



Request for Proposal Northern Virginia Fire and EMS Assessment: Phase 2

The Northern Virginia Emergency Response System (NVERS) is seeking contract support on behalf of the Northern Virginia Fire Chiefs Committee, for the completion of a Fire and Emergency Medical Services (EMS) Assessment. In the spring of 2016, an initial phase of the assessment was completed to examine the region's performance against the National Fire Protection Association (NFPA) 1710 standard for the calendar year 2015. This request for proposal is to complete a second phase of the project; designed to examine station locations (distance / time to supported communities), special service company (Truck and Heavy Rescue) placement and position level requirements (certifications to hold position / rank across jurisdictions).

The purpose of this request for proposal is to enter into a contract with a qualified organization to provide support for the second phase of the Fire and EMS Assessment. The assessment will examine station locations within and across the eleven Northern Virginia fire and rescue departments, with the goal of identifying time to service delivery and capturing any capability gaps that may exist. Additionally, the assessment will provide an examination of minimum requirements (certifications) per position (rank) across the departments, to ensure personnel have comparable training to support mutual aid efforts.

The first component of the project was an assessment of the region's performance against the National Fire Protection Association (NFPA) 1710 standard, completed in May 2016. The study was designed to better inform chief officers of their jurisdiction's operational service delivery, identify gaps or variations in capabilities, as well as how their jurisdiction compared to the NFPA standard; with the outcome of consistency and continuous improvement within the fire and rescue service. Additional iterations of the project may be completed.

This contract will begin on or before August 31, 2016 and terminate on May 1, 2016. Grant funding from the United States Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) will be used to support this assessment.

Objectives

- The project should examine and develop an assessment of station locations. This will include:
 - Time to deploy apparatus from (station) location to first due – ensuring compliance with 1710 standard.
 - Apparatus including, at a minimum, Engine, Truck (Ladder), Rescue (Heavy or Squad), Ambulance (BLS and/or ALS), Shift Commanders (Battalion Chief and/or EMS Supervisor), and Shift Safety Officers.
 - Development of a Geographic Information System (GIS) map notating station locations and service delivery areas, as well areas that meet or fall short of standards.



- Recommendations for strategic station and special service unit locations, to inform future development of buildings.
- Examination of minimum requirements (i.e. certifications) for each position (rank). This will ensure the appropriate personnel support mutual aid calls.
- The contractor will leverage the Northern Virginia Fire Chiefs Committee's expertise and guidance in planning and implementing the assessment.

The following should be included in the proposal organization's information: (name, address, contact information, appropriate registration numbers, subcontractor firms [if applicable]). The proposal should also include the offeror's approach (i.e. discussion of the requirements as understood), scope of work, detailed timeline to complete the project, and any observed obstacles to completing the work. The offeror must also present a preliminary work plan, describing the phases or segments into which the proposed project can logically be divided and performed. This section should also contain a discussion of any changes proposed by the offeror that substantially differs from the project scope. This section should include detailed descriptions of activities that are to occur, significant milestones, and anticipated deliverables. Lastly, the offeror must include a statement of qualifications, to include, organizational and staff experience, references, and personnel assigned to work on this project.

The offeror must submit a cost proposal as a separate document. The contract will be a firm-fixed price agreement. The offeror will be required to furnish all necessary data elements that compose their periodic invoices in accordance with federal reimbursement guidelines.

An electronic copy of the proposal shall be delivered to the following e-mail address (Julie.Gall@nvers.org) by August 15, 2016 at 5:00PM EST. Do not include cost information in proposal. Estimates must be submitted in a separate electronic document.

Questions regarding the request for proposals may be directed to Dr. Julie Gall, NVERS Project Manager (Julie.Gall@nvers.org or 802-279-0408).