

REQUEST FOR PROPOSALS

by the

MARITIME EXCHANGE FOR THE DELAWARE RIVER AND BAY, INC.

Fiduciary Agent, Area Maritime Security Committee
Sector Delaware Bay

for the

Monitoring of Sub-grants under the Port Security Grant Program

March 12, 2009

I. INTRODUCTION

As Fiduciary Agent (FA) for the Area Maritime Security Committee (AMSC) of Sector Delaware Bay, the Maritime Exchange for the Delaware River and Bay, Inc. (MEX) is seeking to hire an individual or firm to manage the administration and monitoring of the 2007 Supplemental Port Security Grant Program (PSGP) sub-grants awarded by the Federal Emergency Management Agency. Similar work for the FY08 and FY09 PSG programs is anticipated, representing a total of approximately \$40 million to be managed.

Simultaneous with the release of this RFP, the Maritime Exchange is posting a Job Notice for a staff position to fulfill the functions outlined herein. The first preference of MEX is to hire an individual who will join the MEX staff, but we understand an external organization or firm may have the best resources for handling the diverse scope and nature of the work requested.

II. MARITIME EXCHANGE FOR THE DELAWARE RIVER AND BAY

Founded in 1872, the Maritime Exchange (MEX) is a non-profit trade association dedicated to the promotion of international commerce, the protection of trade, and the enhancement of navigational safety in the Delaware River and Bay port complex. In this region, the Maritime Exchange serves as the information and communications hub and an advocate for the port -- working with legislators, regulators, policymakers, and members of industry on matters of waterborne transportation, such as trade and quotas, maritime security, automation, safety, the environment and dredging.

III. SCOPE AND NATURE OF GRANTS TO BE MONITORED

The zone for Philadelphia's Captain of the Port (COTP), as defined by 33 CFR 3.25-05, comprises southern and western New Jersey, the eastern two-thirds of Pennsylvania, and all of the State of Delaware, out to 70°11' W. This area is contiguous with the Coast Guard's Sector Delaware Bay command, and the Captain of the Port is also the Sector Commander. As an impartial stakeholder trusted by all concerned parties, in 2007 the Maritime Exchange was designated by the AMSC and the Department of Homeland Security (DHS) to act as FA for the administration of Port Security Grants for Sector Delaware Bay.

The PSGP is designed to assist the Coast Guard's port partners in fulfillments of the FMSC's mission. For the 2007 supplemental grants in particular, as stated in the guidance from DHS,

The PSGP Supplemental provides grant funding to port areas for the protection of critical port infrastructure from terrorism. PSGP Supplemental funds are primarily intended to assist ports in enhancing risk management capabilities, enhanced domain awareness, capabilities to prevent, detect, respond to, and recover from attacks involving improvised explosive devices (IEDs) and other non-conventional weapons, as well as training and exercises.

IV. GENERAL RESPONSIBILITIES OF THE MARITIME EXCHANGE

A. Establish and maintain accounting systems and financial records to accurately account for funds awarded to the Sector.

1. It is important to note that these requirements are the same requirements for any Federal grant recipient.
2. Where the conduct of a program or one of its components is delegated to a sub-grantee, the FA is responsible for ensuring all aspects of the program are met, including proper accounting and financial recordkeeping by the sub-grantee.
3. FA and sub-grantee accounting responsibilities:
 - a. Reviewing financial operations – FAs should be familiar with, and periodically monitor, their sub-grantees' financial operations, records, systems, and procedures. Particular attention should be directed to the maintenance of current financial data.
 - b. Recording financial activities – The FA is responsible to record and report sub-grantees awards or contract obligations, as well as cash advances and other financial activities relative to the grant. In addition, the FA must verify that sub-grantees have applied non-Federal contributions (matching funds) to programs or projects.
 - c. Budgeting and budget review – The FA should ensure that each sub-grantee prepares an adequate budget on which its award commitment will be based. The detail of each project budget should be maintained by the FA.
 - d. Accounting for non-federal contributions – FAs will ensure that the requirements, limitations, and regulations pertinent to non-Federal contributions are applied.
 - e. Audit requirements – FAs must ensure that sub-grantees have satisfied the necessary audit requirements.

B. Monitoring Project Performance. Monitoring is a process whereby the programmatic progress and financial and business management aspects of a financial assistance award are reviewed. FAs must ensure that project objectives are met and funds are spent and accounted for properly.

V. PROJECT REQUIREMENTS AND SCOPE OF WORK

The Maritime Exchange desires assistance in fulfilling the requirements above and is seeking a contractor to be responsible for the compliance with the goals and objectives of the sub-grants, to ensure cost efficiency, to certify that agreed milestones are met, and to recommend any required corrective action for shortfalls in these areas. This will include the collection and analysis of statistical data on the sub-grants monitored, studying management and operational programs, as well as policies and procedures. This work will involve developing solutions to problems, deciding on courses of action, developing program plans and project development and making recommendations to MEX and sub-grantee.

A. Overall requirements. The proposal/response (hereinafter referred to “proposal”) shall lay out how the respondent shall ensure and certify to the FA that the grants monitoring fulfills the requirements of OMB Circular A-133 and other applicable federal laws, regulations and guidance. The proposal shall also name and describe any other best practices that the bidder/applicant (hereinafter referred to as “bidder”) will employ in monitoring the sub-grants.

B. Specific requirements. Proposals will also be evaluated and considered for how they would fulfill the following:

- Validating that the sub-grantees are fulfilling the terms of their Agreements with MEX (available for review, with attachments, at <http://www.maritimedelriv.com/amsc.htm>);
- Identifying that assets were actually purchased, with pictures of assets (scanned), or, in the case of programs or other intangibles, appropriate proof that such was undertaken or acquired;
- Placing asset tags on hard assets (provided by MEX);
- Verifying that assets are operating and in working order;
- Verifying that assets provide security as identified (i.e., the assets do what they are supposed to do);
- Verification that appropriate purchase procedures were followed (e.g., obtaining a minimum of three quotes);
- Managing communications with sub-grantees, to include, but not necessarily be limited to, preparation of requirement financial and progress reports; and
- Monitoring project performance as identified above under Section IV. General Responsibilities of the Maritime Exchange

C. Additional requirements. The following will be taken into consideration if they can be delivered in a cost-effective manner:

- provision of a web-based system, accessible via standard web browsers including Internet Explorer, Firefox, and Opera, for receiving payment requests, receiving supporting documents (invoices, picture of assets, etc.) verifying assets, and auto-messaging to accounting to make payments, and
- consultation with sub-Grantees regarding Federal process requirements (i.e., ensuring up front assistance rather than only back-end verification).

VI. NOTIFICATION OF INTENT TO PROPOSE

Prospective bidders shall have until March 23, 2009 to notify MEX that they intend to respond to this RFP. At that time, they shall certify that they are prepared to meet the following requirements of privacy and confidentiality as part of a **Notification of Intent to Propose**.

In accordance with Federal Ports, Waterways and Coastal Security Classification Guide, information concerning Maritime Critical Infrastructure and Key Resources is SENSITIVE SECURITY INFORMATION (SSI) and shall be handled in accordance with US Coast Guard Navigation and Vessel Inspection Circular (NVIC) 10-04 and 49 CFR Part 1520. Anyone interested in submitting a proposal is required to sign and submit a "Non-disclosure Statement and Confidentiality Agreement."¹ This agreement must be signed by an authorized officer of the company/organization and submitted along with the Notification of Intent to Propose.

Bidders must also complete and include the following statement in their notifications:

I, _____ certify that I hold the position of _____ at _____ (the Company) and that neither the Company, nor any owner, partner, officer or members of the Board of Directors nor any family member of such, including spouse, domestic partner, son or daughter has any personal or financial relationship with any officer or member of the Board of Directors of the Maritime Exchange for the Delaware River and Bay or any family member of such as defined above or any entity owned, managed or controlled by such member that would lead to the appearance of impropriety in the awarding of any contract to the Company by the Maritime Exchange.

The Notification of Intent to Propose shall be addressed to:

Maritime Exchange for the Delaware River and Bay
Attn: Michael LaRue
240 Cherry Street
Philadelphia, PA 19106
mlarue@maritimedelriv.com

Once the Notification of Intent to Propose has been received, and MEX is satisfied that all privacy and confidentiality requirements have been met, MEX will then release to the bidder information on the awards that will need monitoring.

VII. PROPOSAL DEADLINE

Proposals are due not later than April 13, 2009.

VIII. PROPOSAL REQUIREMENTS

Proposals shall be prepared with the following assumptions in mind:

¹ Available at <http://www.maritimedelriv.com/amsc.htm>

- Budget/time estimate shall include a detailed cost breakdown including hourly rates of each staff person and expected hours of time for completion of work.
- Text shall include a description of the processes to be undertaken
- Proposal shall not exceed 12 pages in length.
- Proposals shall include a single point of contact to answer any response related questions (information required is name, title, address, phone, fax and e-mail)

Bidders may be required to provide oral presentations prior to final selection.

IX. PROPOSAL CONTENT/FORMAT

The proposal is to be delivered in both hard and soft copies. It must be submitted in one volume and that volume divided into sections as below, prefaced by a table of contents. Each requested document is to be included in the relevant section, rather than as an attachment.

A. Section 1 - Introduction. Provide a brief description of the organization/corporation, its relevant experience/expertise on similar work, and any unique qualifications related to the scope of work referred to herein.

B. Section 2 - Technical Proposal. Describe the approach and plans for accomplishing the work outlined in the Projects Requirements above. Bidders must set forth their understanding of the requirements of this RFP and demonstrate their ability to complete the contract successfully. This section of the bid proposal shall contain at least the following information:

1. Management overview. Bidders must set forth their overall technical approach and plans to meet the requirements of the RFP in a narrative format. This narrative should convince MEX that bidder understands the objectives that the contract is intended to meet, the nature of the required work, and the level of effort necessary to complete the contract successfully. This narrative should demonstrate that the bidder's general approach and plans to undertake and complete the contract are appropriate to the tasks and subtasks involved.

Merely repeating the RFP tasks and subtasks is strongly discouraged, as this will not provide insight into the bidder's ability to complete the contract. Bidders' responses to this section should be designed to convince the MEX that their detailed plans and approach to complete the Scope of Work are realistic, attainable and appropriate, and that bidders' proposals will lead to successful contract completion.

2. Contract management. Bidders should describe in detail its plans to manage, control, and supervise the contract to ensure its satisfactory completion. These plans should include how bidders shall communicate with MEX, including, but not limited to, status meetings and status reports. The plan shall also include a proposed schedule of daily, weekly, and monthly events and a schedule of communications among and between contractor, sub-grantee, MEX and/or Grantor Agency (FEMA).

If bidder is prepared to provide services association with Section V(C), Additional Requirements, information is to be included in this section.

3. Potential problems. The bidder should set forth a summary of any and all problems that bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.
4. Location. The bidder should include the location of the bidder's office that will be responsible for managing the contract.

C. Section 3 - Organizational Support and Experience. The bidder shall include detailed information relating to its organization which evidences the bidder's qualifications and capabilities to perform the services required by this RFP. Detailed résumés for all personnel to be assigned to the contract shall be provided; at a minimum this will be required for project manager as well as any project team members and shall include information on their backgrounds and relevant experience, as well as the project organizational chart.

1. References. This section shall also include corporate and project team references. MEX will check references before awarding any contract for services described in this RFP. The reference section is to include:

- brief descriptions of contracts for similar work including beginning and ending dates and contract size (cost),
- descriptions of each similar contract work for team members, demonstrating how that person's work on the completed contract relates to the ability to contribute to providing the services required by this RFP, and
- the name and address of reference, including primary contact name, address, email address and telephone number.

2. Subcontractors. Should the bidder propose to utilize subcontractor to fulfill any of its obligations, the bidder shall be responsible for any subcontractor's: (a) performance; (b) compliance with all of the terms and conditions of the contract; and (c) compliance with the requirements of all applicable laws.

The bidder must provide a detailed description of services to be provided by each subcontractor, referencing the applicable Section or Subsection of this RFP. The bidder should provide detailed résumés for each subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability, and experience relevant to that part of the work that the subcontractor is designated to perform.

The bidder should provide documented experience to demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the bidder's proposal.

D. Section 4 - Cost Proposal. The bidder must submit pricing using the format set forth in the attached budget template format. Each bidder is required to hold its prices firm through issuance of contract.

E. Section 5 – Disclosure of Investigations/Actions Involving Bidder. The bidder shall provide a detailed description of any investigation or litigation (including administrative complaints or other administrative proceedings) during the past five years, involving any clients in the public sector,

including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

F. Section 7 - Signatory Page. Within the proposal, a signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture.

X. TIMELINE

The following represents the MEX's best judgment about how the proposal evaluation and consultant selection process will be implemented. The Maritime Exchange reserves the right to adjust this schedule.

A. RFP Notification & Solicitation – Begins March 13, 2009

B. Notification Of Intent To Propose – Due March 23, 2009

C. Proposals – Bids/Proposals Due April 13, 2009

Maritime Exchange for the Delaware River and Bay
Attn: Michael LaRue
240 Cherry Street
Philadelphia, PA 19106
E-mail: mdlarue@maritimedelriv.com

D. Oral Presentations – If required, to be scheduled during the week of May 4, 2009

E. Selection – Target announcement date May 29, 2009

XI. EVALUATION CRITERIA

- General approach of the firm to meet the requirements of the RFP – 25%
- Detailed approach and plans of the team to perform the services required by the RFP – 25%
- Documented overall experience of the firm in successfully completing projects of similar size and scope – 20%
- Specific team qualifications and expertise, with emphasis on their role in successfully completing work on projects of similar size and scope – 20%
- Cost –10%

Attachment 1 Budget Template

(MSWord version available at [www. http://www.maritimedelriv.com/amsc.htm](http://www.maritimedelriv.com/amsc.htm))

Purpose. Follow this format when submitting cost estimates to MEX. All required information must be provided. Use N/A for category of expense not applicable to your proposal. Transfer subtotals to the summary column.

A. Personnel. List each position by title and name of employee, if available. Show the billable rate and estimated (annual) number of hours in the computation.

Name	Position	Computation	Total
Sub-Total			

B. Travel. Itemize travel expenses of project personnel by purpose (e.g., sub-recipient site visits, travel to meetings, etc). Show the basis of computation (e.g., six people to 3day training at \$X airfare, \$X lodging, \$X subsistence).

Type of cost	Description	Total
Sub-Total		

Narrative: Describe travel policies applied:

C. Equipment. List non-expendable items that are to be purchased, if any. Non-expendable equipment is tangible property having a useful life of more than two years. Expendable items should be included either in the "Supplies" category or in the "Other" category. Rented or leased equipment costs should be listed in the "Other" category.

Type of cost	Description	Total
Sub-Total		

Narrative: Explain how the equipment is necessary for the success of the project. Describe the procurement method to be used.

D. Supplies. List items by type (office supplies, postage, training materials, software or license, copying, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Type of cost	Description	Total
Sub-Total		

E. Sub-Contracts. Provide a description of the product or services to be procured by contract and an estimate of the cost as described in your proposal. Note that federal regulations require free and open competition in awarding contracts.

Sub-contractor Name	Service Provided	Total
Sub-Total		

G. Other Costs. List items (e.g., reproduction, telephone) by major type and the basis of the computation.

Type of cost	Description	Total
Sub-Total		

Narrative: Describe formula used.

SUMMARY

Budget Category	Total
<i>Personnel</i>	
<i>Travel</i>	
<i>Equipment</i>	
<i>Sub-Contracts</i>	
<i>Supplies</i>	
<i>Other</i>	
Total	