Request for Qualifications

RFQ 022011
Chief Solution Area Planner (ChSAP)
Independent Contractor

Bay County Purchasing Division
Department of Recreation and Administrative Services
on behalf of
Homeland Security Region 3 Board

THOMAS HICKNER
BAY COUNTY EXECUTIVE

REQUEST FOR QUALIFICATIONS---THIS IS NOT AN OFFER
IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO ENSURE THAT YOUR NAME MAY BE RETAINED ON OUR PROPOSERS LIST

DATE OF REQUEST	DECEMBER 16, 2011
REFERENCE PROPOSAL NUMBER	RFQ 022011
PROPOSED DATE/TIME REQUIRED	JANUARY 6, 2012 10:00 A.M.
SUBMIT PROPOSAL TO:	BAY COUNTY RECREATION & ADMINISTRATIVE SERVICES ATTN: FRANCES HORGAN BAY COUNTY BUILDING 515 CENTER AVENUE 8TH FLOOR BAY CITY, MI 48708-5128
MARK PROPOSAL:	"CHIEF SOLUTION AREA PLANNER (ChSAP) FOR REGION 3" --- DELIVER TO PURCHASING DIVISION IMMEDIATELY"

The Bay County Purchasing Division on behalf of the Homeland Security Planning Board (HSBP) of Michigan Region 3 is soliciting sealed letters of qualification from a qualified management professional(s) or company to be considered as an independent contractor to provide **Chief Solution Area Planner** (ChSAP) services to the R3B. The HSPB consists of the following Counties: Alcona, Arenac, Bay Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac and Tuscola.

Funding for this project has been acquired through the State of Michigan 2009 Homeland Security Grant Program (HSGP), 2010 Homeland Security Grant Program, 2011 Homeland Security Grant Program (CDFA Grant Numbers 97.067) and subsequent years should funds be awarded. The County of Bay, through its Department of Recreation and Administrative Services, is the designated fiduciary for the HSGP.

The Chief SAP will enter into an Independent Contractor Agreement with Bay County. The Chief SAP package will be provided to the R3B via the agreement for Chief SAP for a specified fee with terms as specified. This agreement would be extended as grants are awarded.

The Chief SAP planner is in the lead role of Region 3 HSPB's professional/contractual staff. As such, the successful candidate will be responsible for monitoring and guidance of two (2) general Solution Area Planners, one (1) Regional Information Coordinator/ Law Enforcement Terrorism Prevention oriented Activity (LETPA) Solution Area Planner, two (2) Communication Solution Area Planners, as well as interacting with the direct employees of the fiduciary (Bay County) including the fiduciary agent, Homeland Security accountant, administrative/clerical staff and the purchasing agent. In addition to staff, contractors and employees, the Chief Solution Area Planner must work closely with the HSPB and its officers as well as eight subject matter committees and chairperson/vice-chairpersons of these committees. Day to day reporting of activities is to the chairperson of the Region 3 HSBP. The Chief SAP also may be called upon to

interact with individual county Local Planning Teams (LPTs) occasionally. The regional HSPB's in Michigan operate in a complex political, fiscal and legal intergovernmental environment. Funding is federal, awarded to the State of Michigan, Michigan State Police-Emergency Management Homeland Security Division (MSP-EMHSD) as the grantee, with the regional HSPB's as sub-grantees receiving funding through MSP-EMHSD. Multiple grants and performance periods are open simultaneously with State Homeland Security Grant Program (SHSGP) with its percentage dedicated to the LETPA, as well as other mandatory requirements such as the 25% planning expenditure minimum in the FY2008 State Homeland Security Grant Program (SHSGP); Public Safety Interoperable Communication (PSIC); and Interoperable Emergency Communications Grant Program (IECGP).

All spending must be approved on state prescribed forms. Proposals are submitted from the fourteen (14) member county Local Planning Teams (LPT) in Region 3, considered by a committee of subject matter experts and then forwarded to the HSPB with recommendations. Once local priorities are set, projects must be submitted to MSP-EMHSD for review and approval.

Many projects require Environmental and Historical Screening Preservation Memos (EHSPM's) as a condition of federal funding, which can take a significant time period to receive the federal approval to proceed.

Regional HSPB's are required to have a strategic plan, called a Regional Homeland Security Strategy (RHSS) and to report progress to MSP-EMHSD several times each year, as well as reporting to the Governor's Homeland Security Advisory Committee (HSAC). Metrics, simple snapshots of progress displayed graphically are mandatory.

In Region 3, Bay County has served the region as fiduciary since regionalization was implemented in 2006. All contracts on behalf of the region are in fact held by the County of Bay who's fiscal and purchasing policies apply. Cash flow, since all HS grants are on a strictly reimbursable basis after project expenditures have been made can be challenging. It is the policy of the County of Bay that local Bay County funds may not be used to subsidize regional homeland security efforts.

The successful candidate for this critical contractual position must be a highly motivated, dynamic individual capable of working with diverse personalities frequently under intense deadline pressures and time constraints.

In addition to the professional background in the field of public administration and/or homeland security and all-hazards planning, the position requires excellent skills in:

- Interpersonal communications – written and oral
- Project management skills
- Strong financial and analytical skills
- Ability to coordinate simultaneous multiple activities
- Strong background in supervision
- Administrative track record of successful experience developing and implementing strategic plans
- Problem solving
- Knowledge of today's high-tech communications environment including video-conferencing, web portals and use of social media
- Excellent computer skills including but not limited to MS Word, MS Excel, MS PowerPoint, MS Project, MS SharePoint and MS Outlook
- Good records management practices and a high degree of organization
- Strong conflict resolution skills

I. SCOPE OF WORK

A) For the approved monthly compensation the ChSAP will:

- Consult with and take the direction within Board guidelines from the Board Chair.
- Work with committee chairs and SAPs to gather agenda items and prepare and distribute committee agendas in advance of meetings. This may include posting documents to the secure web portal now in early stages of development.
- Monitor and assist SAP activities, provide direction and advice based on Board policy and approved projects. A demonstrated expertise in supervision is a plus.
- Make presentations to various public bodies as needed, including HSAC, R3HSPB, Boards of Commissioners, local LPT's, and others. Demonstrated expertise using excel and power point are essential.
- Assist SAPs in implementing approved projects. Project management skills, including use of MS Project are essential.
- Assist Chair and recording secretary in preparation of monthly HSPB agenda.
- Draft correspondence to federal and state agencies as called upon.
- Monitor overall financial reports for compliance with mandatory requirements of the sub grantee to ensure all expenditures are in compliance and the interests of the fiduciary are protected.
- Manage the day to day affairs of the R3HSPB

B.) Based on the state's investment justification submitted as a part of the Homeland Security Grant Programs for FY2009 and FY2010 and the Region's Homeland Security Strategy, the projects listed below have been identified as required. The ChSAP will oversee the implementation of the following required projects:

FY 2009 Regional Investment Projects

- Strategic Planning Initiatives & Implementation
- Interoperable Communications Capability Enhancements
- Protection of Critical Infrastructure and Key Resources
- Improvised Exploded Devise (IED)/Chemical Biological Radioactive Nuclear and Explosive (CBRNE) Coordinated Capability Enhancements
- Strengthen School Preparedness Programs
- Special Needs Planning and Preparedness
- Multi-Agency Exercise Coordination
- Citizen Corps Planning, Training, and Exercise Coordination
- Critical Infrastructure and Key Resource Site Assessments
- Regional Intelligence Information Sharing and Dissemination Planning

FY 2010 Michigan HSGP – SHSP Investments include:

- Information Sharing Environment
- Enhanced Protection and Resilience of Critical Infrastructure and Key Resources
- Strengthen Emergency Responder Communications and Public Notification Capabilities
- Enhanced Regional Planning and Response Capacity
- CBRNE Preparedness and Response
- Targeted Catastrophic Planning
- Citizen's Corps Investment

Regional Homeland Security Strategy: Oversee the implementation the Region 3 Regional Homeland Security Strategy's goals, objectives and activities.

The above is a scope of work that the ChSAP is required to implement and oversee; this list may change in accordance to Homeland Security or the needs of the Homeland Security Region 3 Board.

II. QUALIFICATIONS BASED SELECTION (QBS) PROCESS TO BE USED

The *Bay County Purchasing Policy* provides for the use of the QBS Process. This fair and rational procedure facilitates the selection of professional services on the basis of qualifications and competence in relation to the scope and needs of the particular project. For the Chief Solution Area Planner project, the process is to be carried out through the establishment of a Qualifications Based Selection Committee. The committee is charged to implement the QBS process and provide recommendations to Homeland Security Region 3 Board. Members of a QBS committee will review materials submitted by each person, compare and rate them according to the selection requirements stated in this QBS.

The QBS process to be used for this project involves a number of steps: (1) the Homeland Security Region 3 Board approved the proposed general scope of the work, (2) a QBS Committee is designated, (3) a schedule for selection of the ChSAP is established, (4) a list of professional proponents is developed, (5) qualification documents are gathered and evaluated, (6) a short list of proposers who receive 85 points or more is prepared for further consideration with the top proposer(s) being interviewed and evaluated, (7) ChSAP is selected, (8) fee per hour is negotiated, (9) Corporation Counsel finalizes contract with ChSAP. If agreement cannot be reached with the highest ranked proposer, the administrative staff will consult with the QBS Committee Panels Members and negotiations are begun with the second highest ranked individual until agreement is finalized.

III. QBS COMMITTEE MEMBERS

The QBS Committee for the Homeland Security Region 3 Board's Chief Solution Area Planner may include:

- Assistant County Executive for Administrative Services, Michael Gray
- Fiduciary Agent, Patricia Bostick
- Finance Officer , Crystal Hebert
- Purchasing Agent, Frances Horgan
- Corporation Counsel, Martha Fitzhugh
- Board Financial Analyst, Robert Redmond
- Chairman of the Board of Commissioners or Designee
- Region 3 Governance Committee Members
    - R3HSBP Chairman, Michael K. Gray
    - FRR, & Exercise & Training Committee Chairman, Ed Rohn
    - Governance Committee Chairman, Robert Rae
    - Vulnerability & Critical Infrastructure Chairman, Roger Garner
    - Citizen Corps Committee Chairman, Tim Genovese
    - At Large Tuscola County R3HSPB Representative, Pat Finn
    - Communications Committee Chairman, Leonard Norman
    - Community Preparedness & Participation Committee Chairman, Christopher Izworski

IV. POINT DISTRIBUTION TO BE USED FOR RATING QUALIFICATIONS OF PROPOSERS

A maximum of one hundred and ten (110) points could be awarded for each proposer's qualifications, with a minimum of eighty-five (85) points needed to qualify. Qualifying scores will be assigned on the following basis:

A. Credentials, Experience, Education in Public Administration and Emergency Management:	**5 to 30 points**
a. Work history and experience in a responsible governmental management position(s)	1 to 10 points
b. MPA, MBA or related degree	1 to 5 points
c. Work history and experience in emergency management	1 to 5 points
d. Professional Emergency Manager (PEM) and/or other certifications	1 to 5 points
e. Fully trained in the National Incident Management System (NIMS)	1 to 5 points
B. Communications – Written and Oral (Sample power point required)	**1 to 10 points**
C. Experience in Homeland Security	**1 to 10 points**
D. Computer Skills	**5 to 25 points**
a. Power Point	1 to 5 points
b. Excel	1 to 5 points
c. MS Project	1 to 5 points
d. Word	1 to 5 points
e. Web/Internet	1 to 5 points
E. Project management	**1 to 10 points**
F. Strategic Planning	**1 to 10 points**
G. Supervisory Experience	**1 to 15 points**
Total possible qualifications score	**110 points**

Proposer's whose qualifications scores are below the minimum of eighty-five (85) points will be eliminated from further consideration. Three or more potential proposers whose qualifications score at least eighty-five (85) points may be invited to an interview, as determined by the County, for further questioning, to be held at the Bay County Building, Information Services Conference Room, 8th Floor, 515 Center Ave., Bay City, MI 48708.

Following this procedure, the Contractual Agreement will be presented to the selected proposer. If not executed by the proposer within 10 (ten) days, negotiations with the first-ranked proposer will be terminated, and the County reserves the right to open negotiations with the second-ranked proposer. The iterative process shall be continued until the County selects a ChSAP to recommend to the Homeland Security Region 3 Board.

V. CONTENT OF PROPOSAL REQUIRED TO BE CONSIDERED FOR THIS REQUEST FOR QUALIFICATIONS

To be considered you must submit all required elements listed below. They should bear the letters and headings contained in this RFQ.

A. **Curriculum Vitae (Resume) (Label as ATTACHMENT A1) Total Possible Points 20**
Detailing work history in public administration and emergency management; professional regulation; professional references; personal references. Include a narrative of no more than one page explaining why you are qualified for this position.

B. **Certifications, Awards and Citations (Label as ATTACHMENT A2) Total Possible Points 10**
Including Professional Emergency Managers (PEM) and certificates of all completed National Incident Management System (NIMS) course.

C. **Communications Skills, Written and Oral (Label as ATTACHMENT B) Total Possible Points 10**
Include a narrative of no more than one page outlining your communications skills, including public speaking, formal presentations, and writing skills, etc. Include a couple of your professional writing and a short, sample power point presentation about your skills to fill the Chief SAP position.

D. **Experience in Homeland Security (Label as ATTACHMENT C) Total Possible Points 10**
Provide a narrative no more than one page outlining your experience, knowledge and skills in Homeland Security.

E. **Computer Skills (Label as ATTACHMENT D) Total Possible Points 25**
Provide a brief statement and self-rating of your skills in the following computer applications on a scale of 1 to 5 with 5 being expert and 1 being little or no knowledge:
   a. Power Point
   b. Excel
   c. MS Project
   d. Word
   e. Web/Internet

F. **Project Management (Label as ATTACHMENT E) Total Possible Points 10**
Provide a written statement of your expensive in project management. Please list specific projects and clearly describe your role in each. To the extent possible, please include references.

G. **Strategic Planning (Label as ATTACHMENT F) Total Possible Points 10**
Provide a written narrative no more than one page of your experience with formulating strategic plans including organization and the role you played. To the extent possible supply references.

H. Supervisory Experience (Label as ATTACHMENT G) Total Possible Points 15
Provide a narrative of not more than one page which describes your supervisory experience including specific jobs and positions and the number of employees supervised in each. Also address your experience in other aspects of supervision: hiring, firing, performance improvement, coaching, mentoring etc.

The following will not be considered for evaluation but must be completed and submitted or you proposal will be considered incomplete, marked rejected and returned

I. **Non-Collusive Agreement (ATTACHMENT H)**
All proposers are required to return the attached document certifying they have not been party of any collusion and that they are authorized to act as an agent for the company or firm they represent.

VI. ADDITIONAL REQUIREMENTS OF PROPOSER

The ChSAP will be expected to possess the following:

- Ability to design, organize and conduct a planning study
- Ability to use tabular and statistical data
- Ability to prepare graphic and narrative materials
- Ability to participate in Homeland Security planning an meeting with state, local and other public and private officials
- Ability to use tact and similar qualities necessary in meeting and communicating effectively with others
- Ability to maintain records and prepare reports and correspondences related to the work
- Ability to maintain favorable public relations
- A PEM certification is preferred but not required

INSURANCE

If proposer will retain employees, the proposer shall submit evidence of current workman's compensation insurance; and proposer shall submit evidence of automobile insurance in the minimum amount of $500,000 per occurrence and any other liability insurance coverage with carriers and limits acceptable to Bay County Corporation Counsel.

The proposer shall submit evidence of commercial liability insurance of $1,000,000 per occurrence and general aggregate of $1,000,000.

Continuation of Coverage: If any of the above coverage expires during the term of this contract, the Proponent shall deliver renewal certificates and/or policies to Bay County at least thirty (30) days prior to the expiration date.

A Certificate of Insurance will be required of the chosen proposer upon prior to contract signing.

DELIVERY REQUIREMENTS

Proposals, including a separate sealed envelope with compensation requirements will be accepted by mail or hand delivered to the Bay County Purchasing Division, 515 Center Ave., 8th Floor, Bay City, MI 48708 NO LATER than **January 6, 2012 10:00AM**.

To be considered, the proposal must contain: TWO (2) SEALED ENVELPOPES, ONE (1) MUST BE CLEARLY MARKED "**QUALIFICATIONS FOR HOMELAND SECURITY CHIEF SOLUTION AREA PLANNER INDEPENDENT CONSULTANT**" and contain seven (7) copies of that portion of the proposal including all attachments and only one (1) sealed envelope clearly marked "**FEE SCHEDULE**".

The Proponent may bid on all or part of the scope of work. Please indicate on the compensation requirement what portions of the scope of work you would like to be considered for.

BAY COUNTY WILL NOT ACCEPT PROPOSALS SENT BY FAX MACHINE OR EMAIL

V. GENERAL INFORMATION

ADDENDA: All additions, corrections or changes to the solicitation documents will be made by Addenda only. Proposers shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by addendum. All addenda issued shall become part of the Agreement documents. Addenda will be sent to all known potential proposers by e-mail.

CONTACT INFORMATION: To receive these or any communications, possible proposers are asked to immediately send contact information by email to Frances Horgan, Bay County Purchasing Agent, at horganf@baycounty.net; failure to do so may limit your ability to submit a complete, competitive proposal.

TAX-EXEMPT STATUS: Bay County is a tax exempt entity. A tax exempt form will be provided to the successful proposer.

RESPONSIBILITY: Proposers are solely responsible for ensuring their bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

DELAYS: The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of quote shall be made to the Purchasing Agent, Bay County Building, 8th Floor, Bay City, MI 48708.

RFQ/QBS DELIVERIES: Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

The Bay County Assistant County Executive for Recreation and Administrative Services award of any bid is subject to and conditioned upon the approval of a formal agreement for services between Bay County and the Chief Solutions Area Planner Independent Consultant within ten (10) days after the date that the proposer receives such agreement from Bay County. In submitting a proposal, the proposer acknowledges that the contents of the RFQ/ABS will become incorporated within the agreement and that this RFQ/QBS does not include every term and provision which shall appear in the final agreement. In the event that the proposer fails to execute the formal agreement within the stated time period, Bay County may reject the selected proposer and proceed to accept another qualified proposal or reject all proposals.

The Chief Solution Area Planner Independent Consultant to which this agreement is awarded shall not be entitled to any additional or increased fees by reason of conditions being different from those anticipated or by reason of their failure to thoroughly acquaint themselves with the conditions except as specified in the Agreement.

In accordance with the Constitution of the State of Michigan 1963, Article I – Declaration of Rights, §26.-Affirmative action, Bay County shall not discriminate against, or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. As permitted by the Constitution Bay County will utilize bona fide qualifications based on sex that are reasonably necessary to the normal operation of public employment, public education, or public contracting. Bay County may suspend compliance with §26 where such action must be taken to establish or maintain eligibility for any federal program, if ineligibility would result in a loss of federal funds to Bay County.

Except as modified in the preceding paragraph, any individual or business entity providing goods and/or services to Bay County shall be required to comply with current provisions of the Equal Opportunity Act For Individuals With Disabilities (42 USCA § 12101 et seq.) and Equal Employment Opportunities (42 USCA § 2000e) in projects receiving federal assistance and the Elliot-Larsen Civil Rights Act (MCL 37.1201 et seq.) and the Michigan Person's with Disabilities' Civil Rights Act (MCL 3701101 et seq.). Such individual or business entity shall not discriminate against any individual with respect to hire, tenure, terms, conditions or privileges of employment because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job position, or because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant except as modified by Constitution Article 1, §26, shall be regarded as a material breach of any transaction or agreement between Bay County and the individual or business entity. Bay County shall vigorously enforce these covenants through use of sanctions available within the Bay County Purchasing Policy or legal action.

Bay County reserves the right to accept or reject any or all submissions and waive any irregularities and to make the final determination as to the best qualified proposal.

All questions about the RFQ/QBS must be directed in writing, to:

Frances Horgan
Bay County Purchasing Agent
Email: horganf@baycounty.net

Written questions received by 5:00 PM January 3, 2012 will be answered and responses will be returned in writing to all potential proponents.

In the event that a proponent disagrees with the recommendation of the Bay County Assistant County Executive for Recreation and Administrative Services concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Frances Horgan, Bay County Purchasing Agent, Bay County Recreation and Administrative Services Department, Bay County Building, 515 Center Ave., 8th Floor, Bay City, MI 48708, 989-895-4037, within ten (10) working days of the Letter of Intent to Award.

ADA Assistance: Bay County will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon 10 days notice to Bay County. Individuals with disabilities requiring auxiliary aids or services should contact Bay County by writing or calling:

Michael Gray, Assistant County Executive for Recreation and Administrative Services
Office of the Bay County Executive
Bay County Building
515 Center Avenue
4th Floor, Suite 401
Bay City, Ml 48708-5128
Telephone (989) 895-4013
TDD (989) 895-4049

--OR--

Frances Horgan, Purchasing Agent
Department of Recreation and Administrative Services
Bay County Building
515 Center Ave
8th Floor
Bay City, MI 48708-5128
Telephone: (989) 895-4037
e-mail: horganf@baycounty.net

This qualification process will be conducted in conformity with the Bay County Purchasing Policy

ATTACHMENT H

CERTIFICATION

The individual signing below certifies:

1. They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2. The individual has been duly authorized to act as the official representative of the proposer, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.

3. This proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee.

4. The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.

5. That the signer took no action to persuade any person, partnership, or corporation to submit or withhold a bid.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone: _____

Fax: _____

Email: _____

Date: _____