

Tim London, Planner  
Region 7 Homeland Security Planning Board  
8506 W. Deer Rd.  
Curran, Michigan 48728  
(888) 397-7858  
(630) 929-3780 (fax)  
(989) 335-0147 (cell)  
[tlondon@ausablevalleyem.org](mailto:tlondon@ausablevalleyem.org)



[www.ausablevalleyem.org](http://www.ausablevalleyem.org)

January 18, 2011

**CONTRACT ANNOUNCEMENT  
For: REGION 7 IED EXERCISE PLANNER**

Otsego County, Fiduciary of the 2008 Homeland Security Grant Program, on behalf of Michigan's Region 7 Homeland Security Planning Board (R7HSPB), is seeking an individual or company for the purpose of providing Exercise activities to R7HSPB jurisdictions and Region 7 Medical Disaster Preparedness Network (R7MDPN) agencies. Interested parties can view and download the Request for Proposal (RF) at: [http://www.ausablevalleyem.org/RFP\\_2011-02-IED\\_Exercise\\_Planner.pdf](http://www.ausablevalleyem.org/RFP_2011-02-IED_Exercise_Planner.pdf).

**REQUEST FOR PROPOSAL (RFP)**

**NO. 2011-02**

**ON BEHALF OF:**

OTSEGO COUNTY BOARD OF COMMISSIONERS (FIDUCIARY)  
AND  
REGION 7 HOMELAND SECURITY PLANNING BOARD

ISSUED

ISSUE DATE OF JANUARY 18, 2011



PROPOSAL DUE

DUE DATE OF TUESDAY, JANUARY 31, 2011, 4:00 PM

A Request For Proposal for the development of Improvised Explosive Device (IED) Exercise Activity for Michigan's Region 7 Homeland Security Planning Board jurisdictions and the Region 7 Medical Disaster Preparedness Network

This RFP prepared by:  
Tim London, Planner  
Region 7 Homeland Security Planning Board (R7HSPB)  
AuSable Valley Emergency Management, LLC  
(888) 397-7858  
[www.ausablevalleyem.org](http://www.ausablevalleyem.org)  
[tlondon@ausablevalleyem.org](mailto:tlondon@ausablevalleyem.org)

## TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Introduction	4
Region 7 Background	5
Overview of authorized IED Exercise Activities	7
Over reaching goal	7
Project goal	8
Scope of work	8
Deliverables	9
Evaluation of Proposals	9
Required Proposal Submission Format	10
Insurance & indemnification	10
Ownership of Region 7 IED Exercise Planner Work Products	10
Rejection of Proposals	10
TAB A: Anti-Collusion Certification	11

## I. INTRODUCTION

- a) The Region 7 Homeland Security Planning Board (R7HSPB) is seeking Proposals for the purpose of conducting an Improvised Explosive Device (IED) exercise, or exercises. The exercise (s) will be developed based on the strengths and weaknesses of the Region as identified in the Region 7 Multi-Jurisdictional IED Support Plan (R7MJIEDSP). For purposes of continuity, from this point forward, the exercise (s) will be known as the Region 7 IED Exercise (s) and the successful Proposer to this RFP will be known as the Region 7 IED Exercise Planner.
- b) The R7HSPB was awarded funds under the 2008 Homeland Security Grant Program (HSGP) for the purpose of improving IED response and recovery operations. Due to administrative situations beyond the Region's control, some of the funds dedicated to IED have not yet been committed. This RFP addresses a portion of that issue.
- c) Because the grant performance period ends on May 31, 2011, and this portion of the grant could not be completed prior, this RFP requires a short turn-around. All individuals and/or companies wishing to fulfill the requirements of this RFP must send a Proposal to Tim London, the Region 7 Planner, no later than **4:00 pm, Monday, January 31, 2011**, via electronic mail. Tim London's email address is: [tlondon@ausablevalleyem.org](mailto:tlondon@ausablevalleyem.org). All questions concerning this RFP must be received by the R7HSPB Planner (Tim London) no later than **4:00 pm, Friday, January 28, 2011** – also via electronic mail. To ensure that all questions are answered accurately, they must be received via email; however, all Proposers are encouraged to contact Tim London via telephone, at **(888) 387-7858**, prior to sending any emails, to ensure communications has been established and to notify Tim of the Proposer's interest. The R7HSPB will not honor any questions to this RFP that are answered verbally. Again, to ensure fairness and establish a written record, all questions and answers must be by way of electronic mail. All Proposers are hereby notified that any contact between the Proposer and any member and/or partner of the R7HSPB (except as listed above) prior to February 1, 2011, may result in the Proposal being disqualified. The Region 7 Multi-Disciplinary Work Group will meet on Tuesday, February 1, 2011, from 9:00 am to 5:00 pm, for the purpose of determining the successful Proposal, review/revise the contract and conduct interviews of Proposers (if deemed necessary). If an interview with any prospective Proposer to this RFP is necessary, each Proposer will be notified of their interview time by the R7HSPB Planner. However, to ensure that all prospective IED Planners have sufficient time to travel, the interviews will all be conducted on the same day, February 1, 2011, from 9:00 am to 5:00 pm, at half-hour intervals, at 2464 Silver Fox Trail, Suite A, Gaylord, MI 49735. The R7HSPB will determine whether to accept the subcommittee's recommendation at their February 3, 2011, meeting. If the subcommittee's recommendation is accepted at that time, and a representative from the successful Proposal is available, the contract can be signed and work can begin immediately. (NOTE: Since the Chair of the Otsego County Board of Commissioners must also sign the contract, that portion may not occur until the Otsego County Board of Commissioner meeting on February 8, 2011, in Gaylord). Additionally, the successful Proposer is expected to attend the Region 7 IED Exercise **Concepts & Objectives (C&O) meeting on February 8, 2011, starting at 9:00 am**, at the R7MDPN offices, located at 2464 Silver Fox Trail, Suite A,

Gaylord, MI 49735, for the purpose of coordinating IED Planning activities with the IED Exercise Planner.

- d) In addition to the IED exercise planning this RFP requests, Region 7 is simultaneously publishing an RFP (RFP # 2011-01) for the purpose of developing a Region 7 Multi-Jurisdictional IED Support Plan (R7MJIEDSP). The successful Proposer to this RFP will be expected to work closely with the successful Proposer of the IED Planning RFP to ensure that the needs addressed in the REGION 7 IED EXERCISE PLAN (S) are addressed in the IED Exercise. Although the R7HSPB is not suggesting such, the successful Proposer to this RFP and the IED Exercise RFP, if qualified and capable of proving the ability to accomplish both, could be the same individual and/or company.
- e) The R7HSPB has set aside \$40,000.00 and the R7MDPN has set aside \$20,000.00, for a total of **\$60,000.00**, for the purpose of entering into a contractual Agreement with an individual (Consultant) and/or company for the purpose of completing this project. The successful Proposer will be required to enter into a contractual Agreement between the Proposer and Otsego County, the fiduciary of the Region 7 – 2008 HSGP. Because two separate federal grants are funding this project, it may be necessary to enter into a separate contractual Agreement with the R7MDPN. The issue will be resolved prior to determining who the Region 7 IED Exercise Planner will be. Because this issue is still being negotiated, Proposers are not expected to address it in their Proposals.
- f) The R7HSPB works closely the **Region 7 Medical Disaster Preparedness Network (R7MDPN)**. Additional information concerning the organization can be found at: "www.miregion7.com". The two organizations have established a monthly work group meeting comprised of key individuals from each group. The work group, informally referred to as the "Multi-Disciplinary Work Group", is the subcommittee directed to review/revise this RFP, rate all Proposals, conduct interviews and make a recommendation to the R7HSPB and Otsego County.
- g) It should be noted; that, although extensions to the Homeland Security grant Program series have been approved in the past, it is the desire of the R7HSPB to complete this project prior to the current expiration date of May 31, 2011. If obstructions to the process occur that are outside of the ability of the Region 7 IED Exercise Planner to resolve, an extension to the project may be considered by the R7HSPB. Such extension requests must be sent to Michigan's Emergency Management & Homeland Security Division (EMHSD) for consideration and are not considered "automatic". However, whether extensions are given to the R7HSPB or not, the R7MDPN "MUST" complete their portions of the exercise (s) activity prior to June 30, 2011.

## II. REGION "7" BACKGROUND

- a. Region 7 encompasses seventeen (17) Counties and three (3) Native American tribes in Northern Lower Michigan. The Region consists of the counties of: Alpena, Antrim, Benzie, Cheboygan, Charlevoix, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Otsego, Presque Isle, Roscommon and Wexford; as well as the

following Native American tribes: Little Traverse Bay Band (LTTB), Little River Band (LRB) and the Grand Traverse Band (GTB).

- b. The R7HSPB is recognized by the State of Michigan's Emergency Management & Homeland Security Division (EMHSD) as the sole authorized representative agency for the 17 counties and 3 Native American Tribes it is comprised of.
- c. Region 7 encompasses over 8,824 square miles of territory and rests between two Great Lakes with 371 miles of shoreline on Lake Michigan on the west and Lake Huron on the east. Region 7 shares an international border with Canada in the navigable waters of Lake Huron, and has two international Sea Ports. Region 7 is predominantly rural including the 1 million acres of the Huron-Manistee National Forrest, thousands of acres of state forests, and 127 inland lakes. Michigan's Upper and Lower Peninsulas' are linked by I-75 at the Straits of Mackinac by one of the longest suspension bridges in the world. Region 7 is bordered by Region 3 and Region 6 to our South, and Region 8 to the North. The 2000 United States Census recorded the full time resident population of Region 7 at 426,999 people, including 5,838 citizens representing tribal nations. This population figure increases by as much as 50% seasonally as Region 7 is a vacation destination for both summer and winter sports activities. Each county within Region 7 has communities of interest to tourists and vacationers alike. Summer attractions include camping, hiking, horse-back riding, sports fishing, canoeing, kayaking, sailing, scuba diving, water skiing, and golf at one of 118 championship golf courses. Winter sports include Alpine skiing, cross country skiing, snow shoeing and winter camping. Seasonal attractions include fall color tours and wine tasting at 19 nationally recognized wineries. Northern Michigan is also a destination for hunting including deer, bear, small game, and wildfowl. The lumbering history of northern Michigan is remembered in areas of Crawford and Cheboygan counties with exhibits, reenactments and educational events.
- d. Key resources and critical infrastructure within the region include petroleum pipelines, natural gas transmission lines, fuel tank farm, the Mackinac Bridge, commercial airports, the I-75 corridor, international sea ports, and out of doors special events with national recognition . Protection of these key resources is protected by a limited number of first responders, most of whom are volunteers.
- e. Region 7 includes 12 hospitals, 9 medical control authorities and 6 local health departments as well as 10 community health centers, 29 long term care facilities, and several renal dialysis centers. The region's two largest hospitals provide tertiary care with an average daily census (ADC) of 200-300 patients, one of the region's hospitals has and ADC in the range of 100 patients and nine hospitals are sole community providers with fewer than 100 beds, including five designated Critical Access Hospitals. The hospitals also encompass active outpatient centers, many with multiple satellite locations and/or rural health clinics.

### III. OVERVIEW OF AUTHORIZED EXERCISE ACTIVITIES:

a. Although the exact type of exercise; i.e., Seminar, Tabletop, Drill, Functional, Full Scale, etc., as they relate to emergency management organizations will be negotiated with each jurisdiction, the R7MDPN “MUST” conduct Functional exercise activity only and those exercise (s) must be completed prior to June 30, 2011. Additionally, the successful Proposer to this RFP is expected to have adequate knowledge of the Homeland Security Exercise & Evaluation Program (HSEEP). All Exercises developed as a result of this RFP must adhere to HSEEP protocols and doctrine. Proposers can review HSEEP concepts by downloading volume one of the HSEEP at: <https://hseep.dhs.gov/support/Volumel.pdf>.

*b. A synopsis of the Homeland Security Exercise and Evaluation Program*

Following the domestic terrorist attacks in 1993, 1995, and 2001 and the establishment of the U.S. Department of Homeland Security (DHS) in 2002, officials at all levels of government and in all types of communities have worked to prepare for, prevent, respond to, and recover from a variety of threats to public safety. Exercises play a crucial role in preparedness, providing opportunities for emergency responders and officials to practice and assess their collective capabilities.

***Purpose***

The purpose of the Homeland Security Exercise and Evaluation Program (HSEEP) is to provide common exercise policy and program guidance that constitutes a national standard for exercises. HSEEP includes consistent terminology that can be used by all exercise planners, regardless of the nature and composition of their sponsoring agency or organization. The volumes also provide tools to help exercise managers plan, conduct, and evaluate exercises to improve overall preparedness. HSEEP reflects lessons learned and best practices from existing exercise programs and can be adapted to the full spectrum of hazardous scenarios and incidents (e.g., natural disasters, terrorism, technological disasters). The HSEEP reference volumes integrate language and concepts from the National Response Plan (NRP), the National Incident Management System (NIMS), the National Preparedness Goal, the Universal Task List (UTL), the Target Capabilities List (TCL), existing exercise programs, and prevention and response protocols from all levels of government. In the spirit of NIMS, all efforts should be made to ensure consistent use of the terminology and processes described in HSEEP.

*c. The successful Proposer will be required to enter all exercise (s) developed as a result of this RFP into the Federal Homeland Security Exercise & Evaluation Program website. If the Region 7 IED Exercise Planner does not have a HSEEP website login name and password at the time the contract is signed, the R7HSPB Planner will initiate the request for such with EMHSD.*

### IV. OVER REACHING GOAL: Provide for the safety and security of the residents and visitors to Michigan’s Region 7 Homeland Security Planning Board jurisdictions.

**V. PROJECT GOAL:** Provide Michigan's Region 7 comprehensive Improvised Explosive Device Exercise Activity in accordance with Michigan's 2008 Homeland Security Grant Program guidance document and the Homeland Security Exercise & Evaluation Program (HSEEP).

**VI. SUPPORT OBJECTIVES:**

**PRE-EXERCISE:**

- a. In coordination with the Region 7 Planner and the Region 7 Multi-Disciplinary Work Group, develop and publish the "Exercise Plan";
- b. Coordinate all aspects and the type of pre-exercise conferences needed; i.e., Initial Planning Conference, Mid-Term Planning Conference, Final Planning Conference, etc. (Note: all may not be needed).
- c. Coordinate exercise participation (NOTE: it is not always necessary for all members of a Region to participate in an exercise for it to be considered as "Regional");
- d. Coordinate exercise evaluation to include training the evaluators. (NOTE: It is understood that funds available under this RFP may not be sufficient to pay for all exercise evaluators. However, the Region 7 IED Exercise Planner is responsible to ensure that all evaluators are experienced in the function (s) they evaluate. Specifically, evaluators of medical objectives will have sufficient experience in the medical field they are evaluating. Volunteer professionals may be used as evaluators when approved by the Exercise Committee (Multi-Disciplinary Work Group).
- e. Ensure the results of the Region 7 Multi-Jurisdictional Improvised Explosive Device Support Plan are incorporated into the Region 7 IED exercise;
- f. Work closely with the Region 7 IED Planner to ensure accomplishment of e. above;

**DURING THE EXERCISE:**

- g. Act as the Exercise Controller;

**POST EXERCISE:**

- h. Prepare, publish and distribute the Exercise After Action Review/Improvement Plan (AAR/IP);
- i. Conduct a post-exercise briefing at a follow-up R7HSPB meeting (date to be determined);

**VII. Scope of Work:** The Region 7 IED Exercise Planner will be responsible for conducting all research necessary to formulate the REGION 7 IED EXERCISE PLAN (S). The Planner must attend all monthly meetings of the R7HSPB within the performance period of the contract and R7HSPB subcommittee meetings when appropriate. The Region 7 IED Exercise Planner will report routinely to the Region 7 Planner by providing the Planner weekly progress reports via electronic mail. Additionally, the Region 7 IED Exercise Planner will be placed on the agenda of all Region 7 Multi-Disciplinary Work Group meetings for the purpose of updating the group and receiving any guidance that may be needed as the planning process proceeds. It is understood that the REGION 7 IED EXERCISE ACTIVITIES will not be complete until the results of the Region 7 IED Exercise AAR/IP have been accepted by the R7HSPB. The acceptance of the final version of the

REGION 7 IED EXERCISE After Action Review/Improvement Plan by the R7HSPB will be the formal notice that the contract requirements are complete and the Region 7 IED Exercise Planner can submit his/her final invoice to Otsego County.

**VIII. Equipment & Services:**

Unless specifically addressed in the Region 7 IED Exercise Planner contract, the successful Proposer is responsible for providing all his/her work-related equipment, to include, but not limited to: computers, paper products, internet service, transportation, software, office space, etc.

**IX. Deliverables:**

- a. As approved by the R7HSPB, 1 paper copy of the final REGION 7 IED EXERCISE PLAN (S) per Region 7 jurisdiction.
- b. One electronic copy of the approved REGION 7 IED EXERCISE PLAN (S) (Compact Disk and/or Email)
- c. As approved by the R7HSPB, 1 paper copy of the final REGION 7 IED EXERCISE AAR/IP per Region 7 jurisdiction.
- d. One electronic copy of the accepted REGION 7 IED EXERCISE AAR/IP.

**X.** *The term Proposer, Consultant, Consultant/Vendor, Contractor or Subcontractor or Region 7 IED Exercise Planner shall refer to the firm, firms or persons performing the action of responding to this Proposal. The terms are synonymous for purposes of this RFP.*

**XI. EVALUATION OF PROPOSALS:**

Each Region 7 IED Exercise Planner Proposal will be evaluated by a sub-committee of interested stake holders using the following criteria:

1. Years of experience in a related field
2. Professional credentials relative to the REGION 7 IED EXERCISE PLAN (S)
3. Previous work related to the Plan
4. Knowledge of Region 7 and Region 7 partners
5. Ability to complete the Scope of Work identified in this RFP
6. Ability to complete the objectives of this RFP within the timelines established herein
7. References

*It is expected that each Proposer will be present during the evaluation process for the purpose of an interview. The Region 7 Planner will notify all Proposers to this RFP if they are required to attend an interview. Unless notified otherwise, all interviews will take place on February 1, 2011. NOTE: All Proposers may not be interviewed.*

**XII. REQUIRED PROPOSAL SUBMISSION FORMAT:**

1. Cover Letter
2. Tax Certification (EIN Number, if company; SSAN, if individual)
3. Overview of plan for completing the Exercise (s) activity
4. Services Pricing Schedule (not to exceed the authorized \$60,000.00 total for the project)
5. Anti Collusion Statement [Scan and email signed document or Fax signed document to (630) 929-3780]
6. \*Proof of Insurance (A Statement in the Proposal is adequate, but actual proof will be required prior to the contract being signed)
7. Minimum of three References

**XIII. INSURANCE AND INDEMNIFICATION:**

In accordance with Otsego County policy, the Region 7 IED Exercise Planner (Contractor) must maintain during the term of the contract the following insurance coverage, at a minimum:

Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Professional Liability/Errors & Omissions Insurance in the amount of \$1,000,000.00 each claim, incident or occurrence. This insurance must cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Contract.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

- XIV. OWNERSHIP OF REGION 7 IED EXERCISE PLANNER WORK PRODUCTS:** All work products produced by the Region 7 IED Exercise Planner in performance of the work outlined in this RFP are the exclusive property of the R7HSPB, the R7MDPN and their participating jurisdictions and agencies.

- XV. The R7HSPB reserves the right to reject all Proposals.**

**TAB A**

**ANTI-COLLUSION CERTIFICATION**

The individual signing below certifies:

1. They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. The individual has been duly authorized to act as the official representative of the proposer, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This proposal was solely developed and prepared without any collusion with any competing proposer.
4. The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a bid has been made.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name:  (if applicable) \_\_\_\_\_

Date: \_\_\_\_\_