

# REQUEST FOR PROPOSALS FOR

## Enhancing Emergency Management at the University of Louisiana at Lafayette

ISSUE DATE: February 22, 2010  
TITLE: UL Lafayette Emergency Management for Higher Education (EMHE) Grant Program  
LOCATION OF WORK PERFORMANCE: UNIVERSITY OF LOUISIANA AT LAFAYETTE  
PERIOD OF PERFORMANCE: May 15, 2010 – December 1, 2010

PROPOSALS WILL BE RECEIVED UNTIL March 31, 2010 until 12:00 p.m.

ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO:

Dr. Ramesh Kolluru, Executive Director  
National Incident Management Systems and Advanced Technologies (NIMSAT) Institute  
E-mail: kolluru@louisiana.edu  
Phone: 337.482.0611

PROPOSALS SHOULD BE MAILED TO:

Dr. Ramesh Kolluru  
NIMSAT Institute  
University of Louisiana at Lafayette  
P.O. Box 44932  
Lafayette, LA 70504-4932

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Fed ID No: \_\_\_\_\_

Signature: \_\_\_\_\_

---

## Table of Contents

---

Table of Contents .....	2
Part I General Information .....	3
I-1 Purpose/Background .....	3
I-2 Issuing Office .....	3
I-3 Scope .....	4
I-4 Contract .....	4
I-5 Rejection of Proposals .....	4
I-6 Incurring Costs .....	4
I-7 Addenda to the RFP .....	4
I-8 Response Date .....	4
I-9 Proposals .....	4
I-10 Economy of Preparation .....	5
I-11 Oral Presentations .....	5
I-12 Vendor Responsibilities .....	5
I-13 Disclosure of Proposal Contents .....	5
I-14 News Releases .....	5
I-15 Cost Data .....	5
Part II Scope of Work .....	5
II-1 Hazard Identification and Risk Assessment (HIRA) .....	5
II-2 Development of an All-Hazards Emergency Management Plan .....	5
II-3 Training & Exercises .....	6
II-4 External Evaluator .....	6
Part III Information Required From Vendors .....	6
III-1 Statement of the Problem .....	6
III-2 Work Plan .....	7
III-3 Cost and Price Analysis .....	8
Part IV Criteria for Selection .....	8
IV-1 Evaluation Criteria .....	8
IV-2 Acceptance or Rejection .....	8
IV-3 Selection .....	9

---

## **Part I General Information**

---

### ***I-1 Purpose/Background***

This Request for Proposal (RFP) provides interested firms with sufficient information to enable them to prepare and submit proposals for consideration by the University of Louisiana at Lafayette, a public institution of the State of Louisiana, herein referred to as "UL Lafayette". The purpose of the RFP is to establish one or more contracts through competitive negotiations for enhancing UL Lafayette's emergency management capabilities. This work will be funded through an Emergency Management for Higher Education (EMHE) grant award to the UL Lafayette. The university is interested in selecting one or more firms that can provide consultant coordinator services to (1) evaluate and enhance the University's existing Hazard Identification and Risk Assessment (HIRA), (2) develop an All-Hazards Emergency Management Plan for UL Lafayette, (3) provide training in Incident Command System (ICS) for select UL Lafayette stakeholders, and (4) evaluate UL Lafayette's accomplishment of the performance goals articulated within the EMHE grant.

UL Lafayette has obtained grant funding from the U.S. Department of Education (ED)'s Office of Safe and Drug-Free Schools (OSDFS), Emergency Management for Higher Education (EMHE) grant program. EMHE grants are intended to support efforts by universities to identify, reduce and manage their vulnerability to hazards and support the identification and prioritization of cost effective mitigation measures. These measures are designed to reduce injuries, loss of life, and damage and destruction of property from all hazards, including damage to critical facilities and research operations.

The EMHE project dovetails well with the current UL Lafayette Disaster Resistant University (DRU) effort which was focused on developing an all-hazards hazard mitigation plan for the university. A combination of the outcomes of these projects will allow UL Lafayette to develop a comprehensive plan for the management of the disaster lifecycle – ranging from mitigation and preparedness to disaster response and recovery.

### ***I-2 Issuing Office***

This RFP is being issued for the University by the issuing office listed below. The issuing office is the sole point of contact for this RFP.

Please refer all inquiries to:

Ramesh Kolluru, Ph.D.  
Executive Director, NIMSAT Institute  
University of Louisiana at Lafayette  
P.O. Box 44932  
Lafayette, LA 70504-4932  
V: 337.482.0611; F: 337.482.0621  
Email: [kolluru@louisiana.edu](mailto:kolluru@louisiana.edu)  
Website: [www.nimsat.org](http://www.nimsat.org)

**Questions must be submitted in writing to the issuing office by March 17, 2010 to ensure sufficient time to prepare responses.**

From the issue date of this RFP until a determination is made regarding the selection of firms, all contacts concerning this RFP must be made through the issuing office. Any violation of this condition is cause for UL Lafayette to reject a firm's proposal. If it is later discovered that any violations have occurred, UL Lafayette may reject the proposal.

### ***I-3 Scope***

This RFP contains instructions governing the responses to be submitted and the material to be included therein, a description of the services to be provided, requirements which must be met to be eligible for consideration, and contract terms and conditions.

### ***I-4 Contract***

It is proposed that if a contract is entered into as a result of successful negotiations, the vendor will be required to sign a standard UL Lafayette contract. Negotiations may be undertaken with vendors whose proposals show them to be qualified, responsible, and capable of performing the work. The "Work Statement", as negotiated, will be incorporated into the standard contract. All or a portion of the services offered in the vendor's proposal may be incorporated into the final negotiated contract.

### ***I-5 Rejection of Proposals***

UL Lafayette reserves the right to reject any and all proposals received as a result of this RFP and to cancel this solicitation at any time prior to the execution of a contract. **Proposals will be rejected immediately if they are not prepared in accordance with the RFP or if the Cost Proposal section is not submitted in a separate, sealed envelope.**

### ***I-6 Incurring Costs***

UL Lafayette is not liable for any costs or expenses incurred by vendors in the preparation or submission of their proposals, or the attendance at any conferences or meetings related to this RFP, prior to the issuance of a contract.

### ***I-7 Addenda to the RFP***

If it becomes necessary to revise any part of this RFP, addenda will be posted at the following website: <http://www.nimsat.org>. The information contained on this website is current and accurate. It is the vendor's responsibility to check this site periodically to obtain any changes to the solicitation. The vendor must acknowledge all addenda in their proposal response. Vendors who fail to submit current copies of the solicitation may be deemed non-responsive. Vendors who do not have access to the Internet should notify the issuing office.

### ***I-8 Response Date***

To be considered, proposals must be received at the issuing office on or before March 31, 2010 at 12:00 p.m. Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. **Late submissions will not be accepted.**

### ***I-9 Proposals***

To be considered, a vendor may submit a proposal for either the combination of (Sections II-1, II-2, and II-3), or Section II-4 outlined in the Part II Scope of Work section of this RFP. Vendors should submit proposals for either the combination of Sections II-1, II-2, and II-3, or Section II-4 by itself; however, no proposals will be accepted from vendors for Section II-4, if a proposal is being submitted by the same vendor for the combination of Sections II-1, II-2, and II-3. **All responses to this RFP must use the format provided in Section III.**

Proposals must be submitted as one (1) original and three (3) copies to the Issuing Office. In addition, all proposals must include an electronic version on CD in Microsoft Word and/or Excel formats. This information must include both the Technical and Cost Data. Vendors must name each file using their company name e.g., ABCCOMPANY-Tech.doc and ABCCOMPANY-Cost.xls or ABCCOMPANY-Cost.doc.

Please note that your ORIGINAL PROPOSAL MUST contain the proposal cover page clearly stating the section of the scope of work the proposal is to be considered. In addition the cover page must contain an ORIGINAL SIGNATURE of an official of your company authorized to bind your company to its provisions. No other distribution of proposals will be made by the vendor. The contents of the

proposal of the successful firm and this RFP will become contractual obligations if and when a contract is executed. For this RFP, the proposal, as submitted, must remain valid during the entire solicitation, award process, and contract finalization process.

### ***I-10 Economy of Preparation***

Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP.

### ***I-11 Oral Presentations***

Vendors who submit proposals may be required to make an oral presentation of their proposal to UL Lafayette. Such presentations provide an opportunity for the vendor to clarify its proposal to ensure thorough mutual understanding of it. The issuing office will schedule these presentations.

### ***I-12 Vendor Responsibilities***

Each proposal must be signed by the individual representative of the firm who has contracting authority. That individual will be the sole point of contact with regard to contractual matters.

### ***I-13 Disclosure of Proposal Contents***

Proposals will be held in confidence and, except for the selected proposal, will not be revealed or discussed with competitors. All other materials submitted with the proposal will become the property of UL Lafayette and may be returned only at the university's option. UL Lafayette has the right to use any or all ideas in any proposal. Selection or rejection of the proposal does not affect this right.

### ***I-14 News Releases***

News releases pertaining to this RFP will not be made without UL Lafayette's approval, and then only in coordination with the issuing office.

### ***I-15 Cost Data***

All cost data for the proposal shall be submitted on a CD in a separate sealed envelope within the sealed proposal and kept separate from the technical proposal. Failure to meet this requirement will result in automatic disqualification of the proposal.

---

## **Part II Scope of Work**

---

Vendors should submit proposals for either the combination of Sections II-1, II-2, and II-3, or Section II-4 by itself; however, no proposals will be accepted from vendors for Section II-4, if a proposal is being submitted by the same vendor for the combination of Sections II-1, II-2, and II-3.

### ***II-1 Hazard Identification and Risk Assessment (HIRA)***

The University of Louisiana at Lafayette has recently completed the development of a comprehensive Hazard Identification and Risk Assessment (HIRA) for UL Lafayette. A contractor will be selected to evaluate the university's existing Threat and Vulnerability assessments and review the methodology used by the university in the development of its Hazard Identification and Risk Assessment (HIRA). UL Lafayette would prefer vendors that are conversant in the application of well-established and recognized frameworks such as the Kaiser model to help identify and assess the most common hazards. The contractor should help guide the university staff, as may be necessary, in ensuring that the HIRA adequately addresses the top 13 hazards identified by the university, and should emphasize training and exercises around responding to those hazards.

### ***II-2 Development of an All-Hazards Emergency Management Plan***

Currently UL Lafayette has several well-designed plans and procedures for some of the more frequent incidents that affect the campus, such as flooding, hurricanes, tropical storms, pandemic flu, etc. Some buildings and facilities have their own emergency plans based on the specific vulnerabilities of the

building (for example the chemistry building). However, these plans, procedures and protocols have not been integrated into an all-hazards unified command and control framework for the university, which intersects with the broader community's plans.

The selected contractor will assist the University in creating an integrated all-hazards emergency management plan that would address all-hazards man-made and natural disasters, including such issues as medical emergencies, mental health, physical and transportation needs across multiple linguistic, physical disabilities, and cultural barriers. The University's emergency management plan needs to be NIMS and ADA-compliant, and intersect with the Lafayette parish and State of Louisiana's broader emergency management plans and processes.

### ***II-3 Training & Exercises***

A contractor will be selected to conduct training & exercise sessions during the project period. Under this contract, the contractor will provide the cost of labor, materials, and incidentals for the following:

1. The contractor is expected to provide trainers certified in offering courses for FEMA's National Incident Management Systems (NIMS) Incident Command System (ICS), and/or any other courses recommended by the US Department of Education as required under the EMHE guidelines. By the end of the project, we expect the contractor to train up to 75 employees of UL Lafayette and its stakeholders in a range of courses including ICS 100 or ICS 100.HE, ICS 300, ICS 400, ICS 700, ICS 800.B, or other NIMS-certified specially designed courses for executives and others such as IS-701, IS-702, IS-703, and IS-706 identified by Department of Education/FEMA as supporting emergency management in higher education. The contractor will develop a plan that identifies the right mix of on-line and classroom courses, based on the target group of trainees, present the plan to the university, and upon approval deliver the training.
2. The contractor is expected to provide two or three discussions-based and/or operations-based exercises identified within HSEEP during the course of the project, covering a total of 45 participants. The contractor will develop the scenario, provide the materials, and conduct full-scale and table-top exercises that include personnel from the university and the community in realistic emergency management situations within the higher education environment context. At least 15 UL Lafayette stakeholders will be included in training exercises, in addition to 10 members from the local community.

### ***II-4 External Evaluator***

A contractor will be selected to serve as an external evaluator to oversee all program evaluation. This project seeks to increase the number of NIMS compliant UL Lafayette employees from 5 (at the time the proposal was submitted) to 75 (by the end of the project). The contractor will evaluate the project success in accomplishing these outcomes by reviewing the certificates received upon the completion of training, and preparing the required evaluation statement.

---

## **Part III Information Required From Vendors**

---

Proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this section of the RFP. Any other information thought to be relevant should be provided as appendices to the proposal.

### ***III-1 Statement of the Problem***

State in succinct terms your firm's understanding of the services required by this RFP and your approach to working with UL Lafayette. Specifically address your technical plan for performing the requested services. This should include a plan for what parts of the effort will be done with "in-house" staff and which will be subcontracted. Use the information provided in Part II as your reference point.

### **III-2 Work Plan**

Include a narrative description of the proposed effort and a list of services that will be delivered. Address the requirements defined in Section II of this RFP. Each proposal must contain the following information submitted in the sequence outlined below.

#### **1. Contractor Responsibilities**

Each proposal must be signed by the individual representative of the firm who has contracting authority. That individual will be the sole point of contact with regard to contractual matters. Vendors must certify that they are not currently under suspension or debarment by the State of Louisiana, any other state, regulatory commission, or the federal government. Additionally, vendors must certify that they are not tax delinquent with either the Louisiana Department of Revenue or the Louisiana Department of Labor. Vendors must acknowledge that, if they are currently under suspension or debarment, or if they owe delinquent taxes, their proposal may not be accepted or considered.

#### **2. Understanding of the Organization**

Provide a statement of understanding of the University of Louisiana System and particularly UL Lafayette and of the needs of the organization regarding the services required herein.

#### **3. Planning Project Requirements**

Provide a detailed description of the planning and maintenance processes. Outline critical factors that may affect the timeline listed herein. Provide a description of how UL Lafayette's goals and objectives may be met.

#### **4. Performance History**

Provide a detailed background of prior work accomplished that is similar to the services requested herein. Particular attention should be paid to projects similar in Louisiana, with either state universities and/or the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), where the work was done by individuals who will be assigned to this project. Based on the specific service proposed, the contractor must demonstrate capabilities in the following areas:

- Experience in providing the services delineated in the "Scope of Work" section. Specifically, expertise in planning, developing and implementing Hazard Identification Risk Assessments, specifically for colleges and universities.
- National-scale experience in "real-world" hazard mitigation, public assistance emergency management planning, and disaster response, preferably in the context of Louisiana, i.e., experience working for state and local governments for our nation's largest disasters, including Hurricanes Katrina, Rita, Gustav and Ike.
- Working knowledge of DHS/FEMA policy frameworks and reporting requirements, as well as establishing and enhancing relationships with federal agencies and emergency management communities.
- Experience in developing and utilizing tools and protocols for training, exercises and drills with colleges and universities.
- Continuity of government and operations planning experience in developing Disaster Mitigation Act of 2000 (DMA)-compliant mitigation plans in Louisiana.
- Continuity of government and operations planning to include experience in coordinating multi-disciplinary, inter- and intra- agency planning teams.
- Demonstrated in-depth knowledge of the roles both GOHSEP and FEMA play in this process and successful DMA plan development in FEMA Region VI.

- Familiarity with UL Lafayette, State of Louisiana, local government structures and their linkages and coordination with the emergency management councils/agencies.
- Information technology strategic planning, including GIS utilization and systems development.
- Stakeholder identification, engagement, and meeting facilitation.
- Demonstrated capability to manage and coordinate multiple large projects simultaneously.
- Working knowledge of the UL Lafayette business model and its influences.
- Ability to work with diverse “teams” throughout this effort. These teams would include representatives from the university with the authority to make decisions relative to designing and implementing the initiative.
- Ability to conduct outreach and marketing services.
- Illustrations: Types of similar clients. Types of similar services. Explain specifically how your company will oversee and support the planning project. As part of this explanation, provide résumés of key operations personnel involved in day-to-day management of UL Lafayette project activities.

### ***III-3 Cost and Price Analysis***

Provide the firm’s contract pricing scheme for the identified scope of work. If hourly fees are to be used, provide the following as applicable: consultation by the firm’s principal staff; clerical/administrative costs; staff to be assigned to this project; GIS data analysis; research; travel costs and when applied; other administrative expenses (e.g., faxes, long distance calls, postage); and, other applicable costs. If hourly fees are to be used, provide a not-to-exceed cost estimate for this project. If the project work will be performed lump-sum, provide details on how this fee would be derived.

The cost portion of the proposal must be bound and sealed separately from the remainder of the technical proposal. Price does not enter into the selection process until after the technical capabilities of the individual proposals are considered and a determination of their responsiveness, suitability, and competence is made.

---

## **Part IV Criteria for Selection**

---

### ***IV-1 Evaluation Criteria***

Proposals will be evaluated using the following point value criteria:

- 30 Perceived quality of services offered by contractor.
- 20 Contractor’s demonstrated success in providing the services described herein.
- 20 Prior experience in real-world disaster management, hazard mitigation, public assistance, risk assessment, disaster response and recovery, preferably in a Louisiana/University context.
- 30 An understanding of the university’s current situation and vision related to disaster management, and the ability to work with the university in establishing a culture preparedness and resiliency across all areas of academe, teaching and research.

### ***IV-2 Acceptance or Rejection***

The University reserves the right to accept or reject any or all proposals, in whole or in part, to take exception to any RFP specifications, to make an award based solely on the proposals received or to negotiate further with one more offerors. UL Lafayette also reserves the right to negotiate a contract with selected offeror(s), which is at variance with the RFP initially prepared by UL Lafayette and/or responded to by the offeror. Failure to comply with the RFP by an offeror, as determined by UL Lafayette, may be grounds for the exclusion of such offeror from further consideration by the University.

### ***IV-3 Selection***

The selection by the University of any proposal as ultimately negotiated will be at the University's entire discretion, which discretion shall extend to purely subjective considerations solely exercisable by the University without regard to a claimed lowest cost by any proposed vendor. The University is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.