request. The Government Code Sections 6250 et. seq., the Public Records Act, defines public records as any writing containing information relating to the conduct of the public’s business. This applies to proposals submitted pursuant to this RFP. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has the right to inspect any public records, unless the document is exempted from the disclosure requirements. The County cannot represent or guarantee that any information submitted in response to the RFP will be confidential.

**Compliance with Nondiscrimination Laws**

The law requires that persons or organizations that receive public funds may not unlawfully discriminate against persons for certain reasons. You must complete the attached Statement of Nondiscrimination Compliance Form (Exhibit D). The Statement of Compliance must accompany the proposal to comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5.

**Proof of Nonprofit Status/Articles of Incorporation**

Nonprofit organizations must provide documentation evidencing tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board. Applicants who are corporations (profit or non-profit) must submit a copy of the organization’s Articles of Incorporation and evidence of official action by its governing body to submit a proposal. If an organization is in the process of being incorporated by the California Secretary of State, a proposal may be submitted contingent upon providing proof of the incorporation process.

**Insurance Requirements**

Evidence must be provided of the applicant’s ability to obtain coverage in the required amounts during each contract year. The applicant must provide evidence of the ability and intent to maintain the required coverage and to name the County of Imperial as additional insured. A standard certificate of insurance describing the current insurance coverage issued by a broker or agent must be presented prior to the commencement date of the contract. A letter from an insurance company or broker confirming the fact that coverage can begin on the projected start date of the project is adequate for the purpose of submitting a proposal.

**Other Requirements**

As needed or required, applicants must provide copies of all permits, employee licenses or business, state and/or clinic licenses needed for the prospective contractor to perform the proposed services in the State of California.

# Inquiries

For questions or further information, contact:

**County of Imperial**

**Attn: Rhoda Hoffman**

**Subject line: Emergency Operations Plans and Annexes**

**Rhodahoffman@co.imperial.ca.us**