

Request for Proposal
Through
PICCC, Inc.
As the NCTF Fiscal Agent

Program Management Services
in the
North Central Task Force Region
(NCTF)



July 2018

REQUEST FOR PROPOSAL

The North Central Task Force invites submission of proposals from an organization or independent Contractor to provide program management services for the North Central Task Force (NCTF), as detailed in this Request for Proposal (RFP).

1. GENERAL:

A. OBJECTIVE:

The NCTF seeks proposals from qualified organizations or Independent Contractor to provide program management services focusing on the accomplishment of Task Force objectives and goals which support the overall mission of the NCTF. This includes leading the grant application process, completing required documents for PEMA, working with the board and committees planning projects and activities to meet Task Force outcomes, providing efficient communication, providing leadership in the coordination of plans and protocol development, limited coordination of trainings and exercises and other preparedness activities, providing information required to the Fiscal Agent or PEMA, and advising the Executive Board on all matters pertaining to planning and task force management. Additional services include maintaining a current inventory of all task force assets and equipment to support any audit requirements, conducting logistical activities to include receiving, tagging, and the coordination / distribution of equipment.

Additionally, it is anticipated that the selected organization or independent contractor will attend NCTF Executive Board Meetings, committee meetings, and other meetings as requested.

B. BACKGROUND:

The NCTF was formed in 1998 in response to the growing threat of the use of Weapons of Mass Destruction (WMD) and the regional effect of a potential incident. One of nine such Regional Task Forces in Pennsylvania, the NCTF has grown to provide "All-Hazards" planning, mitigation, response and recovery services to the citizens of the seven county region. The NCTF is comprised of Bradford, Clinton, Lycoming, Potter, Sullivan, Tioga, and Union Counties.

The Task Force is exclusively funded through grants with primary grants provided federally by the U.S. Department of Homeland Security (DHS). Other federal grants may be assigned to the NCTF and its agents.

The Pennsylvania Emergency Management Agency is the State Administrative Agency for Task Force federal grants.

C. OBLIGATION:

The Task Force is not responsible for any costs associated with the preparation, review and/or submission of responses to this Request for Proposal or associated with the interview(s) during the selection process, if scheduled

D. COMMUNICATION:

Questions concerning this solicitation will be addressed to the Task Force Fiscal Agent, PICCC, Inc.

Cheryl Johnson
Executive Director, PICCC, Inc.
2595-1 Clyde Avenue
State College, PA 16801
814 237-8998
cjohnson@piccc.org

Any questions posed by a potential vendor must be in writing (email is acceptable) and provided prior to close of business (COB) on August 10, 2018. All questions posed will be answered in writing and posted to the PICCC website at www.piccc.org

2. SCOPE OF PROFESSIONAL SERVICES:

A. SCOPE:

The entity selected will work with the Task Force to provide services such as, but not limited to:

- Serve as point of contact for issues involving local, state, and federal programs for the NCTF.
- Lead the Grant Application process and ensure timely and accurate submissions.
- Liaison with other agencies, organizations and NCTF Subcommittees on topics directly related to the scope and mission of the NCTF.
- Responsible to know when grants are available, timelines and/or processing unless additional grants are specified during the term of this contract.
- Represent the Task Force at meetings, training sessions, exercises and other related venues, as requested.
- Participate in NCTF-related activities and events, as directed by the Task Force Chair or designee.
- Other planning, training and exercise tasks and duties, as directed by the Task Force Chair or designee.

- Responsible to know and understand all procedures in regards to grants, forms, timeframes, and guidance regarding the Federal Grants Manual, PEMA requirements and other documents pertaining the NCTF.
 - Provide / Complete in accordance rules and regulations
 - Work closely with the Executive Board and Committees and ensure accurate and timely completion of documents to keep Task Force in good standing and in accordance with timelines.
- Serve as liaison between the NCTF Executive Board and Committees in need of functional or structural advice and assistance as directed by the Task Force Chair or designee.
- Ongoing interaction and working relationship with the Executive Board and Committees of the task force in setting and achieving goals and attending all taskforce meetings.
- Assist in coordinating the continual development of regional emergency response plans, standard operation guidelines and protocols for a regional emergency response to disasters.
- Provide written progress reports to the NCTF Executive Board/Committee to include status of all projects under way and anticipated at each meeting of the Executive Board and at other times as requested.
- Lead the Task Force in the risk assessment process that includes instruments developed by the DHS, FBI, the CDC and others to evaluate and integrate vulnerability, threat and public health performance and yield a risk profile.
- Assist in developing and completing a regional counterterrorism task force strategy that reflects all jurisdictions, domestic preparedness programs, and responder disciplines based on all the above documentation.
- Assist the Task Force chairperson and County EMCs in coordination among program areas, response disciplines and levels of government that will participate in DHS programs.
- Lead the Task Force in conducting an operational capabilities assessment that guides identification of a program needs assessment for each jurisdiction. The results of these assessments combined with results of the risk assessment process will facilitate completion of a jurisdiction prioritization matrix. Prepare and submit documentation to PEMA that provides proof of compliance with all task force contracts and inter-governmental Cooperation agreements
- Develop and maintain an efficient and up to date database for equipment inventory and report on current equipment status

- Develop and implement a comprehensive equipment maintenance program and a comprehensive sustainment plan
- Lead the distribution, tagging, redistribution, retrieval and disposal of equipment
- Develop an equipment needs list for budgeting purposes and plan for and prepare required documentation for purchases of equipment
- Provide information required to the Fiscal Agent, PEMA and Executive Board
- Perform other duties or assignments as per the Task Force Chair or designee as related to the operation of the task force
- Contractor must work with organizations or individuals providing fiduciary, planning, logistics, and clerical support to assist in any projects.

3. PROPOSAL CONTENT:

All bidders are requested to provide a Proposal of Services as described in this RFP:

Proposals will include, as a minimum, the following:

- a. Background information concerning the organization or independent contractor, its mission and activities. Additionally, all bidders are required to provide evidence of knowledge of the workings of the Pennsylvania Task Force and Emergency Management system.

Provide explanation of the employer/ employee relationship for individuals working on this contracted project i.e. subcontractor, independent contractor, employee.

Provide evidence that you will provide personnel that can work within the necessary geographic area.

- b. Evidence of the ability of the proposer to meet the specifications of this solicitation.
- c. Evidence of previous experience in providing similar services.
- d. Costs of services (see below).
- e. Evidence of insurance (general liability, workmen's comp & auto liability required).

4. COSTS:

All bidders must provide a cost schedule for activities, the cost estimates should be listed as follows:

- a. Personnel costs (**per hour**) to perform the services specified (**hourly**).

Hourly rate should include wage, fringe, and overhead costs
Do not build in automatic rate increases.

- b. Travel

Travel will be based on an office location within the Task Force Region for the Program Manager. In the absence of a physical office, all travel will be based on travel from a central point in the Task Force region.

- c. Sub-contractors

The utilization of sub-contractors is permitted but all sub-contractors are required to follow the same guidelines and requirements as the Program Manager.

5. GENERAL INSTRUCTIONS:

- A. Two (2) copies of the proposal should be accompanied with an electronic copy of the written proposal in an Adobe Acrobat (*.pdf) and WORD format saved on a CD or flash drive and be sealed in an envelope or other appropriate sealed packaging and clearly marked "Proposal for NCTF Program Management Services", and addressed and delivered to:

Cheryl Johnson
Executive Director, PICCC, Inc.
2595-1 Clyde Avenue
State College, PA 16801

- B. Proposals must be valid for a period of 90 days from the date of receipt.
- C. **The deadline for submission of proposals is August 22, 2018, prior to 5:00 p.m. prevailing time.** The proposals will be reviewed by the NCTF Executive Board representatives. A contract will be awarded after final recommendation by the NCTF Executive Board.
- D. NCTF reserves the right to reject any or all proposals, or parts of proposals, or to waive any informality or irregularity as deemed in the best interest of the Task Force.

6. SELECTION PROCESS:

- A. Organizations interested in this project must submit proposals as specified in this RFP. Proposals received by the deadline will be reviewed by the NCTF Executive Board. The Board reserves the right to request an interview(s) prior to the selection of an organization, and interview(s) with one or more proposers may be scheduled.
- B. The Task Force will select the organization or Independent Contractor it deems most qualified to address the needs and conditions of this project.
- C. Proposers will be evaluated in accordance with the following Evaluation Factors
1. Cost of services (hourly/per unit costs).
 2. Evidence of the firm's ability to perform the work specified in this RFP. This will be evaluated by reviewing the profiles of the organization or independent contractor and its capabilities, as well as a review of capabilities in the areas of planning and program management.
 3. The familiarity of the firm with the Pennsylvania Task Force system, as well as local, state and federal grant guidelines and regulations specific to emergency and disaster preparedness services.
 4. The experience of the organization on similar grant projects and the performance of the organization on those projects; this will be evaluated through the documentation provided in the proposal and reference checks.
 5. The capability of the organization to provide professional services in a timely manner; this will be evaluated through the organizational references provided.
- (Note: The Executive Board of the NCTF may request a presentation of qualifications from selected bidders).
- D. The award will be made to the responsible organization whose proposal, in the opinion of the Task Force, is most advantageous to the Task Force. The Task Force reserves the right to award a contract to a firm with a higher fee, if the firm ranks higher based on the evaluation criteria described above.
- E. Contract time duration is a one year base with four option years available to be reviewed and determined annually.
Note: Total award will be dependent upon funding available each year.