



Request for Contractor (RFC) for
Homeland Security Training and Exercise Planning Services

Issue Date: Thursday, November 14, 2024

Response Date/Time: Monday, December 2, 2024

Response Location: cassis@crcog.org

1 INTRODUCTION AND INTENT

CRCOG seeks to find a qualified firm or individual to provide training, exercise planning and response plan review services for the Public Safety and Homeland Security component in conjunction with the Capitol Region Emergency Planning Council (CREPC). The chosen provider will support our mission through training and strategic planning services and will work with public safety officials from the forty-one CREPC member municipalities.

This is a contractual position to be funded by the CRCOG Regional Fund. It is anticipated to be approximately 18-20 hours per week.

It is CRCOG's intent to award a contract for a one-year term, with options for additional one-year extensions as agreed by both parties.

2 BACKGROUND AND OVERVIEW

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen and women, and town council chairs who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region as a whole. CRCOG serves the Capitol Region and all our municipalities by:

- Helping members improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible land use and preservation of land and natural resources and effective economic development;
- Strengthening the Capitol City of Hartford as the core of a strong region, and as our economic, social and cultural center;
- Advocating for the region and its towns with the State and Federal governments;
- Strengthening our regional community by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating and implementing the vision, needs and values of their regional community.

3 SCOPE OF SERVICES

A. Training Delivery and Facilitation

- Deliver FEMA emergency management specific training classes to first responders and municipal employees. This will include ICS 300- Intermediate ICS for Expanding Incidents, ICS 400 Advanced ICS- Complex Incidents and FEMA 402 NIMS Overview for Senior Officials.

B. Exercise Planning Services

CRCOG currently conducts exercises, Full-Scale, Functional and Tabletop (TTX) periodically but would like to add to our service offerings in this area.

- Develop and conduct TTX's for member municipalities upon request. This may include active shooter or cybersecurity scenarios.
- Develop and conduct After Action Reviews and generate AAR reports as directed by CRCOG Public Safety Director.

C. Plan Review/Other Services

- Continued development and review of regional emergency response plans to include the Regional Emergency Support Plan (RESP), Regional Coordination Center Concept of Operations Plan and the Multiyear Training and Exercise Plan.
- Assist with Everbridge, WEB EOC and Salamander software systems.
- Arrange Subject Matter Expert (SME) presentations as necessary.

QUALIFICATIONS

The contractor shall have at least five (5) years of experience in public safety, homeland security, planning, program management or training. It is desirable that at least (3) three years of experience be in planning, including developing written long-term plans broad in scope and having an impact on a number of operations.

The contractor will be certified as an instructor by FEMA and in Homeland Security Exercise and Evaluation Program (HSEEP) compliance or become certified within 6 months dependent upon the availability of the course.

The contractor shall have experience in dealing with various levels of public safety and municipal employees. The contractor shall have a working knowledge of public safety operations and training requirements. The contractor shall have strong interpersonal skills and effective verbal and written communications skills. The contractor shall be required to have access to a computer, cell phone and use their own vehicle to attend all meetings.

4 PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFC and can perform the scope of services detailed in the RFC.

Respondents are asked to submit all responses via e-mail to Cheryl Assis, CRCOG Director of Public Safety at cassis@crcog.org with the heading Homeland Security Training and Exercise Planning Services

Responses must be submitted by December 2nd.

A. Project Understanding / Approach

Describe your understanding of the scope of services required and your ability to provide the full spectrum of needs as outlined in the Scope of Services. Describe your approach to providing the desired services and highlight any relevant special services or experience you provide that could be beneficial.

B. Relevant Experience and Qualifications

Please describe in detail your relevant experience in fulfilling the needs outlined in the Scope of Services.

- What makes you or your firm qualified to provide the services described in this RFC?
- Include 3 references
- Include any experience conducting training or exercises

C. Fee Proposal

This engagement will be based upon an hourly rate which should be included. Please include the hourly rate of the Principal along with rates of any other team members.

CRCOG reserves the right to negotiate fees and project scope with the successful respondent if it is deemed to be in the agency's best interest.

5 QUESTIONS

Questions shall be submitted via e-mail to cassis@crcog.org by November 22nd. No oral interpretations shall be provided. Responses shall be posted on the CRCOG website and e-mailed to respondents who submit questions. It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

6 RFC GENERAL TERMS AND CONDITIONS

A. Contract Requirements

A formal contractual arrangement will be entered into with the consultant, selected as per the CRCOG standard form of agreement. The contents of the proposal submitted by the successful respondent and the RFC will become part of any Contract award.

B. Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from CRCOG.

C. Termination

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the vendor, or if the vendor fails, in the opinion of the Agency, to meet the general terms and conditions of

any resulting contract or to provide a level of service that is deemed to be in the best interest of the Agency.

D. Insurance Requirements

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire contract period the following insurance coverage covering the Respondent and all its agents, employees and sub-contractors.

Required insurance coverage for firms responding:

- 1. Professional Liability Insurance** with limits up to \$1,000,000 aggregate limit issued on claims made basis for the term of the contract.
- 2. Comprehensive General Liability Insurance:** Vendor shall obtain and keep in force during the Term of the Agreement general liability insurance with minimum limits of 1 million per occurrence/ 2 million aggregate and shall name the CRCOG and their respective officers, officials, employees, and agents as Additional Insureds on a primary and non-contributory basis. Vendor's insurer shall have no right of recovery or subrogation against CRCOG. These requirements shall be clearly stated in the remarks section on Vendor's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut.
- 3. Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated above.
- 4. Excess Liability Umbrella** with limits up to \$1,000,000.

Required insurance coverage for individuals responding:

- 1. Excess Liability Umbrella Form** with limits up to \$1,000,000.

E. Hold Harmless and Indemnification

The Firm, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the Vendor during the Vendor's performance of this Agreement or any other Agreements of the Vendor entered into by reason thereof. CRCOG agrees to give the Vendor prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

