

**Request for Proposals for Consultant Services
To Develop a
Regional Hospital Coordination Plan**

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

September 8, 2008

The East-West Gateway Council of Governments (East-West Gateway or Council) is seeking a consultant to assist in the planning, design, and development of a regional hospital coordination plan for 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 October 3, 2008 at 5:00 p.m. local time to the following address:

Mr. Les Sterman
Executive Director
East-West Gateway Council of Governments
One Memorial Dr, Suite 1600
St. Louis, MO 63102-2451

Late proposals will be returned unopened. Ten (10) hard copies and one (1) electronic copy (CD) of the proposal 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

The St. Louis Area Regional Response System (STARRS¹) is seeking assistance to develop a comprehensive regional hospital coordination plan. 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.

The Regional Hospital Coordination Plan when completed must address the following: 1) Establish a mechanism for collecting and disseminating information regarding the availability of and need for healthcare resources, including but not limited to equipment, supplies, hospital bed capacities, personnel, special treatment capabilities, fatality management capabilities, transportation/evacuation capabilities and alternate care site capabilities, 2) Facilitates the sharing of resources and personnel among healthcare agencies and organizations in the region, 3) Intended to augment and enhance the healthcare coordination system with the regional plan, 4) Ensure a unified and coordinated incident management approach among the responding healthcare agencies and organizations in the region, 5) Provide a structure for healthcare agencies and organizations to communicate and coordinate among themselves, and with others involved in the event, 6) When dictated by the event, coordinate healthcare resources and personnel from outside the region, and 7) Ensure a mechanism is in place for centralized coordination with local, regional, state and federal emergency management organizations.

¹ STARRS is a not for profit organization formed to coordinate responses to critical incidents in the St. Louis metropolitan region. The East-West Gateway Council of Governments (Council or East-West Gateway) is the fiscal agent for STARRS and recipient of grant funding for this project. All contracts will be with East-West Gateway. However, STARRS will be actively involved in the selection of the contractor(s) and ongoing management of the project.

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

- The plan is to support and enhance the emergency plans and protocols maintained by the healthcare agencies and organizations in the region.
- The plan will be designed to complement and support the St. Louis Regional Emergency Coordination and Concept of Operations Plan (STL CCOP) that is currently under development. This regional catastrophic plan provides direction on how the eight counties in the St. Louis urban area will coordinate their activities during major disasters or catastrophes.
- The plan supports the activities described in the regional plan with a focus on coordinating healthcare-related actions. The Plan is referenced in the Emergency Support Function (ESF) #8 –Health and Medical of the regional plan.
- Subject matter experts will be consulted from different hospitals to assist in the development of the regional hospital coordination plan.
- The contractor will consult with all hospitals and other regional healthcare entities such as Urgent Care Centers, Surgery Centers, etc. in the region to understand the various dynamics and entities to coordinate during catastrophic or regional event.
- The plan is to provide a structure for regional hospitals how to coordinate and under what circumstances within the healthcare community. The plan will eventually address a regional healthcare protocol.

Tasks

1. Review the St. Louis area regional hospital Hazards Vulnerability Assessment (HVA) by each individual hospital and ensure the plan developed complements the STL CCOP.
2. Evaluate the hospital and healthcare region's capabilities to prevent, protect, respond and recover from hazards and risks identified in the risk assessment and develop an analysis of the gaps and shortfalls in the planning and resources as they relate to the St. Louis region's capabilities. The gaps and shortfalls should be described in a manner to permit regional planners to develop a long-term investment plan for closing the gaps.
3. Develop a list of priority hospital investments in the categories of equipment, planning, training and exercising for the region over the next ten years to fill the gaps identified

4. Identify gaps in other hospital resources such as staffing, expertise, or organization.
5. Identify hospital resources and equipment available for regional deployment and develop methods and protocols for obtaining those resources should complement the regional plan.
6. Review state and local [healthcare] laws to determine who has authority under what circumstances in emergencies.
7. Review Memorandum of Understanding Agreements (MOUs) in each individual facility from vendors, sharing of resources and staff, alternate care site locations, etc. Complete a documentation of the various MOUs amongst individual hospitals and identify regional MOU data of overlapping gaps.
8. Conduct a regional tabletop exercise with hospitals practice the Regional Hospital Coordination Plan and Concept of Operations after their completion. Using lessons learned from the tabletop and input from participants, the consultant shall refine the document before finalizing it.
9. Document findings of tasks 1-8 in a report to the STARRS Board of Directors and Advisory Council.

III. Content of The Proposal

Proposals in response to this request should be directed to Les Sterman, Executive Director, East-West Gateway Council of Governments, One South Memorial Drive, Suite 1600, St. Louis, MO 63102, no later than 5:00 p.m. local time October 3, 2008. Proposals received after this time will be returned unopened. Ten (10) hard copies and one (1) electronic copy (CD) of the proposal should be enclosed, 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. The budget for consultant services for this project is less than \$200,000. 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, the Schedule of Costs for Contracts form 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
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

The Board of Directors of the East-West Gateway Council of Governments will select the Consultant to conduct this project. The evaluation criteria noted in Section IV will form the basis for making an initial selection. The Council will enter into negotiations with the initially selected Consultant to arrive at a scope of work and contract price. The agreed upon contract price will include fair and reasonable compensation for the services that are to be provided by the selected Consultant. In the event that a mutual agreement on scope and price is not possible, the Council will select the next highest ranked Consultant from the remaining respondents in the manner identified above and enter into negotiations for the scope and contract price.

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 the Council 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, 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 Sackman at Julie.Sackman@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 5:00 p.m. local time on October 3, 2008. 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 2008. The current grant year deadline for fiscal year 2008 is August 8, 2009. Therefore, work will begin on November 1, 2008 and approximately one half of the Scope of Work will need to be completed, reported and invoiced to the Council by March 1, 2009, and the remainder completed no later than July 31, 2009. The contract amount will not exceed \$200,000.

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)

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

SCHEDULE OF COSTS FOR CONTRACTS					
This form will be submitted with proposals in response to "Requests for Proposals," for the procurement of planning, engineering and related services. If your cost accounting system does not permit analysis of costs as required, contact the purchasing office for further instructions.				RFP NUMBER	
NAME OF OFFERER		TITLE OF PROJECT			
DETAIL DESCRIPTION		ESTIMATED HOURS	RATE/HOUR	TOTAL ESTIMATED COST <i>(Dollars)</i>	
1. DIRECT LABOR <i>(Specify)</i>					
TOTAL DIRECT LABOR					
2. BURDEN <i>(Overhead - Specify)</i> DEPARTMENT OR COST CENTER		BURDEN RATE	X BASE =	BURDEN(S)	
TOTAL BURDEN					
3. OTHER DIRECT COSTS <i>(Specify, printing, long distance, postage, etc. - for additional space see Exhibit B on reverse)</i>					
TOTAL OTHER COSTS					
4. SPECIAL EQUIPMENT <i>(If direct charge - specify)</i>					
TOTAL SPECIAL EQUIPMENT					
5. TRAVEL <i>(If direct charge)</i>					
a. TRANSPORTATION					
b. PER DIEM OR SUBSISTENCE					
TOTAL TRAVEL					
6. CONSULTANTS <i>(exclude subcontracts-Identify - purpose - rate)</i>					
TOTAL CONSULTANTS					
7. SUBCONTRACTS <i>(Specify in Exhibit A on reverse)</i>					
8	TOTAL DIRECT COST AND BURDEN				
9. GENERAL AND ADMINISTRATIVE EXPENSE <i>(Rate % of item nos.)</i>					
10	SUBTOTAL				
11. FIXED FEE OR PROFIT <i>(State basis for amount in proposal)</i>					
12	Total				

OVERHEAD RATE AND GENERAL AND ADMINISTRATIVE RATE INFORMATION

A. GOVERNMENT AUDIT PERFORMED	DATE OF AUDIT	ACCOUNTING PERIOD COVERED
B. NAME AND ADDRESS OF GOVERNMENT AGENCY MAKING AUDIT		C. DO YOUR CONTRACTS PROVIDE NEGOTIATED OVERHEAD RATES ☐ NO ☐ YES (If yes, name Agency negotiating rates)

D. (If no Government Rates have been established furnish the following information)

DEPARTMENT OR COST CENTER	RATE	BASE	TOTAL INDIRECT EXPENSE POOL	BASE FOR TOTAL

EXHIBIT A - SUBCONTRACT INFORMATION (If more space is needed, use blank sheets, identifying item number)

NAME AND ADDRESS OF SUBCONTRACTOR(S)	SUBCONTRACTED WORK	SUBCONTRACT	
		TYPE	AMOUNT

EXHIBIT B - OTHER DIRECT COSTS (Specify, if more space needed, use blank sheets, identifying item number)

CERTIFICATE

The labor rates and overhead costs are current and other estimated costs have been determined by generally accepted accounting principles. Bidder represents: (a) that he ☐ has, ☐ has not, employed or retained any company or person (other than a full-time bona fide employee working solely for the bidder) to solicit or secure his contract, and (b) that he ☐ has, ☐ has not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above, as requested by the Contracting Officer.

NUMBER OF CONTRACTOR EMPLOYEES ☐ 500 AND UNDER ☐ OVER 750	☐ OVER 500 ☐ OVER 1,000	STATE INCORPORATED IN
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE OF CONTRACTOR	