

**REQUEST FOR PROPOSAL (“RFP”) FOR  
REGIONAL ANIMAL SERVICES PLAN**

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:

Rosemary McDonnell, Grants Research Specialist  
The Office of Emergency Management and Communications  
1411 W. Madison St.  
Chicago, Illinois 60607

A Pre-Proposal Conference will be held on Tuesday, October 23, 2012 at 10 a.m.  
Central Time, at 1411 W. Madison, Chicago, Illinois 60607

Attendance is Non-Mandatory, but encouraged.

**PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., CENTRAL TIME,  
on FRIDAY, NOVEMBER 9, 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 (RCPGP)  
REGIONAL ANIMAL SERVICES PLAN**

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

The Pets Evacuation and Transportation Standards Act of 2006 – Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during and following a major disaster or emergency.

The City of Chicago, 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). The purpose of the RCPGP funding is to support preparedness efforts of local jurisdictions, spanning multiple states, in planning for catastrophic events or disasters. The goal of this RCPGP project is to develop a regional capability to assist pets/livestock in the event of a large scale/catastrophic disaster.

To proactively expand upon the PETS ACT of 2006, there are a number of zoos, sanctuaries, rehab facilities and game ranches in the 16-county, three (IL-IN-WI) State Region. Within the Region there are 5 Association of Zoos and Aquariums facilities: Brookfield Zoo, Cosley Zoo (DuPage) Shedd Aquarium, Lincoln Park Zoo and Racine Zoo (Wisconsin). However it is unknown how many additional facilities there are within the Region, nor the level of emergency planning that has been done.

Submissions to this Request for Proposals (RFP) must detail how regional planning efforts will be enhanced for the Greater Metropolitan Chicago-land area. OEMC is seeking to hire a “Master Consultant” (Consultant) to work with subject matter experts from the designated area and coordinate the development of a regional capability to assist pets and livestock in the midst of a large scale/catastrophic disaster. In addition the Consultant will work with entities that provide shelter and well-being care for captive wildlife to determine their emergency planning needs.

**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

Due to the large number of members on the RCPT, ten functional area subcommittees have been formed, one of which is the Mass Care & Sheltering (MCS) Subcommittee. Relative to this project, the animal services workgroup has been designated as part of the MCS Subcommittee to identify hazards that directly impact pets and livestock, assess the capability/capacity of all agencies that would/could provide support in an emergency and formulate linkage agreements that address questions of activation and liability. This committee is further charged with identifying project related linkages with plans already developed from the FY2007-2009 RCPGP, as well as ensuring this project is coordinated with other FY2010 RCPGP Projects. Specific regional plans include the development of the Regional Logistics and Resource Management Database, Risk and Hazard Assessment Plans and the Citizen Preparedness Campaigns/Plans.

Members of the Animal Services Workgroup are representatives from key agencies, including but not limited to:

- County/Municipal Animal Control Agencies (ACO)
- American Veterinary Medical Association/local VMAs (invited guest)
- Palatine Community Emergency Response Team – Animal Response Team
- National, Statewide, Regional and Local Humane Societies
- Illinois Emergency Management Agency (IEMA)
- County/Municipal Emergency Management Agencies
- U.S. Dept of Health and Human Services
- Lincoln Park Zoo
- IL/IN/WI Department's of Agriculture
- U.S. Dept of Agriculture
- American Red Cross

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 Consultant and monitor that deliverables are being met. The project manager will be the primary point of contact for the Consultant for both fiscal and programmatic issues.

The RCPG Project Manager will:

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

### III. SCOPE OF SERVICES

OEMC seeks a qualified vendor to improve regional catastrophic preparedness for the IL-IN-WI CSA in meeting the following program priorities listed below.

<b>Grant Program Priorities</b>	<b>Consultant Responsibilities</b>	<b>Committee Responsibilities</b>
<i>Phase I</i>		
Provide planning support necessary to enhance regional community preparedness by developing a plan to bring each county and participating municipal jurisdiction into compliance with the 2006 Pet Evacuation and Transportation Standards Act by the end of the contract period and provide a model plan for animal emergency response.	Research and identify best practices for animal services planning that are applicable to the Midwest region.	Evaluation of summary results to provide direction for Plan development and maintenance.  Work with Intergovernmental Subcommittee to address inter/intra state agreements.
Improve regional community	Create/administer an	Evaluation of

<p>preparedness by identifying and organizing an Animal Resources database assuring the entry of any typed resources into the Regional Logistics and Resource Database system and maintaining a supplemental list of non-typed resources and key regional contacts.</p>	<p>Animal Services specific capacity/capabilities survey to assess human and material resources across the jurisdiction.</p> <p>Equate probability and human expertise (VMAs, ACOs, etc.) material resources needed for response based upon above information and demographics of the animal populations.</p> <p>Evaluate current evacuation transportation plans and make recommendations for the inclusion of Pets/Livestock considerations</p>	<p>summary results to provide direction for Plan development and maintenance.</p>
<p>Facilitate planning efforts by developing model operational procedures for four key animal response mission areas to provide all jurisdictions with templates for animal-related operations in support of the local emergency operations plan.</p> <ol style="list-style-type: none"> <li>a. Shelter companion animals</li> <li>b. Evacuation/shelter-in-place of companion animals</li> <li>c. Provide veterinary services for companion animals</li> <li>d. Provide for the care of and necessary provisions for livestock</li> </ol>	<p>Research, analyze and create system for inter (intra)state, public to public, private to public and private to private Memorandums of Understanding/Mutual Aid Agreements based upon current MOUs/MAA's in place (MABAS, ILEAS, POD Hospital System, VOAD's).</p> <p>Execute above system that result in signed agreements with the entire IL-IN-WI CSA as well as National Level Animal Response agencies and Corporate partners.</p>	<p>Evaluation of summary results to provide direction for Plan development and maintenance.</p>
<p>Collaborate with Regional Risk and Hazard Assessment Subcommittee to evaluate data according to its impact on the Pet/Livestock Population</p>	<p>Use data collected by the Risk and Hazard Assessment Subcommittee as well as research and collect</p>	<p>Evaluation of summary results to provide direction for Plan development.</p>

	<p>current risk assessment plans from state/counties, USDA, academia and community organizations on the perceived hazards/risks.</p> <p>Risks should include Improvised Nuclear Devise and Infrastructure Failure.</p> <p>Collaborate with appropriate entities to properly evaluate data and its impact on pets/livestock.</p> <p>Research and analyze pet/livestock population numbers based upon their geographic locations and their specific risks/hazards.</p>	<p>Provide leadership and direction for inclusion of public-private agencies.</p>
<p>Recruit and train volunteers and professional to enhance emergency response support related to animal and veterinary missions within the region, including the development of web-based training tools to facilitate volunteer education and participation.</p>	<p>Identify and recruit volunteer groups.</p> <p>Identify appropriate training curriculum.</p> <p>Identify appropriate (classroom, web or blended learning) training methods that will improve sustainability of groups.</p> <p>Conduct training and develop tools that help maintain readiness level.</p> <p>Training should be appropriate to the defined Regional hazards</p>	<p>Assist in identifying volunteer groups.</p> <p>Evaluate training curriculum and define readiness levels for sustainability.</p>

<i>Phase II</i>		
<p>Work with counties and other organizations to assure conformance to the FEMA template.</p> <ol style="list-style-type: none"> <li>a. Review each county's plan for adherence to the template</li> <li>b. Provide assistance in updating or developing a plan</li> <li>c. Develop a strategic plan to address the shortfalls or gaps in the plans implementation</li> <li>d. Meet the assigned objectives in the plan</li> </ol>	<p>Research; evaluate current Animal Response templates to create one tool to be used disseminated within the IL-IN-WI CSA for EOP/COOP planning for public and private agencies.</p>	<p>Evaluate information and determine appropriate tool.</p> <p>Identify any additional partners or considerations for development.</p>
<p>Identify the locations where exotic or native wildlife is managed and invite all parties to the table for preliminary workshop/discussion about Emergency planning/Evacuation.</p>	<p>Research Federal, State and local emergency planning for captured wildlife facilities.</p> <p>Determine what laws; regulations, govern zoos, sanctuaries, rehab facilities, game ranches, such as specific licensure, Natural Resource permits according to the State where entity resides.</p> <p>Determine what types of regulations or accreditations (as from Association of Zoos and Aquariums or Global Federation of Animal Sanctuaries) require contingency planning? What elements are required? What are best practices?</p>	<p>Evaluate information and determine appropriate next steps.</p> <p>Identify any additional partners or considerations for development.</p>

## **IV. DELIVERABLES**

### Phase I

- 1) Provide planning support necessary to enhance regional community preparedness by developing a plan to bring each county and participating municipal jurisdiction into compliance with the 2006 Pet Evacuation and Transportation Standards Act by the end of the contract period and provide a model plan for animal emergency response.
- 2) Improve regional community preparedness by identifying and organizing an Animal Resources database assuring the entry of any typed resources into the Regional Logistics and Resource Database system and maintaining a supplemental list of non-typed resources and key regional contacts.
- 3) Facilitate planning efforts by developing model operational procedures for four key animal response mission areas to provide all jurisdictions with templates for animal-related operations in support of the local emergency operations plan.
  - a. Shelter companion animals
  - b. Evacuation/shelter-in-place of companion animals
  - c. Provide veterinary services for companion animals
  - d. Provide for the care of and provision for livestock
- 4) Collaborate with Regional Risk and Hazard Assessment Subcommittee to evaluate data according to their impact on the Pet/Animal Population.
- 5) Recruit and train volunteers and professional to enhance emergency response support related to animal and veterinary missions within the region, including the development of web-based training tools to facilitate volunteer education and participation.

### Phase II

- 1) Work with counties, and if requested, local municipalities and non-profit organizations to assist with conformance to the Regional Plan.
  - a. Review each plan for adherence to the template
  - b. Provide assistance in updating or developing a plan
  - c. Develop a strategic plan to address the shortfalls or gaps in the plans implementation
  - d. Meet the assigned objectives in the plan
- 2) Identify the locations where exotic or native wildlife is managed and invite all parties to the table for preliminary workshop/discussion about Emergency planning/Evacuation.

## **V. PROPOSAL RESPONSES**

Response should include the following:

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 Consultant's overall approach and methodology for the work to be performed. Discuss in detail Proposer's experience in developing Animal Response Plans and if possible provide copies of such plan(s). Discuss in detail Proposer's work plan to manage each project.



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. Include detailed discussion on the training and communication with personnel.
- 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: Special Terms and Conditions

- i. Company Profile
  - 1. Name, Address, Telephone and Contact Person
  - 2. Brief Description of your firm or any joint venture
- ii. Company References
  - 1. A description of not more than four projects similar in size and scope prepared by your firm. 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 firm's ability to take on a project of this size, scope and under the given deadline.
  - 2. Firm's available resources to be dedicated to this project.
- iv. Business License
  - 1. A copy of the firm's appropriate license
  - 2. A copy of the firm'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 firm'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 firm 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.
  - i. Total not-to-exceed figure for the project included in this RFP.
  - ii. Hourly rates for all team members. Itemized costs that the firm determines would be necessary for successful completion of this proposal.
5. MBE/WBE Commitment
  - i. C-1 Form
  - ii. D-1 Form
6. Financial Statements
  - i. Certificate of completed online Economic Disclosure Statement
  - ii. Audited financial reports
  - iii. Insurance Certificate
7. Confidentiality Clause
 

This project will give the chosen Consultant access to confidential plans and information from throughout the region. The selected vendor 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.

## **VI. 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.

Vendors and organizations submitting proposals must submit all documents to:

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

ATTN: Rosemary McDonnell

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

## **VII. EVALUATION AND SELECTION CRITERIA**

An Evaluation Committee 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 Evaluation Committee 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 the extent to which a Respondent's Proposal meets the service requirements set forth in the RFP. Phase II will include a detailed 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 Section III 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.

## **VIII. ELIGIBLE APPLICANTS AND AVAILABILITY OF FUNDS**

### **A. Available Funding**

Grants awarded by the City of Chicago OEMC will be from the FY 2010 Regional Catastrophic Preparedness Grant Program. Through this competitive grant program, the City of Chicago, OEMC, on behalf of the Chicago Urban Area and the IL-IN-WI Combined Statistical Area (CSA) will make available a maximum of \$745,445 for the completion of this project.

### **B. Grant Period**

The term of FY 2010 RCPGP is August 1, 2010-July 31, 2013.

### **C. Eligible Applicants**

This is open to all non profit organizations and for profit vendors.

### **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.

## **IX. 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 9, 2012
Pre-Proposal Conference	October 23, 2012
Post-Conference Questions Due	October 25, 2012
Addendum Response to Clarifying Questions	October 29, 2012
Proposals Due	November 9, 2012

## **EXHIBITS**

- Exhibit 1: Company Profile Information
- Exhibit 2: Company References
- Exhibit 3: Special Conditions Regarding Minority and Women Owned Business Enterprise (M/WBE) Commitment, including:
1. Attachment A: Assist Agencies
  2. Attachment B: Sample Letter to Assist Agencies
  3. Schedule B: Affidavit of Joint Venture (M/WBE)
  4. Schedule C-1: Letter of Intent from M/WBE to Perform as Subcontractor, Supplier and/or Contractor
  5. Schedule D-1: Affidavit of M/WBE Goal Implementation Plan
- Exhibit 4: Online City of Chicago Economic Disclosure Statement and Affidavit and Appendix A (EDS) Instructions and Attachment A, Online EDS Acknowledgement
- Exhibit 5: Contract Insurance Requirements and Insurance Certificate
- Exhibit 6: Standard Contract Terms and Conditions
- Exhibit 7: Confidentiality Clause
- Exhibit 8: Contractual Requirements Related to HIPPA
- Exhibit 9: The Office of Emergency Management and Communications Security Requirements
- Exhibit 10: City of Chicago Travel Guidelines