

**REQUEST FOR PROPOSAL (“RFP”)  
FOR  
REGIONAL CATASTROPHIC TRAINING AND  
EXERCISE PROGRAM**

Required for use by:

**CITY OF CHICAGO**  
(The Office of Emergency Management and Communications)



This RFP distributed by:

**CITY OF CHICAGO**  
(The Office of Emergency Management and Communications)

All proposals and other communications must be addressed and returned to:

**Lorel Blameuser, Contracts Coordinator**  
The Office of Emergency Management and Communications  
1411 W. Madison St.  
Chicago, Illinois 60607

**A Pre-Proposal Conference will be held on Wednesday, November 14, 2012  
at  
10 a.m. Central Time, Room 301 at 1411 W. Madison, Chicago, Illinois  
60607**

**Post Conference Question Due Monday, November 26, 2012**

Attendance is Non-Mandatory, but encouraged.

**PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., CENTRAL  
TIME, on FRIDAY, DECEMBER 7, 2012**

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**RAHM EMANUEL  
MAYOR**

**GARY W. SCHENKEL  
EXECUTIVE DIRECTOR**

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**REQUEST FOR PROPOSAL:  
REGIONAL CATASTOPHRIC PREPAREDNESS GRANT PROGRAM  
TRAINING AND EXERCISE PROGRAM**

**I. BACKGROUND AND PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)**

The City of Chicago ("City"), through its Office of Emergency Management and Communications ("OEMC"), is seeking qualified responses to this opportunity, made available under the Regional Catastrophic Preparedness Grant Program (RCPGP), an initiative funded by the Federal Emergency Management Agency (FEMA) of the U.S. Department of Homeland Security (DHS). This project is directed by the Regional Catastrophic Planning Team (RCPT) and its associated subcommittees; specifically, the RCPT Training and Exercise Subcommittee. The purpose of the RCPGP funding is to support preparedness efforts of local jurisdictions, spanning multiple states, in planning, training, and exercising for potential catastrophic events or disasters impacting the areas within the Combined Statistical Area (CSA).

The purpose of this project will be to assist in the further development, implementation, and updating of 1) Regional Multi-Year Training and Exercise Schedule (RMTES) that will support and test capabilities related to the various operational plans and supporting documents for the Region developed under RCPGP Fiscal Year (FY) 2007 through FY 2010 grants; and 2) design and conduct training and exercise opportunities that are compliant with both the Homeland Security Exercise and Evaluation Program (HSEEP) and National Incident Management System (NIMS).

The federal HSEEP is a common exercise policy and program guidance that constitutes a national standard for exercises and is maintained by FEMA's National Preparedness Directorate, DHS. HSEEP includes consistent methodology and terminology that can be used by all exercise planners, regardless of organizational nature or composition. The HSEEP guidance integrates language and concepts from the National Response Framework, NIMS, National Preparedness Goals, existing local, state, and federal exercise programs, and prevention and response protocols from all levels of government.

**II. PROJECT PARTICIPATION**

As prescribed by the RCPGP, the region as designated by DHS is comprised of sixteen counties across three states, based on the U.S. Census Bureau's Combined Statistical Area (CSA), Chicago-Naperville-Michigan City, as well as a number of Principal Cities, and is known as the IL-IN-WI CSA.

<b>Illinois</b>	<b>Indiana</b>	<b>Wisconsin</b>
City of Chicago Cook County DeKalb County DuPage County Grundy County Kane County Kankakee County Kendall County Lake County McHenry County Will County	Lake County Jasper County La Porte County Newton County Porter County	Kenosha County

As required by the RCPGP, a governing body which reports to the Chicago Urban Area Working Group (UAWG) has been formed called the Regional Catastrophic Planning Team (RCPT) to direct activities, monitor deliverables and share subject matter expertise under this grant program. Membership includes representatives from each of the localities listed above as well as representatives from key regional agencies, including, but not limited to:

- FEMA Region V
- States of Illinois, Indiana and Wisconsin
- Mutual Aid Box Alarm System (MABAS)
- Illinois Law Enforcement Alarm System (ILEAS)
- Regional Transit Security Working Group
- American Red Cross
- Argonne National Laboratory
- Private Sector Partners (e.g. Critical Incident Protocol Program, BOMA)
- Local Metropolitan Medical Response System Council
- Citizen Corps Council
- Local Emergency Planning Committee (LEPC)
- Northern Illinois Public Health Consortium
- Illinois Emergency Services Management Agency (IESMA)
- Metro County Emergency Management Coordinators

Since the City of Chicago Office of Emergency Management and Communications (OEMC) has been designated the sole fiscal agent to administer RCPGP funds in this region, OEMC will identify a Project Manager to oversee the work of the Sub-grantee and monitor that deliverables are being met. The project manager will be the primary point of contact for the Sub-grantee for both fiscal and programmatic issues.

The RCPG Project Manager will:

- Coordinate all activities related to the RCPG, both programmatic and fiscal
- Approve Sub-grantee task orders
- Ensure program objectives are met, including task order work and deliverables
- Support RCPT and workgroup activities
- Report progress to the RCPT

### **III. Project Coordination:**

The deliverables for this project will supplement the RCPGP documents developed under the FY'07 - FY'10 RCPGP, as well as other applicable reference documents, including but not limited to:

- Regional Catastrophic Incident Coordination Plan (RCICP)
- Regional Emergency Warning and Public Information Annex
- Regional Logistics and Resource Management Annex
- Regional Evacuation Annex
- Regional Mass Care and Sheltering Annex
- Regional Hub Reception Center Planning Guide
- Regional Private Sector Integration Plan (PSIP)
- The National Response Framework (NRF)

- Integrated Improvised Nuclear Device Response Plan (IIND)
- Homeland Security Exercise and Evaluation Program (HSEEP)
- The National Disaster Recovery Framework (NDRF)
- Presidential Policy Directive 8 (PPD-8)
- Homeland Security Presidential Directive 9 (HSPD8)
- The National Incident Management System (NIMS)
- Robert T Stafford Act

### **Whole Community Planning:**

All plans developed through this grant program must use a “Whole Community” approach to Emergency Management. This means planning for the actual makeup of a community, making sure that the plans meet the needs of every disaster survivor regardless of age, economics, or accessibility requirements.

### **IV. SCOPE OF SERVICES**

The selected Sub-Grantee, under the supervision of the RCPGP Training and Exercise Subcommittee, will carry out the following Scope of Services including the following two Projects and Deliverables:

#### **PROJECT A:**

***Deliverable #1:*** Develop one Workshop and conduct it at four locations within the CSA. The purpose of this discussion-based exercise is to provide participants with an awareness of the concept of operations presented in the Regional Catastrophic Incident Coordination Plan (RCICP) and its four Annexes:

- Regional Logistics and Resource Management Annex
- Regional Evacuation Annex
- Regional Emergency Public Information and Warning Annex
- Regional Mass Care and Sheltering Annex

Participants of the Workshop will have an opportunity to evaluate actions, protocols, and procedures within the RCICP and Annexes and validate its contents in a group setting.

Working with the Exercise Design Team and subject matter experts, the Sub-Grantee shall:

- Identify objectives of the Workshop.
- Facilitate the Workshop design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and materials for the Workshop.
- Provide team members such as facilitators, data collectors, evaluators, if necessary.
- Submit one After Action Report (AAR) and Improvement Plan (IP) (electronically) based on Hotwashes and feedback from all four Workshops.

**Deliverable #2:** Develop a Training Workshop and conduct it at two locations within the CSA. The purpose of this Training Workshop is to provide participants with 1) an overview of the Regional PSIP and the information system platform; and 2) conduct hands-on-training on how to navigate, request, and track resources through the PSIP Inventory Database Tool and the selected information system platform.

Working with the Exercise Design Team and subject matter experts, the Sub-Grantee shall:

- Identify objectives for the Training Workshop.
- Facilitate the Training Workshop design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and materials for the Training Workshop.
- Provide team members at the Training Workshop, such as facilitators, if necessary.

**Deliverable #3:** Develop a HSEEP-compliant Exercise Plan (EXPLAN) and Exercise Evaluation Guides (EEGs) for a functional exercise (to be conducted at a later date). The purpose of conducting a functional exercise is to build off of previous training workshops and discussion-based exercises to test multiple operational plans, including, but not limited to:

- RCICP
- Regional Logistics and Resource Management Annex
- Regional Evacuation Annex
  - Evacuation Assembly Points
- Regional Emergency Public Information and Warning Annex
- Regional Mass Care and Sheltering Annex
- Regional Hub and Reception Center Planning Guide
  - Regional Hub and Reception Center Training Modules
- Regional PSIP
  - Private Sector Inventory Data Base
- Integrated Improvised Nuclear Device Plan

Specifically, the EXPLAN and EEGs will be developed for a future functional exercise that will test a venue's ability to stand up a Hub and Reception Center to include ingress and egress traffic; evacuee intake; identification of on-ward movement location for evacuees; just-in-time training of Hub and Reception Center operational personnel; and the simulation of resource requests through the developed resource inventory database.

Working with the Exercise Design Team and subject matter experts, the Sub-Grantee shall:

- Review meta-disaster planning assumptions from the IIND Response Plan.
- Review and incorporate the venue activation process as presented in the Regional Hub and Reception Center Planning Guide.
- Review resource inventory, requesting, and tracking process as detailed in the PSIP.
- Review the evacuee tracking tool, if developed.
- Working with the Venue Leads, identify objectives of the functional exercise.
- Facilitate the exercise design process and develop HSEEP-compliant exercise materials including written (EXPLAN and EEGs) and visual.

## **PROJECT B:**

***Deliverable #1:*** Conduct a HSEEP-compliant functional exercise at a minimum of one venue. The functional exercise will test a venue's ability to stand up a Regional Hub and Reception Center to include ingress and egress traffic; evacuee intake; identification of an on-ward movement location for evacuees; just-in-time training for operational personnel; and the simulation of resource requests through the developed resource inventory database.

Working with the Exercise Design Team and subject matter experts, the Sub-Grantee shall:

- Review Functional Exercise EXPLAN and EEGs with Venue Leads.
- Facilitate the Functional Exercise design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and approved materials expended for the Exercise.
- Provide team members at the Functional Exercise, such as facilitators, evaluators, if necessary.
- Submit one AAR and IP.

***Deliverable #2:*** Conduct one multi-jurisdictional, multi-agency, Full Scale Exercise (FSE). The FSE will test the ability for jurisdictions to conduct notifications within the CSA; identify appropriate transportation routes based on the scenario; coordinate response resources to support the transportation of evacuees from an Evacuation Assembly Point to Regional Hub and Reception Centers; activate Regional Hub and Reception Centers; and intake, process, and move evacuees to shelters, if required.

Working with the Exercise Design Team and subject matter experts, the Sub-Grantee shall:

- Review meta-disaster planning assumptions from the IIND Response Plan.
- Review and incorporate venue activation process as presented in the Regional Hub and Reception Center Planning Guide.
- Review resource inventory, requesting, and tracking process as presented in the Regional PSIP inventory tool.
- Review and incorporate resource requesting and tracking process as presented in the logistics and resource management plan and developed tool.
- Review and implement evacuee tracking process.
- Facilitate the Exercise design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and materials expended during the FSE.
- Provide team members at the FSE, such as facilitators, controllers, and evaluators, if necessary.
- Submit one AAR and IP.

**Deliverable #3:** Facilitate the updating of a Regional Multi-Year Training and Exercise Schedule (RMTES) that provides the foundation for the continued implementation, improvement, and sustainment of the various regional plans.

Working with the Training and Exercise Subcommittee, the Sub-Grantee shall:

- Facilitate a yearly Training and Exercise Planning Meeting which will update the schedule of training and exercises that will be conducted throughout the region.
- Define goals and objectives as well as milestones and proficiency levels to be achieved through the implementation of the RMTES.

## **V. REIMBURSEMENT: INVOICING/PAYMENT**

All reimbursement for all services, supplies and/or equipment are to be invoiced as referenced in Exhibit 6, Special Conditions, City of Chicago Standard Terms and Conditions.

## **VI. PROPOSAL RESPONSES**

Response should include the following and referenced as Exhibits:

1. Executive Summary
  - i. The letter of introduction or executive summary must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal.
2. Project Approach & Methodology
  - i. Discuss in detail Sub-grantee's overall approach and methodology for the work to be performed. Discuss in detail Proposer's experience in developing Regional Catastrophic Training and Exercise Program and if possible provide copies of such plan(s). Discuss in detail Proposer's work plan to manage the project, meeting the provided deliverable schedule. Include discussion on any software and computer database management tools that will be used to conduct and analyze its research.
  - ii. Provide location of the office from which the services will be conducted within the IL-IN-WI CSA. Higher consideration will be given to firms with staff residing in the area and/or with those firms familiar with this CSA region.
  - iii. Work plan Tasks-Describe the research approach for each task as reflected in the Scope of Work. Detail each of those activities you would perform, in what order, as part of the completion of each task. Describe the overall approach to information management and security for this project.
  - iv. Organization and Staffing of Project: Discuss the overall resources of the firm to accomplish the work, including available personnel, equipment and present workload. Include a description of how the Proposer proposes to staff this engagement and which task(s) in which Project would be assigned to each staff member. Discuss other on-going projects of the Proposer, and how it plans to handle and coordinate those efforts, and the work to be performed pursuant to this RFP, if award a contract.

- v. Project Schedule: Provide a project schedule that generally identifies tasks; staff allocated for each major task outlining specific deliverables; and specific start and completion dates for each major task, as applicable. The Proposer should speak to the time requirement for the initiation and completion of each task listed herein. **The Sub-grantee's proposal is to reflect OEMC's Deliverable Schedule for 2012-2013-2014 (Exhibit 10).**
  - vi. For any and all Sub-Contractors that may be utilized, clearly delineate the services to be performed and how the Proposer plans to coordinate the work with the sub-contractors.
  - vii. OPTIONAL-Provide available and option services that the Proposer can provide, while not specifically requested at this time, and how Proposer would cost it out.
3. Professional Qualifications (Exhibit 3): Special Terms and Conditions
- i. University Profile
    - 1. Name, Address, Telephone and Contact Person
    - 2. Brief Description of your firm or any joint venture
  - ii. University References(Exhibit 4)
    - 1. A description of not more than four projects similar in size and scope prepared by your university. The description must include client name and contact information, project budget, project schedule and project summary. If the project is in progress, the starting date and project end date should be indicated. Descriptions should be limited to no more than two pages for each project.
  - iii. Scope of Project: Capacity
    - 1. A description of the university's ability to take on a project of this size, scope and under the given deadline.
    - 2. University's available resources to be dedicated to this project.
  - iv. University License
    - 1. A copy of the University's appropriate license
    - 2. A copy of the university's license to do business in Illinois
  - v. Personnel and Management
    - 1. A description of personnel required to manage the project.
    - 2. Resumes of all personnel involved
    - 3. Organizational Chart and job descriptions
  - vi. Minimum Qualifications and Experience
    - 1. Detail your university's overall qualifications and experience to perform comprehensive emergency management services including project management and planning similar in scope as described in this RFP.
4. Preliminary Cost Proposal-The OEMC in coordination with the RCPT intends to award this contract to the university that it considers will provide the best overall program services. The City of Chicago OEMC reserves the right to accept other than the lowest priced offer and to reject any proposals that are considered non-responsive (Exhibit 2).
- i. Total not-to-exceed figure for the project included in this RFP.
  - ii. Hourly rates for all team members. Itemized costs that the University determines would be necessary for successful completion of this proposal.



5. Confidentiality Clause

This project will give the chosen Sub-grantee access to confidential plans and information from throughout the region. The selected university and all sub-contractors must keep all information received and produced from this project confidential. No information from this project can be disseminated without the written consent of the RCPT.

**VII. FORMAT OF PROPOSALS**

Proposals must be prepared on 8 ½" X 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The City of Chicago, OEMC encourages using reusable, recycled, recyclable and chlorine free printed materials for bids, proposal, reports and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Submit 1 hardcopy Original, 5 electronic copies in a searchable pdf format, with Pricing/Cost Proposal completed in Excel on USB drives.

Universities and organizations submitting proposals must submit all documents to:

**The Office of Emergency Management and Communications  
1411 W. Madison  
Chicago, IL 60607**

**ATTN: Lorel Blameuser  
Regional Catastrophic Training and Exercise Program**

The original copy must have an original signature and be notarized.

**VIII. EVALUATION AND SELECTION CRITERIA**

An Evaluation Committee (EC) composed of members of the executive RCPT will review proposals and responses. The group will review each proposal based upon the components of the response, which are listed above.

In evaluating the Proposals, the EC will first consider the completeness and responsiveness of the Respondent's Proposal. The Proposal evaluation process is organized into three phases:

- Phase I - Preliminary Proposal Assessment
- Phase II - Proposal Evaluation
- Phase III - Site Visits and/or Oral Presentations (if necessary)

**Phase I - Preliminary Proposal Assessment**

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section V **Proposal Responses**. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the Evaluation Committee be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

## **Phase II - Proposal Evaluation**

In Phase II, the Evaluation Committee will evaluate how a Respondent's Proposal meets the service requirements set forth in the RFP. Phase II will include an analysis of the Respondent's qualifications, experience, proposed implementation and management plan, cost proposal and other factors based on the evaluation criteria outlined in **Evaluation Criteria**.

As part of the evaluation process, the Evaluation Committee will review the required information for each Proposal received. The Evaluation Committee may also review other information gained by checking references and by investigating the Respondent's financial condition.

The OEMC reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

### **Evaluation Criteria**

In Phase II, the Evaluation Committee will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

- A. Professional and Technical Competence:
  - 1. Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Exhibit 1 of this RFP.
  - 2. Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).
  - 3. Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members) and Local Availability of Key Personnel committed to the City of Chicago.
  - 4. Past and Current Performance of the Respondent (and Team members) on other contracts in terms of quality of services, operating within budget and compliance with performance schedules. The Committee may solicit from current and/or previous clients including the City of Chicago, other government agencies, or any available sources, relevant information concerning the Respondent's record of performance.
- B. Quality, Comprehensiveness and Adequacy of the proposed Implementation and Management Plan including ability to meet service levels, capacity to support the project based on staffing plan including supervisory key personnel who will manage and oversee program.

The Evaluation Committee will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology and approach to meeting the City's service level needs.

- C. Pricing/Cost Proposal. The City of Chicago, OEMC will consider completeness and adequacy of cost as per the Itemized Cost Proposal, Exhibit 2.

**IX. ELIGIBLE APPLICANTS AND AVAILABILITY OF FUNDS**

**A. Available Funding**

Grants awarded by the City of Chicago will be from the FY 2011 RCPGP. Through this competitive grant program, the City of Chicago OEMC, on behalf of the Chicago Urban Area and the IL-IN-WI CSA will make available a maximum of \$750,000 to complete Projects A and B and the applicable deliverables as outlined in this RFP.

**B. Grant Period**

Awards are anticipated begin on or about December 2012. The specific performance period for the grant will be designated in a grant agreement that is issued. The term of FY 2011 RCPGP is July 31, 2013.

**C. Eligible Applicants**

This is open to for profit or non-profit Accredited Colleges and Universities.

**D. Method of compensation**

The method of compensation shall be reimbursement. The selected Contractor must maintain appropriate record of costs expended and will submit expenditure information to the City of Chicago OEMC for reimbursement on a monthly basis (Exhibit 2).

**X. PROCUREMENT TIMETABLE**

The timetable for the RFP solicitation is summarized below. Note that these are target dates and are subject to change by the City of Chicago, OEMC.

<b>Key Activity</b>	<b>Target Date</b>
OEMC Issues RFP	October 29, 2012
Pre-Proposal Conference	November 14, 2012
Post-Conference Questions Due	November 16, 2012
Addendum Response to Clarifying Questions	November 26, 2012
Proposals Due	December 7, 2012

## EXHIBITS

- Exhibit 1      Schedule of Compensation
- Exhibit 2:     University Profile Information
- Exhibit 3:     University References
- Exhibit 4:     Contract Insurance Requirements and Insurance Certificate
- Exhibit 5:     City of Chicago Standard Terms and Conditions
- Exhibit 6:     Contractual Requirements related to HIPAA
- Exhibit 7:     The Office of Emergency Management and Communications Security Requirements
- Exhibit 8:     Confidentiality
- Exhibit 9:     City of Chicago Travel Guide
- Exhibit 10:    Schedule: Regional Catastrophic Planning Grant Program Sub Grantee Deliverable Schedule 2012, 2013, And 2014