



## 5th District Homeland Security Planning Board

### **Request for Proposals (RFP) Consultant Services for Region 5 Homeland Security Planning Board**

**Request for Proposals.** The Region 5 Homeland Security Planning Board (hereafter referred to as R5HSPB) is requesting proposals to provide planning, coordination, and project management services.

#### **Description of Services.**

See attached Schedule A.

#### **Timeline.**

JANUARY 27, 2022 – RFP posted and distributed to relevant professional associations.

FEBRUARY 07, 2022 1:00PM – Questions about RFP are no longer accepted.

FEBRUARY 14, 2022 1:00PM – Proposals are due by email to MS. Brigitte Vegter (R5HSPB Financial Agent) at [vegterb@stjosephcountymi.org](mailto:vegterb@stjosephcountymi.org)

FEBRUARY 15, 2022, - Bid Opening and Internal Evaluation of Bids.

FEBRUARY 22, 2022, 9:00AM-10:00AM, – “Top 3” proposals verbal presentations

FEBRUARY 22, 2022 – Expected date of contract award announced.

MARCH 01, 2022 – Vendor begins providing services.

#### **General Terms and Conditions**

1. Proposals must be received via email by the R5HSPB Financial Agent at [vegterb@stjosephcountymi.org](mailto:vegterb@stjosephcountymi.org), no later than MONDAY, FEBRUARY 14, 2022 by 1:00 PM Eastern Time. Bidders are responsible for ensuring their delivery method will result in the receipt of the proposal by the above deadline. Subject line should read “Region 5 Consultant Services RFP Submission.”

2. Additional time will not be granted to an individual bidder. However, additional time may be granted to all bidders through an issued addendum at the discretion of the R5HSPB Personnel Committee.

3. Questions related to bid specifications or scope of work in this RFP must be submitted in writing, via email, to R5HSPB Vice-chair Erin Goff at [GoffE@stjosephcountymi.org](mailto:GoffE@stjosephcountymi.org). Questions will not be accepted after Monday, February 07, 2021 by 1:00PM.

4. No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.



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5. Proposals will be opened and evaluated by the R5HSPB Personnel Committee on Tuesday, February 15, 2022. Proposals that meet criteria will be rated. The top 3 respondents will be invited to provide a presentation to the R5HSPB and answer questions. The agenda, including time block, will be provided when invited to this meeting. The date of the presentation will be on Tuesday February 22, 2022. Respective bidders must be available between 8:30AM and 10AM on February 22, 2022 to make their presentation and answer questions, with 20 minutes allocated to each invited respondent. The location of the presentation will be at:  
Van Buren County Sheriff's Office EOC  
205 S. Kalamazoo Street  
Paw Paw, MI 49079

### **Evaluation Criteria and Selection.**

The R5HSPB will evaluate each RFP submitted based on the professional nature of the services to be rendered. Each vendor submitting a proposal should include the following information:

1. Vendor name and location, specifically indicating the principal place of business. The R5HSPB is interested in seeking vendors that can provide regular service within Region 5 of Michigan (Counties of Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, and St. Joseph; City of Battle Creek) and surrounding areas.
2. A brief history of the vendor and the range of services offered, with special attention to experience working within federal/state grant parameters, emergency management principles, and coordination of multijurisdictional projects.
3. The education, training, experience, licensing, and qualifications of vendor (supporting documentation for this may also be included as separate attachments).
4. The agency or organization's approach to budget estimating and managing cost control.
5. Please provide a brief response to the following:
  - a. Information on the vendor's technical capabilities and ability to timely perform the services as reflected by current and projected workload.
  - b. Indicate the present level of professional and general liability and other insurance coverage for the vendor.
  - c. List and describe any actions taken by any regulatory agency against the vendor or its agents or employees with respect to any work performed.
  - d. Provide any other pertinent information regarding qualifications and performance data.
7. Fee proposal. Attach an itemized listing of your proposed cost breakdown based an estimated cost of delivering services.
8. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.
9. Proposals must be accompanied with a "[SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE IRAN ECONOMIC SANCTIONS ACT](#)" form in compliance with the [State of Michigan 2012 Public Acts 517, MCL 129.311 et seq.](#)).



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10. A representative of the bidder, who is authorized to bind the bidder to its provisions, must sign the proposal in ink or using a verifiable digital signature. Each proposal must remain valid for at least ninety days from the due date of this RFP.

### **Cost Liability**

The R5HSPB assumes no responsibility or liability for costs incurred by the bidder prior to the execution of a PSA. The liability of the R5HSPB is limited to the terms and conditions outlined in a properly executed PSA. By submitting a proposal, bidder agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

**Bonds and Insurance.** The vendor shall procure and maintain bonds and insurance as required by law.

**Waiver.** By submitting a proposal, the vendor agrees to waive any claim it has, or may have, against R5HSPB, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

**Disqualification of Bidders.** Vendors may be disqualified, and their proposals disregarded for reasons which include, but are not limited to the following:

1. R5HSPB has reason to believe that the vendor has engaged in collusion.
2. The vendor being interested in any litigation against any party to the proposal.
3. The vendor is in arrears on any existing contract, or taxes, or has defaulted on a previous contract.
4. The vendor has uncompleted work which, in the judgment of R5HSPB, will prevent or hinder the prompt completion of this items listed in scope of work, if contract were to be awarded to the vendor.
5. Other appropriate reason as determined by R5HSPB.
6. By submitting a proposal, the bidder agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this RFP is valid and throughout the period of any PSA that may arise from this RFP.

**Non-responsive proposals.** A vendor that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Michigan.



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**Rejection of Proposals.** R5HSPB reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (d) to waive formalities and minor irregularities in the proposals received. The R5HSPB further reserves the right to conduct a pre-award survey of any vendor under consideration regarding any of the information furnished by the agency or organization or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the R5HSPB to be necessary for the successful performance of the contract. The R5HSPB further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

**Public Records.** The vendor acknowledges by submitting a proposal that any and all information relating to the RFP process and subsequent contract, if awarded, may be subject to the Public Records law of Michigan.

**Contract Award.** If awarded, the vendor will enter into a written contract with the R5HSPB, using contract language as required by grant agreements. A sample PSA is included as Appendix A. Those who wish to submit a proposal to the R5HSPB should review the sample PSA carefully, as it reflects the desired terms of the R5HSPB. The R5HSPB may review requests from the vendor to change terms and may negotiate terms after the top 3 vendor list is developed. Any requested changes to the terms must be highlighted in a manner to distinguish the requested change (i.e. different color text, strike through, underlining or other proofing symbols as explained or being self-evident). If a bidder's terms are not acceptable to the R5HSPB and negotiation does not remedy the issue, the R5HSPB will move to the next vendor approved by the R5HSPB until acceptable PSA terms are agreed upon by both parties.

**Proposal Protests.** All proposal protests must be in writing and filed with the R5HSPB Financial Agent within five (5) business days of the Board's contract award. The protesting bidder must clearly state the reasons for the protest. The protest shall be reviewed by the R5HSPB Board Chairperson or designee, whose decision shall be final.



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### Schedule A

#### STATEMENT OF WORK

See attached (check if document attached)

#### Work Scope and Deliverables

The Consultant agrees to act in accordance with the attached scope of work as the Executive Director. In addition to the attached scope of work, the Executive Director will be responsible for providing deliverables at the end or throughout the term of engagement, including but limited to:

1. An updated and approved R5HSPB policy and procedures manual.
2. A completed or updated "Threat and Hazard Identification and Risk Assessment (THIRA)" and "Stakeholder Preparedness Report (SPR)" that is approved by R5HSPB and applicable grantors, as required by deadlines set forth by the HSGP program manuals and the State of Michigan.
3. An updated and approved R5HSPB Strategic Plan, which reflects the goals of the R5HSPB and identifies both the past accomplishments associated with those goals and ongoing/future projects or objectives that will support meeting the identified goals.
4. A completed "HSGP Project Workbook" to be used as the basis for applying for funding under the State Homeland Security Program that is approved by R5HSPB and applicable grantors, as required by deadlines and guidelines set forth by the State of Michigan.
5. Complete and submit a monthly progress report for each project identified in the approved HSGP Project Workbook.
6. Develop an approved budget with the R5HSPB Fiduciary based upon the HSGP Project Workbook. The Executive Director will be responsible for developing a budget guidance document, to be submitted to the Fiduciary agent within one month from the beginning date of the grant's performance period. Once a completed budget is approved by the Fiduciary agent, this proposed budget will be presented to the R5HSPB for approval.
7. Complete and submit purchase request documents, based on defined projects in the HSGP Project Workbook, to the R5HSPB for items, trainings, or services identified by the project sponsor or otherwise requested for R5HSPB approval.
8. Complete and submit an alignment and allowability form (AAF) request to the grantor (State of Michigan) for all R5HSPB purchase request approvals. All required documents following this request must be completed and submitted to the grantor. This task is considered a completed deliverable once the AAF and follow up forms (environmental studies, FEMA forms, etc.) are approved by the grantor, filed with the R5HSPB, and delivered to the R5HSPB Fiduciary agent.
9. Maintain official records and documents, and ensure compliance with federal, state and local regulations and the terms of any grant agreement of the R5HSPB.
10. Ensure that adequate funds are available to permit the organization to carry out its work.
11. Work with fiduciary to ensure audit requirements are met annually.
12. Serve as ex-officio of each committee and project work group.
13. Provide analysis and evaluation of homeland security projects in such solution area as planning, equipment, training, exercising and organization. Prepare reports and make specific recommendations concerning the development of proposals.
14. Identify, promote and provide regional training opportunities within the region that promotes the goals and objectives of the R5HSPB and its partners and work with fiduciary with



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registrations and tracking.

15. Develop and oversee regional drills and exercise to meet exercise objectives and capabilities.
16. Evaluate the ability to meet exercise objectives and capabilities by documenting strengths, areas for improvement, capability performance, and corrective actions in an After-Action Report/Improvement Plan (AAR/IP). Through improvement planning, develop corrective actions needed to improve plans, build and sustain capabilities, and maintain readiness.
17. Complete and submit meeting minutes, postings, and reports for all public meetings convened by the R5HSPB, as required.

Any additional determined deliverables will be communicated to the Consultant by the R5HSPB Representative via email, as necessary.

*Initials R5HSPB Representative:* \_\_\_\_\_

*Date:* \_\_\_\_\_ *Initials Consultant*

*Representative:* \_\_\_\_\_

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