



# **RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

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RICHMOND, VIRGINIA 23235  
(804) 323-2033

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Request for Proposals  
RRPDC - CENTRAL VIRGINIA EMERGENCY MANAGEMENT  
**RFP# 19-02**  
**THIRA Phase 3: Regional Planning Framework for**  
Family Assistance Center operations (FAC), and Joint Information Center (JIC)

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RFP Issued:	<b>November 26, 2018</b>
Deadline – Question Submissions:	<b>December 12, 2018</b>
Answers Posted:	<b>December 14, 2018</b>
Deadline – Proposal Submissions:	<b>December 21, 2018</b>
RFP Announcement:	<b>By January 4, 2018</b>

This is a grant funded opportunity. Total budget for the project is restricted to the grant funding available.

**Invitation:**

The Richmond Regional Planning District Commission (RRPDC) invites all qualified offerors to submit a proposal for the continuation of a regional Threat and Hazard Identification and Risk Assessment (THIRA) completed earlier in 2018. Specifically, the work requested is to develop a regional framework for enacting local Family Assistance Centers (FAC), and Joint Information Centers (JIC) in the Central Virginia Region. This solicitation is released with the expectation of identifying a contractor to execute the services described herein. The project is funded through an award of State Homeland Security Program (SHSP) funding and is thereby subject to all funding requirements of SHSP awards.

Solicitation of this RFP is not binding. RRPDC reserves the right to postpone or cancel this project based on review of the quality of and costs identified by the proposals received.

**Submissions and Questions:**

Proposals will be received by the RRPDC by physical delivery, postal or electronic mail. (Proposals will not be accepted in facsimile form.) All information received in response to this request marked Proprietary will be handled accordingly.

Responses to the Request will not be returned. Full submission requirements and instructions are detailed in Section 8 herein.

Questions concerning this Request for Proposal should be directed to

**Regional Emergency Management Coordinator: Katie Moody**

**9211 Forrest Hill Avenue, Suite 200, Richmond, VA 23235**

**[kmoody@richmondregional.org](mailto:kmoody@richmondregional.org)**

**(804) 323.2033**

All questions from prospective responders and answers regarding this proposal will be posted on the RRPDC's website at [www.richmondregional.org](http://www.richmondregional.org). Prospective responders will also find links to background information about the RRPDC.

By:



Martha Shickle  
Executive Director

Date: November 21, 2018

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## **1 Request for Proposal (RFPJ)**

The Richmond Regional Planning District Commission (RRPDC) invites you to respond to this Request for Proposal (RFP) for the continuation of a regional Threat and Hazard Identification and Risk Assessment (THIRA) completed earlier in 2018. Specifically, the work requested is to develop a regional framework for enacting local Family Assistance Centers (FAC), and Joint Information Centers (JIC) in the Central Virginia Region. This solicitation is released with the expectation of identifying a contractor to execute the services described herein. The project is funded through an award of State Homeland Security Program (SHSP) funding and is thereby subject to all funding requirements of SHSP awards. The focus of the RFP is to select a single organization to provide the described services to RRPDC with the project to be completed no later than March 29, 2019.

## **2 Introduction to Richmond Regional Planning District Commission (RRPDC)**

The RRPDC is a planning district commission organized under Virginia Code; it was created to promote regional cooperation and orderly planning among its member jurisdictions. RRPDC provides many services to its member jurisdictions including funding assistance, planning, project management, public relations, facilitation and research in core areas including community development, emergency management, natural resources and transportation. RRPDC provides staffing services for regional bodies including the Central Virginia Emergency Management Alliance (CVEMA).

## **3 Introduction to Central Virginia Emergency Management Alliance (CVEMA)**

The Central Virginia Emergency Management Alliance is a voluntary coalition of emergency management, public safety and other public, private and non-profit partners committed to working together to maximize the preparedness, safety, and resilience of the whole community across the Richmond region. Originating with the Central Virginia UASI, CVEMA includes the 22 localities of VDEM Region 1 in addition to Caroline, Louisa and Cumberland Counties (see map attached) and other public and private sector partners, who have all committed to continuing to coordinate and to build upon the relationships and capabilities developed over the past 7 years as regional partners in their shared mission.

## **4 Overview of CVEMA Organizational Structure and Relationship to the RRPDC**

The CVEMA is governed through bylaws which establish a committee structure. The Executive Committee of the CVEMA is responsible for oversight of the staff resources available through the RRPDC. RRPDC works at the direction of the CVEMA in project oversight and management and serves as the fiscal agent for many projects identified by the CVEMA as a priority each year. The primary point of contact is Katie Moody, Regional Emergency Management Coordinator, who works under the direction of Martha Shickle, Executive Director of the RRPDC. The goals and objectives of this project were established through the Planning Committee of the CVEMA and will serve as the project steering committee.

## **5 Elements of the Project Scope**

RRPDC is seeking proposals for a qualified vendor to complete the development of two regional “frameworks” for establishing local Family Assistance Centers (FAC), and Joint Information Centers (JIC) in the CVEMA region. These frameworks are different from standard plans in that there will be no locally identifiable information; the frameworks are intended to be a toolkit that can be used in any jurisdiction within the region to perform these functions. The frameworks should establish a common set of

functions, positions, capabilities etc., that will create ease in sharing of personnel and other resources and provide a common operations platform for FACs and JICs. The frameworks should be designed in a manner that allows each jurisdiction to pick the functions they both need in a particular incident, and are capable of performing, with the understanding that there are some functions and positions which are critical.

Each framework should cover the following items at a minimum:

- A list of critical functions associated with the operation including detailed descriptions, lists of necessary resources, etc.
- A list of optional functions associated with the operation including detailed descriptions, lists of necessary resources, etc.
- Critical Positions needed to perform each function with job descriptions and list of responsibilities.
- Job aids for each position identified in the plan.
- Jurisdiction specific addendum template for each plan, with blank sections to be filled in by each jurisdiction, showing specifics that need to be identified at the local level to make the plan operational.

Some CVEMA participating jurisdictions have well-developed FAC and JIC Plans in place. These should be reviewed and elements of these should be used for incorporation into the regional framework to build on the existing capabilities of the region. Review of existing Plans for FAC and JIC operations should be reviewed prior to a meeting with the project steering committee (Planning Committee).

The planning process shall be conducted in this way:

- The Planning Committee is scheduled to meet monthly on the third Wednesday of each month. These meetings should be used to review progress of the contractor. The first meeting (January) should include a discussion of the project scope and specific expectations for the planning framework deliverables. Local and regional plans currently in operation or in draft form related to FAC and JIC operations will be provided to the Contractor for review at the time of contract agreement. The Contractor should review the provided local planning documents and conduct research to gather other relevant plans, after action reports and white papers from across the country to develop an inventory of common themes and best practices related to the establishment of local FACs and JICs. The Contractor should provide a matrix of recommended elements of a FAC and JIC Plan as well as recommended and required functions and positions at the end of the research period for the Planning Committee to review. The planning committee will then approve the elements to be included in the framework before the contractor finalizes a draft document for both the FAC and JIC Planning Framework. The preliminary final draft product should be provided to the Planning Committee no later than February 28, 2019 for review. The final draft will be reviewed by the Planning Committee and distributed for review and approval to the full CVEMA membership in preparation for a request for approval at the March 21, 2019 meeting.
- The full CVEMA membership is scheduled to meet monthly on the third Thursday of each month. The Contractor should plan to use at least two of these meetings (January and March) to present the project scope and schedule and final deliverable to the CVEMA for approval.
- Final edits should be made in such time that the final approved product is submitted to the RRPDC no later than March 29, 2019. The final document should be provided in Microsoft word format.

## **6 Selection Criteria**

RRPDC will use multiple criteria to select the most appropriate partner. Respondents are encouraged to be as aggressive and creative as possible in their proposals. The following list summarizes the major qualitative areas that will be evaluated, along with their overall weighting.

- Professional qualifications and experience of the individuals to be assigned to the project
- Relevant projects in the proposer's and assigned individual(s)' portfolio of completed projects
- Experience in regional (multi-jurisdictional) planning activities that require customization to meet local needs, priorities and practices
- Knowledge and familiarity with the Virginia Department of Emergency Management, the Commonwealth's protocols and local authorities and responsibilities for FACs and JICs
- Capacity of the proposer's ability to perform the required work activities within the time and budget constraints, taking into account current and anticipated workload during the first quarter of calendar year 2019.

## **7 Response Contents and Format**

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a partner.

## **8 Information Requirements**

For the purposes of understanding more about your company and your ability to successfully fulfill this important RRPDC requirement, please provide the information below as part of your proposal, clearly referencing each specific question.

### **A. Company Information**

- a. Give a brief overview of your organization's service menu and geographic coverage area. How long has the organization been in this business?
- b. In what city is your main office located and if different, in what city will assigned individuals be based?
- c. Describe your organization's capacity by sharing staff size and partner organization (subcontractor) affiliation. How will this project be staffed?
- d. Will you subcontract any components of the proposed solution to third party organizations? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individuals as well as a summary of past work that you have successfully completed together.
- e. Please describe your relationship and prior experience working with VDEM, localities in Virginia and with SHSP funded planning activities.
- f. What differentiates your organization from your competitors and how will this be relevant to us?
- g. What experience does the organization have in delivering this type of work for clients?

- h. Please provide details of up to three recent (within the last 24 months) or current project accounts that are similar in scope and requirements to those of RRPDC. Please provide contact information for the customer’s project manager or lead.

**B. Proposed Approach and Solution**

- a. Please provide a proposed work plan for the project. Specifically, provide the following information:
  - i. Key activities and approach
  - ii. Timing
  - iii. Information/resource requirements from RRPDC
  - iv. Deliverables
  - v. Key milestones, checkpoints, and other decision points
  - vi. Communications expectations for project management and oversight
- b. If we elect to move forward with your organization, what RRPDC resources would you require during the project and on an ongoing basis?
- c. Please identify the team that will be assigned to the account and describe how you plan to interact with us and any third-party providers that may provide services to RRPDC.

**C. Support**

- a. Describe any documentation and support that will be required to initiate and complete the project.

**D. Financials**

- a. Describe the pricing model(s) that you typically employ for these services.

**9 Communications and Response**

Katie Moody, Regional Emergency Management Coordinator, is the designated RRPDC representative for this initiative. For any information relative to this RFP, please direct inquiries to the designated representative only. All inquiries and requests should be submitted in writing via email.

**10 Clarification Questions**

Any questions regarding the RFP should be submitted in writing no later than 5 pm on December 12, 2018. Answers will be provided to all respondents by the *Answers provided date*, December 14, 2018.

**11 Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5 pm) on the *Proposals Due* date indicated in the *Key Dates* table (Section 14).

**12 Vendor Presentations**

RRPDC may elect to hold interviews and/or contract negotiations with one or more firms on December 28, 2018 or on January 2, 2019 should additional information be required to make a final decision for contract award. These will be held at RRPDC at 9211 Forest Hill Avenue, Ste 200, Richmond, VA 23235. We will try to provide the affected firms with as much advance notice as possible.

**13 Key Dates**

	<i>RFP Issued</i>	<i>Questions or Clarifications Due</i>	<i>Answers Posted</i>	<i>Proposals Due</i>
<i>Date</i>	<i>11/26/18</i>	<i>12/12/18</i>	<i>12/14/18</i>	<i>12/21/18</i>
<i>Time</i>	<i>5 pm EDT</i>	<i>5 pm EDT</i>	<i>5 pm EDT</i>	<i>5 pm EDT</i>

*Failure to comply with any key dates will render the submission ineligible for consideration.*

**14 No Obligation**

The submission of a proposal shall not in any manner oblige RRPDC to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

**15 Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of RRPDC solely for the benefit of RRPDC. RRPDC and the CVEMA will have complete ownership of the final product delivered by the contractor selected through this RFP. Any and all information deemed proprietary should be marked as such, and agreement reached among both parties with regard to publication.

**16 No Guarantee**

RRPDC makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.