

**Request for Proposals for Consultant Services
To Develop a
Disaster Preparedness & Planning Workshop
For Long Term Care Facilities**

*East-West Gateway Council of Governments
One Memorial Dr, Suite 1600
St. Louis, MO 63102*

October 19, 2009

The East-West Gateway Council of Governments (East-West Gateway or Council) is seeking a consultant to develop a disaster preparedness and planning workshop for long term care facilities in the twelve counties in MO Region C (Pike, Lincoln, Warren, St. Charles, St. Louis, Independent City of St. Louis, Franklin, Jefferson, Ste. Genevieve, Perry, St. Francois and Washington) including our partnering hospitals in Illinois.

Proposals are due on November 20, 2009 at 1:00 p.m. local time to the following address:

Request for Proposals: Long Term Care Workshop
East-West Gateway Council of Governments
One Memorial Dr, Suite 1600
St. Louis, MO 63102-2451

Late proposals will be returned unopened. Six (6) copies of the proposal and one electronic copy of the complete proposal in compact disk form are required. Faxed proposals will not be accepted.

The Council will post any supplemental information as necessary on the Council's website: www.ewgateway.org.

Please visit our website periodically to check for any additional information.

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I. Introduction

In 2003 the federal government began the Hospital Preparedness program to help hospitals enhance their emergency preparedness capabilities to address events from public health, biological, terrorism and natural disasters.

In support of this effort, the East-West Gateway Council of Governments was awarded the U.S. Department of Health and Senior Services, Assistant Secretary of Preparedness and Response, Bioterrorism Hospital Preparedness grant. The purpose of this grant is to prepare the health care systems in the Missouri Region C counties to respond to a bioterrorism event as well as other outbreaks of infectious disease and emergencies. In addition, the grant focuses on the development and implementation of regional disaster/emergency preparedness plans and protocols for hospitals and participating health care entities. The Missouri Region C counties are Franklin, Jefferson, Lincoln, Perry, Pike, St. Charles, St. Louis, St. Francois, St. Genevieve, Warren and Washington counties and the independent City of St. Louis. There are approximately 45 hospitals in these MO Region C counties that must coordinate their responses through the regional hospital coordination plan. In addition, these hospitals must interact with the hospitals in the Illinois counties of Madison, Monroe and St. Clair.

Through the direction of the STARRS Hospital Committee and a gap analysis, the need for further training outreach with Long Term Care in the St. Louis metropolitan region on Disaster Preparedness and Emergency Preparedness Planning.

Therefore, STARRS is seeking a qualified consultant that will develop, implement and teach on topics of National Incident Management Systems Basics and touch on ICS 100, 200, 700, and 800 basic concepts of how it relates and assists long term care facilities; provide some lessons learned events directly related to long term care preparedness; provide and incorporate templates and recommended emergency preparedness plans; provide information and supporting documentation on sheltering in place specifically at long term care facilities; and work with STARRS in coordinating the additional regional aspects to the workshop.

Funding for this project will be paid from the Hospital Preparedness Grant for the St. Louis region from fiscal year of 2009. The current grant year deadline for fiscal year 2009 is June 30, 2010. Performance on a contract resulting from this RFP will begin mid-December, 2009. Therefore, approximately one half of the Scope of Work will need to be completed, reported and invoiced to the Council by March 1, 2010, and the remainder completed no later than June 15, 2010.

II. Scope of Work

Respondents should propose on the following generalized scope, providing detail on how each task will be accomplished and on staff commitments and resources necessary to accomplish each task.

Baseline assumptions

- Registration forms and materials for the course must be reviewed and pre-approved by STARRS.
- Training will be held for a minimum of 50 and maximum of 80 students.
- Training site will be coordinated with STARRS.
- The contractor obtains and coordinates the food catering for the workshop. Food service costs must be in accordance with grant guidelines, therefore East-West Gateway must approve the services in advance.
- The contractor is responsible for providing certificates, CDs containing information from the workshop and other binder/manuals for the student participants.
- The contractor will implement and train all hospitals and other regional healthcare entities in the St. Louis metropolitan area, however, the primary focus is Long Term Care facilities.
- The contractor must align the time frame of the program offerings to not coincide with other regional training or exercise program.
- The contractor will be responsible for registering, tracking all documentation for the registering students, and reporting at the end of the workshop.
- The contractor staff should be trained, at a minimum, in the National Response Framework and have training in the National Incident Management System ICS 100, 200, 700, and 800 and be able to provide supporting documentation.

Tasks

1. Provide a baseline education on the National Incident Management System more specifically ICS 100, 200, 700, and 800 with reference to the importance of how it relates to long-term care facilities.
2. Describe in the training workshop the benefits of having Emergency Operation Plan for Long Term Care facilities and provide “real world” examples of the results of having a plan, i.e. Florida Hurricane, etc.
3. Develop and provide templates of lessons learned or best practices specifically to long term care facilities when it pertains to emergency preparedness plans and supporting documents.
4. Provide specific list of indicators long term care facilities should be addressing prior to an event and action steps to improve the preparedness inside various facility types.

5. Provide information and supporting document in the training workshop on best practices of sheltering in place for long term care facilities.
6. Work with STARRS organization to incorporate the St. Louis regional perspective and relevance for the workshop.
7. Provide a report to STARRS Advisory Council and STARRS Board on the workshop and results.

III. Content of The Proposal

Proposals in response to this request should be directed to Request for Proposals: Long Term Care Workshop, East-West Gateway Council of Governments, One South Memorial Drive, Suite 1600, St. Louis, MO 63102, no later than 1:00 p.m. local time **November 20, 2009**. Proposals received after this time will be returned unopened. Six (6) copies of the proposal and one electronic copy of the complete proposal in compact disk form are required, along with a letter from a firm principal committing the proposal for a minimum of 90 days. The following items must be addressed in all proposals:

1. Scope of Work. The East-West Gateway staff has developed the general scope of work. Proposals should indicate if the respondent is proposing on all or parts of the scope of work. Respondents may include further detail regarding specific methodologies or approached being proposed.
2. Contract Price. A contract will be awarded on a fixed-fee basis. Proposals should indicate the cost of services to be provided. Also required is a schedule by task of staffing level, subconsultant services, and other direct costs. Attachment D, Cost/Price Form For Firm Fixed Price or equivalent should be included and is available on the Council's web site at www.ewgateway.org
3. Qualifications. Proposals should indicate general qualifications of the respondent(s) in emergency preparedness and response planning, the National Incident Management System, interdisciplinary and multi jurisdictional planning and other disciplines appropriate to the project, as well as specific prior experience and qualifications applicable to this project. Proposals should also include the following:
 - a. resumes of key personnel to be assigned to the project
 - b. references
 - c. sample of previous work
 - d. long term care experience
 - e. NIMS/ICS 100, 200, 700, 800
4. Conflict of Interest Disclosure. Actual and perceived objectivity will be an important part of successfully completing this project. Respondents should indicate whether they have project planning or consulting interests or clients who might benefit financially, directly

or indirectly, now or in the future, from this project.

5. Affirmative Action Checklist. All respondents must complete and enclose with their proposal the affirmative action checklist attached to this Request For Proposal (Attachment A).
6. Certification Regarding Debarment and Suspension. All respondents must complete and enclose with their proposal the Certification Regarding Debarment and Suspension (Attachment B)

IV. Evaluation Criteria

The proposal submitted by each consultant, or consultant team, will be evaluated according to the following factors, in order of priority:

- A. Specialized experience and technical competence of the contractor(s) and assigned staff relative to the task requirements outlined in Section III of this RFP.
 1. Experience of the prime contractor(s) and subcontractor(s)
 2. Experience of the project manager
 3. Experience of other assigned individuals
 4. Demonstrated objectivity of contractor(s), project manager and individuals assigned to project
- B. Understanding of the nature of the project
 1. Understanding of Federal requirements and regulations
 2. Understanding of the proposed scope of work
 3. General understanding of regional conditions related to this project.
- C. References reflecting the previous work experience of the project team and satisfactory accomplishment of contract responsibility.
 1. Quality of final products
 2. Ability to meet work schedules
 3. Responsiveness to client input
- E. Project cost, schedule of person-hour commitment
 1. Total project cost
 2. Project schedule and timeliness of products
 3. Total person-hour commitment
 4. Total hours committed for the project manager

V. Selection Procedures

A contractor will be selected by East-West Gateway Council of Governments after analysis of all information provided in the proposals. East-West Gateway reserves the right to negotiate a contract, including the scope of work with any respondent or other qualified party.

This request does not commit East-West Gateway to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. East-West Gateway reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interest of the Council to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, agent, or director of the East-West Gateway Council of Governments for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request For Proposal.

East-West Gateway reserves the right to suggest to any or all respondents to this RFP that such respondents form into teams of consulting firms or organizations deemed to be advantageous to EWGCC in performing the scope of work. The Council will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available. Respondents have the right to refuse to enter into any suggested relationship.

All proposals submitted hereunder become the exclusive property of the Council.

VI. Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offeror whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, or actions were taken by the staff and/or the selection committee that could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Les Sterman, Executive Director, East-West Gateway Council of Governments, One Memorial Dr, Suite 1600, St. Louis, MO 63102. Protests should be made immediately upon occurrence of the incident in question but no later than 3 days after the proposer received notification of the outcome of the selection procedure. The protest should clearly state the grounds for such protest.

Upon receipt of the protest, the Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined that the action(s) unfairly changed the outcome of the selection process, negotiations with the selected proposer will cease until the matter is resolved.

VII. Additional Information

Direct inquiries to Julie Grotemeyer at Julie.Grotemeyer@ewgateway.org. In order to ensure that all potential respondents receive the same information relative to this solicitation, the Council will post its response for any supplemental information requested on the Council's web site www.ewgateway.org. Please visit the web site periodically to check for any additional

information. If you wish to have a printed copy of the information mailed, you must mail or email a written request to the staff contact listed above.

As stated elsewhere in this document, proposals are due at East-West Gateway Council of Governments' office no later than 1:00 p.m. local time on **November 20, 2009**. East-West Gateway intends to award a single contract for this proposed work.

Funding for this project will be paid from the Hospital Preparedness Grant for the St. Louis region from fiscal year of 2009. The current grant year deadline for fiscal year 2009 is June 30, 2010. Performance on a contract resulting from this RFP will begin mid-December, 2009. Therefore, approximately one half of the Scope of Work will need to be completed, reported and invoiced to the Council by March 1, 2010, and the remainder completed no later than June 15, 2010.

This solicitation is subject to the regulations imposed by section 1352, title 31, U.S. Code regarding lobbying restrictions. Consultants should submit a "Certification Regarding Lobbying" prior to entering into a contract (see Attachment C).

Attachment A
Affirmative Action Checklist

Federal regulations require that any firm with 50 or more employees soliciting a federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference the appropriate pages. Only one copy is required.

1. Date plan was adopted
2. Name of affirmative action officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, assignment of specific responsibilities and to whom the officer reports
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals
7. Validation and revision of examinations, educational requirements, and any other screening requirements
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and insuring supervisory compliance with the affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and time tables)

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of Above Official)

(Date)

Attachment B
Certification Regarding Debarment and Suspension

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

(a) Are not presently debarred, suspended, proposed for **debarment**, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of Above Official)

(Date)

Attachment C
Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of Above Official)

(Date)

Attachment D

Please fill in Cost/Price Form For Firm Fixed Price located on East-West Gateway's website www.ewgateway.org and submit with the proposal.