



Request for Proposals

CCTA Grant Consulting Services

PROPOSALS WILL BE RECEIVED UNTIL

12:00 Noon, Friday, May 18, 2018

in

**Purchasing Department, City Hall Building
101 North Main Street, Suite 324 Winston-Salem, NC 27101**

ADVERTISEMENT FOR PROPOSALS

Sealed proposals endorsed **CCTA Grant Consulting Services** for the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, **until 12:00 Noon, Friday, May 18, 2018**. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email jerryjb@cityofws.org (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

Project Overview

The City of Winston-Salem desires to engage qualified firms or individuals, hereinafter referred to as the Consultant, to provide program management and project delivery services to the City in support of activities funded under the FY2016 Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA).

Submittals will be ranked based upon evaluation criteria. Contract(s) will be awarded to the highest ranked consultant, whose submittal is determined to be most advantageous to the City, using factors including qualifications, experience and cost.

Background

Utilizing Federal funds, the Winston-Salem/Forsyth County Office of Emergency Management is undertaking the activities associated with this solicitation for the purpose of building and sustaining regional capabilities specific to preparing for, preventing, and responding to a complex coordinated terrorist attack.

Scope of Services

The selected Consultant is expected to deliver comprehensive services focused on identifying emergency preparedness gaps, updating emergency operations plans, exercising the updated plans and facilitating the identification of training opportunities for Winston-Salem/Forsyth County Office of Emergency Management personnel in alignment with agreed upon improvement priorities.

The selected Consultant will be expected to deliver all services associated with this solicitation in a manner that proactively supports the Winston-Salem/Forsyth County Office of Emergency Management's obligation to establish and maintain compliance with DHS standard administrative requirements, and the specific programmatic requirements of the federally funded opportunity (*Program to Prepare Communities for Complex Coordinated Terrorist Attacks*).

This project will be bid and administered by Winston-Salem/Forsyth County Office of Emergency Management staff. The selected Consultant will be working with Winston-Salem/Forsyth County Office of Emergency Management staff, and other members of the community to coordinate, deliver and facilitate project activities in accordance the approved project narrative criteria and detailed budget.

Proposal Evaluation

As part of the evaluation process, the Evaluation Panel, consisting of City Staff, may engage in discussions with any Proposer. Discussions might be held with individual Proposers to determine in greater detail the Proposer's qualifications, to explore with the Proposer the scope and nature of the required contractual Services, to learn the Proposer's proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a contract that will be satisfactory to the City.

Since the City may choose to award a contract without engaging in discussions or negotiations, the Proposals submitted shall define the Proposer's best offer for performing the services described in this RFP.

Selection Process

Proposals will be evaluated for quality, completeness, and price value to the City of Winston-Salem by an Evaluation Panel. Selection shall be made from all offers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation of factors included in the RFP, including price. Price shall be considered, but need not be the sole determining factor. The Evaluation Panel may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

The City reserves the right, as part of the selection process, to request on-site (or virtual) demonstrations and/or presentations. In the event that such demonstrations or presentations take place, proposers will be selected for this process based on scores derived from the scoring matrix, which includes M/WBE participation, local availability, and all other applicable criteria. The scoring of the demonstration or presentation must be based upon the criteria from one or more of the original evaluation factors. After the demonstrations or presentations,

each proposer will then be re-graded on the same criteria. The number of proposers chosen to take place in the demonstration/presentation process is subject to administrative discretion.

Evaluation Criteria

Below is a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the firm’s proposal to contain appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. The proposal will be the primary source of information used in the evaluation process. Proposal must contain information specifically related to the proposed services requested in this RFP. Failure of any firm to submit information requested may result in the elimination of the proposal from further evaluation.

Respondents will be evaluated for selection on the basis of the Proposer most qualified to meet the requirements of this RFP. Major criteria to be considered in evaluation may include, but shall not necessarily be limited to:

- **M/WBE Commitment** – Proposer’s efforts to comply with all the terms and conditions of the City of Winston-Salem’s Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women-owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract. **Please refer to pages 9 through 22**
- **Local Business (Distance from Forsyth County)** - Proposer’s business location/distance from Forsyth County.
- **Proposed Plan of Action** – The proposed plan in which the proposer details the approach they would follow to carry out the project.
- **Relevant Experience** - Proven capabilities in the development and management of federal award activities in compliance with applicable portions of 2 CFR 200. Proven capabilities in performing All-Hazards based assessments and evaluations of emergency planning, preparedness and response capabilities of a variety of public and private entities. Proven capabilities in delivering gap analysis and the development of comprehensive Emergency Operations Plans for a variety of public and private entities. Proven capabilities in the design, development, facilitation of HSEEP compliant exercises, including the conduct of after-action reviews, gap analysis and improvement plans. The background, education, and experience of the respondent in providing similar services elsewhere, including and especially the level of experience in working with municipalities, and the quality of services performed. Proposer should include a list of similar projects within the last seven (7) years that have been completed by the proposed project team.
- **Understanding of Project** – The proposer’s demonstrated understanding of the project scope, background, and purpose, as well as any other pertinent details that would help exhibit clear understanding of potential project obstacles/challenges.
- **Staff Availability** – The proposed staff’s availability of time in which they are able to work on the project presented as a percent available.
- **Cost of Consulting Services** – The fixed price cost or hourly rate to complete the consulting engagement.

The following “Weighted Scale” will be used to evaluate each proposal

Evaluation Criteria	Weight
MWBE Commitment	20.00
Within Forsyth County	20.00
Proposed Plan of Action	10.00
Relevant Experience	20.00
Understanding of Project	10.00
Staff Availability	10.00
Cost of Consulting Services	10.00

FORMAT FOR SUBMISSION OF A CITY OF WINSTON-SALEM REQUEST FOR PROPOSALS

All proposals are limited to 10 pages, (**unless additional pages are needed to document good faith efforts related to the MWBE goal**) or other Supportive Information, and shall be on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. **Proposals containing more than 7 pages, not including Supportive Information, will not be considered.**

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Jerry Bates, City/County Purchasing Director. Said letter is limited to 1 page and should contain the following elements of information:

- Expression of Consultant's interest in the work.
- Summary of Consultants qualifications, experience and stability.
- Identification of key project personnel and primary Point of Contact for RFP related communications.

Section II - Evaluation Factors

This section is limited to 5 pages and should contain information regarding evaluation and other criteria listed above such as:

- A brief synopsis of the Consultant's previous experience that is focused on the type of work advertised for services;
- Web links to supportive information and relative samples of work involving Consultant;
- Proposed project delivery plan
- The availability date of the Consultant, and Consultant's proposed communications plan, plan to communicate City staff and other project stakeholders to provide time for meetings and cooperative review of work products; and
- Unique qualifications of Consultant

Section III - Supportive Information

This section should contain the following information:

- The resumes of individual that is proposed to be assigned to the work

Section IV – Cost/Price

This section is limited to 1 page and should contain the following information:

- Attachment "A"

Section V – MWBE Affidavit of Minority Participation/Good Faith Efforts:

This section is limited to three (3 pages), **unless additional pages are required to show good faith efforts**, and should contain the following information:

- Fully-executed Affidavit
- Any additional backup information showing good faith efforts

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