



PIEDMONT TRIAD
REGIONAL COUNCIL

**REQUEST FOR QUOTES
FOR PROFESSIONAL EMERGENCY
MANAGEMENT TRAINING AND
INTEGRATED PREPARDNESS
PLANNING SERVICES**

Response Due Date: FRIDAY, MAY 26, 2023

General Information

<u>Document Type:</u>	Request for Quotes
<u>Send Date:</u>	Friday, April 28, 2023
<u>Response Due Date:</u>	Friday, May 26, 2023
<u>Contract Period:</u>	12 Months

Office Address and Submitting Information

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Piedmont Triad Regional Council – Request for Qualifications

Request for Qualifications

The Piedmont Triad Regional Council (PTRC) is requesting quotes from experienced professional emergency management preparedness trainers for a contract to accomplish two projects that will enhance the long-term disaster recovery efforts of local governments and stakeholders:

1. Plan and implement a regional All-Hazards Incident Management Team course modeled on the U.S. Fire Administration O-305, Type 3 All-Hazard Incident Management Team Introduction Course. This work should help form a Regional Incident Management Team covering the 12 counties of the PTRC region. Planning and implementation include consultation with PTRC staff, and an established steering committee, bi-monthly to assess and refine strategies on how best to support local emergency management department staff and other key stakeholders involved in disaster response and recovery.
2. Develop and implement an Integrated Preparedness Planning Workshop (IPPW) that would produce an Integrated Preparedness Plan (IPP) with input from an established steering committee and identified stakeholders in the PTRC region.

Background

The Piedmont Triad Regional Council is the 12-County regional association of local governments for the Piedmont Triad. Outcomes defined in this request for quotes intend to support local emergency management professionals with key training experiences and action planning, while glean key policies, goals and strategies to incorporate into regional resilience plans, Comprehensive Economic Development Strategy (CEDs), Regional Hazard Mitigation plans and other State, regional and local plans intersecting with response and recovery.

The activities and deliverables below are also informed by an After Action Report (AAR, attached) from three regional tabletop exercises that PTRC facilitated in early 2023. Nearly 160 attendees from across the region participated in these train-the-trainer exercises that formed a foundation for regional collaboration and needs identification among PTRC-area jurisdictions. One key element was a focus on how the entire community prepares for and responds to disaster recovery scenarios in FEMA lifeline categories, including:

- Security & safety
- Food, water, shelter
- Health & medical system
- Power & gas
- Communication
- Transportation
- Hazardous mitigation

Respondents to this RFQ should be able to incorporate this previous work and incorporate FEMA lifeline categories into the work proposed here. Another key element of the previous trainings was forming and utilizing a regional steering committee of emergency management and public safety leaders in the PTRC's 12-County region. Respondents should describe how this existing steering committee will be engaged and leveraged in planning, advertising, and implementing the proposed work.

Description of Activities

The vendor will:

1. In collaboration with PTRC staff and the existing steering committee, develop and implement a regional All-Hazards Incident Management Team course modeled on the U.S. Fire Administration O-305, Type 3 All-Hazard Incident Management Team (AHIMT) Introduction Course. This course is expected to take place in fall 2023. To the degree possible, this course should incorporate disaster recovery scenarios in the following FEMA lifeline categories:
 - Security & safety
 - Food, water, shelter
 - Health & medical system
 - Power & gas
 - Communication
 - Transportation
 - Hazardous mitigation

A Regional AHIMT would be a premier 40-hour incident management course that places emphasis on large scale or complex incidents that require multiple agencies, multiple jurisdictions, multiple operational periods, and a full complement of Command and General staff positions activated.

Please address how the course will reflect an All-Hazards and whole-community approach to incident management training that includes all disciplines and all levels of government, Non-Governmental Organizations (NGOs), and the private sector.

Respondents have flexibility in structuring a Regional AHIMT Introduction Course, but can consider a standard model that requires three instructors/mentors providing a five-day course with two days of lectures and three days of functional exercises.

2. Develop and implement an Integrated Preparedness Planning Workshop (IPPW) with input from PTRC staff and the existing steering committee. The IPPW should provide an interactive forum for whole community stakeholders to engage in the creation of the Integrated Preparedness Plan. The IPPW also serves to coordinate preparedness activities across organizations to maximize the use of resources and prevent duplication of effort.

3. Produce an Integrated Preparedness Plan (IPP) informed by the IPPW. The IPP should include the preparedness priorities outlined in the IPPW. Respondents should articulate the specific multi-year preparedness priorities and any available information on previously planned preparedness activities that align to those priorities. The IPP should reflect a regional approach with data and considerations from all 12 counties.
4. Participate in 1-hour check-in meetings up to twice per month with PTRC staff to discuss the training goals, outlines, outputs, and progress. Meetings will occur from July 2023 through the completion date of both the Regional AHIMT and IPPW/IPP work, which must be completed no later than June 30, 2024.
5. Take the lead in scheduling project-specific meetings, including providing the virtual meeting links from a consistent platform of a vendor's choice (though Teams or Zoom is preferred).

Deliverables

1. Proposal of a regional All-Hazards Incident Management Team course modeled on the U.S. Fire Administration O-305, Type 3 All-Hazard Management Team Introduction Course. This proposal includes key components, facilitation methods, anticipated timeline, required pre-work, and anticipated outcomes of each component.
2. Facilitation of the regional AHIMT in-person course for our member governments.
3. Proposal and facilitation of an Integrated Preparedness Planning Workshop (IPPW), including key components, facilitation methods, anticipated timeline, required pre-work, and anticipated outcomes of each component.
4. Produce an Integrated Preparedness Plan (IPP) informed by the IPPW.
5. Notes and other materials from training to be shared with PTRC staff and membership.

Anticipated Timeline

The contract for these services must be signed and executed no later than 5 p.m. Friday, June 16, 2023, with the period of performance running from July 1, 2023, to June 30, 2024. The selected vendor should be prepared to sign a standard PTRC contract for services which contains required federal and state clauses.

The specific timetable for this RFQ is on the following page.

Timeline details:

Activity	Target Date (All times are EST)
Issue Request for Proposal	April 28, 2023
Technical Questions	May 18, 2023 (5 p.m.) to ashull@ptrc.org
Response to Technical Questions	May 19, 2023 Responses posted to PTRC website
Proposals Due	May 26, 2023 (5 p.m.)
Interviews (If Necessary)	May 29 – June 2, 2023
Selection Recommendation	June 5, 2023
Contract signed and executed	No later than June 16, 2023
Services to begin	July 1, 2023

Proposal Outline

A. Cover sheet with the following information:

- Contact name, email address, phone number, and website (if relevant)
- Answers to the following questions (note that these do not impact your score, but are required to facilitate the contracting process):
 - i. Does your organization have prior experience in federal contracting?
 - ii. Has your organization completed a Single Audit?
 - iii. A statement that your organization has not been debarred or suspended from participating in Federal/State contracts.

B. Project Narrative that includes:

- A detailed description of the proposed methodology for developing and facilitating a Regional AHIMT Introduction Course, IPPW and IPP that consider Piedmont Triad at-risk populations such as those living in the flood prone areas, older adults, adults with disabilities, low income households with no or little access to services, etc. The methodology should be specific to supporting a regional all-hazards and whole community approach that addresses all facilitation methods, including training tools, technology, and all other materials as necessary.
- A description of the consultant’s knowledge and experience in facilitating these training and processes with emergency management and stakeholders.

- A description of the consultant’s experience working with coordinating response and recovery efforts and long-range planning.
- C. Project Deliverables and Timeline: A realistic work plan and timeline that delivers projects within the period of performance (July 1, 2023 – June 30, 2024)
- D. Line item budget that clearly outlines the number of hours to complete each task. The consultant will be paid according to an hourly rate.

Evaluation Criteria

The review of written proposals will be based on the following evaluation criteria.

A.	<p>Proposed work plan and proposed budget</p> <ul style="list-style-type: none"> • Overall understanding of activities and level of detail provided about how the consultant will craft the training process, facilitate trainings/workshop, develop the Integrated Preparedness Plan, etc. • Quality of proposed methodology for facilitating Regional AHIMT, IPPW and IPP that consider Piedmont Triad at-risk populations and support emergency management officers/partners. • Reasonableness and clarity of work schedule and line item budget. 	40%
B.	<p>Consultant’s knowledge and experience</p> <ul style="list-style-type: none"> • Knowledge and experience in facilitating AHIMT, IPPW, and IPP trainings/processes with emergency management and stakeholders. • Experience coordinating response and recovery efforts and long-range planning. • Degree to which consultant explained its training and experience in addressing disaster recovery scenarios within FEMA lifeline categories (and any additional categories specific to its training). 	40%
C.	<p>Description of familiarity with expected deliverables and the Piedmont Triad region</p> <ul style="list-style-type: none"> • Demonstrated commitment to check-in meetings and information sharing with the PTRC staff and membership. • Experience with similar projects in the Piedmont Triad or evidence of expertise and creativity related to All-Hazards and whole community approaches to incident management. 	20%

Deadline and Submitting Details

Please submit e-mail responses in PDF format by 5 p.m. Friday, May 26, 2023 by to ashull@ptrc.org. Please submit technical questions via email by 5 p.m. May 18, 2023, to ashull@ptrc.org.