

**REQUEST FOR PROPOSALS  
FOR A CONSULTANT TO ASSIST AND SUPPORT A FOCUSED REGIONAL  
PLANNING, TRAINING, AND EXERCISE PROJECT**

*Solicitation # 2022RFP1-RCPGPROJECT*



**EAST-WEST GATEWAY  
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries

***1 S. Memorial Drive, Suite 1600  
St. Louis, MO 63102***

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*May 23, 2022*

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**Request for Proposals  
for  
Planning, Training & Exercise for RCPGP**

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East-West Gateway Council of Governments (the Council) is seeking proposals from a consultant or a team of consultants to assist and support a focused regional planning, training, and exercise project for the Regional Catastrophic Preparedness Grant Program.

Submittals are due no later than 1:00 p.m. local time on June 27, 2022 to the following address:

"Solicitation # 2022RFP1-RCPGPROJECT"  
c/o Mr. Luke Miller  
Grant Accountant  
East-West Gateway Council of Governments  
1 S. Memorial Drive, Suite 1600  
St. Louis, MO 63102-2451

Section III contains the formatting, content, and other requirements for a submittal. ***Unless otherwise due to extenuating circumstances and approved by the Council in advance, any submittals received after the date and time listed above will be rejected and returned unopened.***

**Pre-Submittal Meeting** – An optional pre-submittal meeting is scheduled for this project. The meeting will be conducted virtually. Please refer to Section IX of this RFP for more information regarding this meeting.

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**Attachments\***

Time Availability for Key Personnel Form

Prior Work Experience / Past Performance Form

A Price Proposal

B Firm Information

C Affirmative Action Checklist

D Contract Terms &amp; Conditions Comments

E RFP Minimum Requirements Checklist

F D/S/W/MBE Participation Form

G Letter of Intent to Perform as a D/S/W/MBE

*\*Fillable / savable version of the attachments can be found on the Council's website at [www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/](http://www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/)*

**Appendices\*\***

1 Evaluation Criteria &amp; Factors

2 Draft Contract Terms &amp; Conditions

3 Conflicts of Interest Policy

4 Firm Responsibility Questionnaire

5 FAQs – Submittal Requirements

*\*\*Appendices are available on the Council's website at [www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/](http://www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/)*

East-West Gateway Council of Governments (the Council) and the St. Louis Area Regional Response System (STARRS<sup>1</sup>) is seeking assistance to support a focused regional planning, training, and exercise project. The St. Louis Region (Region), as it pertains to this solicitation, includes the Missouri Counties of Franklin, Jefferson, St. Charles, and St. Louis, and the independent City of St. Louis, and the Illinois Counties of Madison, Monroe, and St. Clair.

The basis of the project is the *FY2020 Regional Catastrophic Preparedness Grant Program (RCPGP)* awarded to the Council by DHS/FEMA. The project focus is to support planning, training, and exercise to improve the resiliency of healthcare supply chains during complex incidents in collaboration with the whole community.

Through program delivery of the Assistant Secretary for Preparedness and Response Hospital Preparedness Program (ASPR HPP) grant, STARRS facilitated the creation of a regional Healthcare Coalition (HCC) to collaborate, prepare for and respond to medical surge events, which comprises 10 Missouri counties (Franklin, Jefferson, Lincoln, Pike, St. Charles, St. Louis City, St. Louis County, St. Francois, Warren, and Washington) while recognizing and appropriately partnering with three Illinois counties (Madison, Monroe, and St. Clair) that are part of the HOPE Coalition in Illinois and have traditionally been a part of St. Louis regional planning and resource efforts. STARRS and Council staff assist with meeting facilitation, equipment procurement, emergency planning, conducting exercises, and general grant administration.

Through STARRS and the Council, the Region's RCPGP will build upon these existing collaborative efforts and bring together HCC members, private industry representatives, and other healthcare supply chain subject matter experts to establish a successful supply chain program by developing, maintaining, and improving regional logistics and supply chain management processes.

The Region's RCPGP will follow the successful approach of other STARRS and Council programs through intensive collaborating, organizing, planning, training, and exercise. Regional stakeholders have been very supportive of this approach, are accustomed to leveraging this proven model and have high expectations surrounding service delivery. Jurisdictions that will participate in the Region's RCPGP include: emergency response agencies and partners from the State of Missouri, State of Illinois, City of St. Louis (MO), Franklin County (MO), Jefferson County (MO), St. Charles County (MO), St. Louis County (MO), Madison County (IL), Monroe County (IL), and St. Clair County (IL). The Region's RCPGP will use the 5-phase supply chain resiliency process outlined in FEMA's *Supply Chain Resilience Guide, April 2019* as program guidance. The Region's RCPGP will accomplish multiple pieces of planning simultaneously by engaging stakeholders through facilitated, scenario-based workshops. The scenarios provide for real world problem solving among peers in a low risk, controlled environment. This approach has been shown to build stakeholder engagement and ownership from the first meeting and builds with each milestone.

The Region has identified, through the *St. Louis Regional Threat and Hazard Identification and Risk Assessment / Stakeholder Preparedness Review (THIRA/SPR) 2021* process, significant gaps in logistics and supply management across most core capabilities. Sustained and multi-incident responses in the

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<sup>1</sup> STARRS is a not-for-profit organization formed to coordinate response planning to critical incidents in the St. Louis metropolitan region and serves as the RCPGP Work Group for RCPGP funding. The Council is the fiscal agent for STARRS and recipient of grant funding for this project. All contracts will be with the Council; however, STARRS staff will be actively involved in the selection of the Consultant(s) and ongoing management of the project.

Region have identified logistical and supply chain inefficiencies within the Health and Medical Lifeline prior to and during COVID-19 response. The Region's RCPGP will address access to critical resource needs during a pandemic and additional disasters through improved understanding of logistics and supply management. Specific Core Capabilities and gaps identified include:

- A. Public Health, Healthcare, and Emergency Medical Services:** Preparedness activities have identified rapid resupply as a significant barrier to achieving targets during sustained response activities. COVID-19 response has identified ongoing concerns within global production and supply management impacting local capacity.
- B. Fatality Management Services:** Plan updates and cross-discipline integration is needed; there is limited staffing for planning; logistics for a mass fatality incident is unknown.
- C. Health and Social Services:** Multiple functional areas have gaps in *planning, organization, training, and exercises* related to logistics and supply management.
- D. Logistics and Supply Chain Management:** There is a need to provide *planning, organizing, and training* access to staples; *planning, organizing, training, and exercising* of private resources, supply chain restoration, and volunteer management.
- E. Economic Recovery:** A targeted build is needed to identify appropriate stakeholders to identify needs.

A key component of the Region's RCPGP will be the development of a regional logistics and supply chain plan that will integrate into regional stakeholder Emergency Operations Plans (EOPs) and provide guidance to other support agencies and private partners. A single Regional Logistics and Supply Management & Sustainment Plan (SMSP) will be written as a regionally accepted guidance document, not as a policy. The SMSP will be developed and shaped using scenario-based workshop series and training in Phase 1 to engage stakeholders on plans and other supply chain preparedness activities and annexes will be developed through tabletop exercises used to validate processes and planning in Phase 2. Information gathering, planning, training, and exercises are all components of this project and solicitation.

The scope of work for this RFP is divided into 2 parts. The first part, Part A, addresses Phase 1 for the project. The second part, Part B, addresses Phase 2 for the project. *Each response submitted for the project must address both Part A and Part B. **Submittals that do not contain address both Phase 1 and Phase 2 may be deemed non-responsive and rejected.*** For more information regarding submittal requirements please refer to Section III of this RFP.

### A. Phase 1

The tasks described below provide a generalized scope of work for Phase 1 of the project. A responding firm's submittal must, at a minimum, address the tasks described below. Please note that the tasks described below reflect the minimum number of broad elements that will be included in Phase 1 of the project. It is possible that Phase 1 could include additional tasks identified by the Consultant. Each responding firm is encouraged to identify other key elements that it expects may be an important part of the project and describe its approach to addressing those elements.

#### ***Task #A1 – Project Kick-Off and Project Management***

The Consultant will be responsible for maintaining adherence to timelines, milestones, and all contracted aspects of Phase 1 of the project. The Consultant will meet regularly with both programmatic and administrative staff throughout the Phase 1 period. At the beginning of the project, the Consultant, staff, and other stakeholders will hold an in-person kick-off meeting to discuss the Consultant's approach to the project, recommendations for the project, and to finalize the project schedule. Additionally, during the kick-off meeting the Consultant will introduce all key project personnel, provide a proposed schedule of meetings and timeline of deliverables, scope of work, and gather stakeholder input on the gap analysis (see Task A2). The Consultant will also confirm with the Council, STARRS and stakeholders the most significant gaps to be addressed by the Consultant during the project. Following the kick-off meeting, the Consultant will develop a project management plan that includes the project schedule, list of Phase 1 deliverables along with proposed delivery dates, proposed Phase 1 project meeting schedule that clearly identifies in-person meetings versus virtual meetings.

For the kick-off meeting, the Consultant will create a sign-in sheet (or similar) that captures the participant name, title, agency represented, and at least one method of contact (email is preferred). During the kick-off meeting, the Consultant will be expected to capture stakeholder feedback and discussion and the Consultant will prepare a report that summarizes the feedback, action items, and stakeholder suggestions related to the initial gap analysis (see Task A2). The kick-off meeting report must be submitted to the Council/STARRS no more than 15 working days after the kick-off meeting is completed.

The Consultant must hold regular conference calls with staff; every two weeks is typical with additional times as needed. All in-person meetings throughout Phase 1 are to be held locally in the St. Louis Region.

Each submittal must include a proposed project schedule for Phase 1 of the project. The final project schedule will be approved by the Council, and the Consultant must adhere to the approved schedule. Please refer to Part C of this Section II for more information regarding the time constraints associated with the project and the requirements for the project schedule that must be submitted.

The Consultant must also submit regular invoices and progress reports to the Council and provide the Council with the information that it needs to complete its reports to the funding agencies. The Consultant will need to be available to answer any follow-up questions regarding its work or the information provided in its reports.

### **Task A1 Deliverables:**

- ❖ *In-person kick-off meeting and meeting report*
- ❖ *Project management plan*
- ❖ *Invoices, in approved format<sup>2</sup>*
- ❖ *Progress reports, in approved format<sup>3</sup>*
- ❖ *Other information, as needed*

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### **Task #A2 – Materials Review & Gap Analysis**

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In advance of the kick-off meeting described in Task A1, STARRS staff will provide the Consultant materials that the Consultant will review and that will inform the summary gap analysis that the Consultant will create. Materials include, but are not limited to, plans from 2 HCCs, 2 FEMA support guides, 2021 THIRA/SPR Executive Summaries, and up to 3 additional plans from STARRS sub-committee stakeholders.

The Consultant should complete its materials review prior to the kick-off meeting so that the Consultant has the appropriate background about the Region's prior work on logistics and supply chain management and that it is prepared to support the gap analysis discussion during the kick-off meeting.

Following the kick-off meeting, the Consultant will complete a gap analysis that will validate RCPGP goals and will serve as guidance material supporting subsequent planning, training, and exercises. This gap analysis will influence capability targets assigned to stakeholders; STARRS staff will document stakeholder improvement as a result of the RCPGP process in a Community Lifelines Baseline Report. This Community Lifelines Baseline Report will determine how the Region's RCPGP will be measured post-grant.

The Consultant will produce a gap analysis summary that contains capability gap information in the following areas:

- ❖ *Public Health, Healthcare, and Emergency Medical Services*
- ❖ *Fatality Management Services*
- ❖ *Health and Social Services*
- ❖ *Logistics and Supply Chain Restoration*

The gap analysis must contain an action plan to reduce or eliminate gaps, assign stakeholders, and place gaps into the RCPGP actions or determine other course of action.

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<sup>2</sup> A sample invoice format is provided in Appendix 2, Attachment 1.

<sup>3</sup> A sample of the progress reporting format is provided in Appendix 2, Attachment 2.

### **Task A2 Deliverable:**

- ❖ *Gap analysis summary*

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### **Task #A3 – Stakeholder Engagement**

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Stakeholder engagement will be a key component of the success of this project. The Consultant will be responsible for engaging stakeholders and conducting stakeholder meetings.

The Consultant will conduct a minimum of 4 in-person meetings with the RCPGP Work Group during Phase 1. This stakeholder group includes representatives from the following disciplines: hospitals, emergency medical services, public health agencies, emergency management agencies, fatality management, law enforcement, fire services, private industry representatives, and other healthcare supply chain subject matter experts. Additional meetings or conference calls may be necessary in order to complete the work.

The Consultant's first meeting with the RCPGP Work Group will be during the in-person project kick-off meeting.

During subsequent meetings, the Consultant will engage the work group in discussions to determine the details of the project and deliverable documents and obtain feedback from the group on the draft reports. The RCPG Work Group will participate in the Consultant's bi-weekly conference calls with STARRS staff when necessary.

The Consultant will document each meeting in a report that provides meeting minutes with key findings, attendee rosters (and sign-in sheets for in-person meetings), and the direction that was given or actions resulting from the meeting. The Consultant will provide the meeting reports to STARRS and the Council within 10 working days after the meeting.

### **Task A3 Deliverables:**

- ❖ *4 in-person RCPGP Work Group meetings*
- ❖ *Bi-weekly conference calls*
- ❖ *Meeting report for each meeting*

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### **Task #A4 – Scenario-Based Workshops**

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In addition to the THIRA/SPR and initial gap analysis completed by the Consultant during Task A2, the Consultant will use facilitated, scenario-based workshops to identify in more detail the regional capabilities and gaps. These scenario-based workshops will be designed to elicit concerns and solutions to the supply chain during a catastrophic, complex, and/or sustained incident, will serve as the means of information gathering and to inform the Regional SMSP, and will include whole community partners including private businesses, healthcare, policy officials, fatality management, and Regional Voluntary/Community Organizations Active in Disaster. The Consultant will conduct 6 workshops and each will be a half-day (or 4-hour) session.

The Consultant will use these facilitated workshops to encourage collaboration and engage stakeholders in logistics and supply chain management scenarios utilizing workshops in the following areas:

- ❖ *Supply Management and Pandemic Response*
- ❖ *Logistics and Supply Chain Management – Threat/Hazard Specific Incidents*
- ❖ *Multi-Jurisdictional Incidents*
- ❖ *Fatality Management*
- ❖ *Post-Incident Recovery*

The workshops may be conducted in-person, as virtual webinars, or a combination of both. Each responding firm's submittal must clearly describe its approach to the workshops along with a description of how its approach will ensure successful engagement and information gathering for the project. If the firm's proposed approach includes virtual workshops, the submittal must also clearly describe how stakeholder feedback will be elicited during the virtual workshop and how this feedback will be captured. The Council/STARRS will secure the facilities needed for in-person workshops. Location availability, regional calendars, and project calendar will be the main scheduling parameters.

The Consultant will work with STARRS staff to develop the workshop curriculum and schedule. Post-workshop communication, through conference calls, virtual meetings, or in-person meetings, with STARRS and participants should be anticipated in order to accurately develop the training program described in Task A5.

For each workshop, the Consultant will create a sign-in sheet (or similar) that captures the participant name, title, agency represented, and at least one method of contact (email is preferred). During the workshop, the Consultant will be expected to capture stakeholder feedback and discussion and the Consultant will prepare a report that summarizes the feedback, action items, stakeholder suggestions about improvements to processes and policies, and the Consultant's recommendations for improvements to guides based on this feedback. The workshop report must be submitted to the Council/STARRS no more than 15 working days after the workshop is completed.

The Consultant will also create an AAR for each workshop. The AAR must be submitted to the Council/STARRS no more than 15 working days after the workshop is completed. The AAR must be presented utilizing FEMA Homeland Security Exercise and Evaluation Program (HSEEP) AAR/Improvement Plan (IP) templates or similar agreed upon format. The AAR must identify strengths in communication, collaboration, policies, or methods used in the response. Additionally, the AAR must identify areas for improvement in communication, collaboration, policies, or methods.

The Consultant's proposal must provide a detailed approach for how they plan to carry out this task and conduct necessary engagement with key stakeholders. Additionally, the Consultant's proposal must also specifically describe how the workshops will relate to and inform the training program described in Task A5.

### **Task A4 Deliverables:**

- ❖ *Workshop curriculum and schedule*
- ❖ *Facilitated, scenario-based workshops (6 total)*
- ❖ *Workshop sign-in sheets (6 total)*
- ❖ *Workshop reports (6 total)*
- ❖ *Workshop AARs (6 total)*

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### **Task #A5 – Logistics and Supply Management Training**

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In addition to workshops, the Consultant will work with STARRS staff to develop a multi-discipline logistics and supply management training program. The Consultant will deliver a minimum of 10 training courses. Training courses should be developed and selected based on information obtained from the gap analysis (Task A2) and initial series of workshops (Task A4) and should include (but are not limited to) training in the following areas:

- ❖ *Basic Logistics and Supply Chain Management;*
- ❖ *FEMA Community Lifelines implementation;*
- ❖ *Continuity of Operations*
- ❖ *Threat/Hazard Specific Incidents;*
- ❖ *Multi-Jurisdictional Incidents;*
- ❖ *Multi-Incident Response;*
- ❖ *Infectious Disease Planning Specific to Logistics and Supply Chain Management;*
- ❖ *Business Integration with Emergency Operations Centers/First Responders;*
- ❖ *Mitigating Global and Regional Supply Chain Disruptions.*

Sources for training should include, but are not limited to, academic institutions, DHS-FEMA, private partners, and Consultant-created courses.

The training sessions may be conducted in-person, as virtual webinars, or a combination of both. Each responding firm's submittal must clearly describe its approach to the training sessions along with a description of how its approach will ensure successful engagement and information gathering for the project. If the firm's proposed approach includes virtual training sessions, the submittal must also clearly describe how stakeholder feedback will be elicited during the virtual session and how this feedback will be captured. The Council/STARRS will secure the facilities needed for in-person training sessions. Location availability, regional calendars, and project calendar will be the main scheduling parameters.

The Consultant will work with STARRS staff to develop the training curriculum and schedule. Post-training communication, through conference calls, virtual meetings, or in-person meetings, with STARRS and participants should be anticipated in order to identify best practices and to accurately influence the Regional SMSP.

For each training session, the Consultant will create a sign-in sheet (or similar) that captures the participant name, title, agency represented, and at least one method of contact (email is preferred). During the training sessions, the Consultant will be expected to capture stakeholder feedback and discussion and the Consultant will prepare a report that summarizes the feedback and action items. Each month the Consultant will provide a report that summarizes the training it conducted during the

month, upcoming training sessions, and captures the feedback received from participants. The training summary report will be due each month with the Consultant's progress report.

**Task A5 Deliverables:**

- ❖ *Training curriculum and schedule*
- ❖ *Training sessions (10 minimum)*
- ❖ *Training sign-in sheets*
- ❖ *Training summary reports (due monthly)*

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**Task #A6 – Regional Logistics and Supply Chain Management and Sustainment Plan (SMSP)**

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A primary goal of the project is that the Region have a coordinated, unified approach to logistics and supply chain management during incident response and recovery guided by a Regional SMSP. The Consultant will develop a Regional SMSP influenced by capability targets and other information identified in prior tasks. As necessary for clarity or details, the Consultant will actively engage appropriate partners, including hospitals and healthcare facilities, fatality management services, law enforcement, fire, EMS, and public health agencies while developing the Regional SMSP. The SMSP will integrate into stakeholder EOPs and will provide guidance to other support agencies and private partners.

Following the completion of workshop #1 (Task A4), the Consultant will develop a draft outline of the SMSP. The Consultant will provide the draft outline to STARRS and the RCPGP Work Group for review and feedback. The Consultant will incorporate the feedback into the final SMSP outline. The Consultant will use the final outline to develop the draft Regional SMSP. The Consultant will provide the draft Regional SMSP to STARRS and the RCPGP Work Group for review and comment. The Consultant should allow for at least 12 working days for review/comment. STARRS staff will collect the feedback from the stakeholders and provide one set of combined comments to the Consultant to incorporate into the final SMSP. The Consultant will develop the final SMSP and conduct an in-person meeting to present the final document to the RCPGP Work Group (this meeting is 1 of the 4 meetings described in Task A2). The presentation must include walk-through of the SMSP with a focus on integration into existing EOPs.

The Consultant will provide the final Region SMSP and presentation to STARRS and the Council at least 5 working days in advance of the meeting.

**Task 6 Deliverables:**

- ❖ *Draft SMSP outline*
- ❖ *Draft SMSP*
- ❖ *Final SMSP*
- ❖ *Meeting presentation materials*
- ❖ *In-person presentation*

### B. Phase 2

At its option, the Council may hire the Consultant to conduct Phase 2 of the project. Phase 2 of the project is designed to reinforce and validate planning and training from Phase 1, while also expanding upon Regional logistics and supply chain management goals. The tasks described below provide a generalized scope of work for Phase 2 of the project. A responding firm's submittal must, at a minimum, address the tasks described below. Please note that the tasks described below reflect the minimum number of broad elements that will be included in Phase 2 of the project. It is possible that Phase 2 could include additional tasks identified by the Consultant. Each responding firm is encouraged to identify other key elements that it expects may be an important part of the project and describe its approach to addressing those elements. **Submittals that do not address both Phase 1 and Phase 2 may be deemed non-responsive and rejected.**

#### **Task #B1 – Project Management**

The Consultant will be responsible for maintaining adherence to timelines, milestones, and all contracted aspects of Phase 2 of the project. The Consultant will meet regularly with both programmatic and administrative staff throughout the Phase 2 period. At the beginning of Phase 2, the Consultant will hold an in-person kick-off meeting to provide the updated project management plan to include Phase 2 in the project schedule, provide list of Phase 2 deliverables along with proposed delivery dates, and the proposed Phase 2 project meeting schedule that clearly identifies in-person meetings versus virtual meetings.

The Consultant must hold regular conference calls with staff; every two weeks is typical with additional times as needed. All in-person meetings throughout Phase 2 are to be held locally in the St. Louis Region.

Each submittal must include a proposed project schedule for Phase 2 of the project. The final project schedule will be approved by the Council, and the Consultant must adhere to the approved schedule. Please refer to Part C of this Section II for more information regarding the time constraints associated with the project and the requirements for the project schedule that must be submitted.

The Consultant must also submit regular invoices and progress reports to the Council and provide the Council with the information that it needs to complete its reports to the funding agencies. The Consultant will need to be available to answer any follow-up questions regarding its work or the information provided in its reports.

#### **Task B1 Deliverables:**

- ❖ *In-person kick-off meeting and meeting report*
- ❖ *Updated project management plan*
- ❖ *Invoices, in approved format<sup>4</sup>*
- ❖ *Progress reports, in approved format<sup>5</sup>*
- ❖ *Other information, as needed*

<sup>4</sup> A sample invoice format is provided in Appendix 2, Attachment 1.

<sup>5</sup> A sample of the progress reporting format is provided in Appendix 2, Attachment 2.

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### ***Task #B2 – Stakeholder Engagement***

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As with Phase 1, it will be necessary for the Consultant to meet with stakeholders throughout Phase 2 of the project. The Consultant will conduct a minimum of 3 in-person meetings during Phase 2 to engage the RCPGP Work Group in discussions to determine the details of Phase 2 and deliverable documents and obtain feedback from the group on the draft reports. Additional meetings or conference calls may be necessary in order to complete the work. The Consultant will hold conference calls with the RCPGP Work Group as part of the bi-weekly calls with STARRS staff when necessary, as determined by the project's needs.

The Consultant will document each meeting in a report that provides meeting minutes with key findings, attendee rosters (and sign-in sheets for in-person meetings), and the direction that was given or actions resulting from the meeting. The Consultant will provide the meeting reports to STARRS and the Council within 10 working days after the meeting.

#### ***Task B2 Deliverables:***

- ❖ *3 in-person RCPGP Work Group meetings*
- ❖ *Bi-weekly conference calls*
- ❖ *Meeting report for each meeting*

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### ***Task #B3 – Logistics and Supply Management Training***

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The Phase 2 training series will expand upon concepts and objectives from Phase 1. The Consultant will deliver a total of 6 training courses. These courses should be developed and selected based on unaddressed topics from the Phase 1 training. The Phase 2 training series should also include a focus on multi-threat and hazard-specific incidents, as these courses will influence Regional SMSP Threat/Hazard Specific Annexes. For planning purposes, the training series should complement and run concurrent with Tasks B4 and B5.

The training sessions may be conducted in-person, as virtual webinars, or a combination of both. Each responding firm's submittal must clearly describe its approach to the training sessions along with a description of how its approach will ensure successful engagement and information gathering for the project. If the firm's proposed approach includes virtual training sessions, the submittal must also clearly describe how stakeholder feedback will be elicited during the virtual session and how this feedback will be captured. The Council/STARRS will secure the facilities needed for in-person training sessions. Location availability, regional calendars, and project calendar will be the main scheduling parameters.

The Consultant will work with STARRS staff to develop the training curriculum and schedule. Post-training communication, through conference calls, virtual meetings, or in-person meetings, with STARRS and participants should be anticipated in order to identify best practices and to accurately influence the Regional SMSP Annexes.

For each training session, the Consultant will create a sign-in sheet (or similar) that captures the participant name, title, agency represented, and at least one method of contact (email is preferred). During the training sessions, the Consultant will be expected to capture stakeholder feedback and

discussion and the Consultant will prepare a report that summarizes the feedback and action items. Each month the Consultant will provide a report that summarizes the training it conducted during the month, upcoming training sessions, and captures the feedback received from participants. The training summary report will be due each month with the Consultant's progress report.

### **Task B3 Deliverables:**

- ❖ *Training curriculum and schedule*
- ❖ *Training sessions (6 minimum)*
- ❖ *Training sign-in sheets*
- ❖ *Training summary reports (due monthly)*

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### **Task #B4 – Seminar Series**

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In addition to workshops and training, the Consultant will inform and engage stakeholders in logistics and supply chain management and sustainability by conducting 2 seminars focused on whole community involvement and supply chain preparedness activities. The seminar series must be developed based on the Regional SMSP and should be designed to engage stakeholders on the Regional SMSP.

The Consultant will identify a guest speaker for each seminar who will present industry expertise or share real-world incident experience in the areas of emergency management and supply chain management. The Consultant will work with the Council/STARRS to identify the speakers and the selected speakers must be approved by the Council/STARRS. The Consultant will be responsible for booking the speakers.

The seminars may be conducted in-person, as virtual webinars, or a combination of both. The Council/STARRS will secure the facilities needed for in-person seminars. Speaker schedules, location availability, and project timeline will be the main scheduling parameters.

For each seminar, the Consultant will create a sign-in sheet (or similar) that captures the participant name, title, agency represented, and at least one method of contact (email is preferred). Following each seminar, the Consultant will provide a summary report that includes the covered subject(s), attendee rosters, and attendee feedback. The Consultant will provide summary reports to STARRS and Council within 10 working days after each seminar.

### **Task B4 Deliverables:**

- ❖ *Seminars (2 total)*
- ❖ *Seminar sign-in sheets*
- ❖ *Seminar summary reports*

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### **Task #B5 – Tabletop Exercises**

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The Region’s RCPGP planning and processes will be validated by stakeholders through 3 real-world tabletop exercises. Exercises will support operationalization of the Regional SMSP through reinforcement of RCPGP goals, giving stakeholders the ability to support any preparedness, response, and recovery activities.

The Consultant will facilitate 3 separate tabletop exercises focusing on critical supply chain issues during and immediately after a multi-jurisdictional incident. Specific tabletop exercises will be identified and developed by the Consultant in coordination with STARRS staff and will be influenced by information obtained in prior tasks. At least 1 of the exercises must address validate the threat/hazard-specific annexes that the Consultant develops as part of Task B6.

The Consultant will conduct no less than 2 planning meetings per tabletop to adequately prepare for the exercises. These planning sessions should be held in person (preferred) or via webinar. After each planning meeting, the Consultant will prepare a report that summarizes the discussion, feedback, and action items. These reports must be provided to the Council/STARRS no more than 10 working days after each planning meeting. The Consultant will incorporate the feedback from the planning meetings into the final materials developed for the exercises. For each exercise, the Consultant will create an agenda, participant guide with feedback form, evaluator guide (if needed), facilitator’s script or points for discussion (if needed). The Consultant must provide the Council/STARRS the exercise materials at least 5 working days prior to the exercise.

For each tabletop exercise, the Consultant will create a sign-in sheet (or similar) that captures the participant name, title, agency represented, and at least one method of contact (email is preferred). During the tabletop exercise, the Consultant will be expected to capture stakeholder feedback and discussion and the Consultant will prepare a report that summarizes the discussion, feedback, action items, participant suggestions for improving processes and policies, and the Consultant’s recommendation for improvement to the guides. The exercise summary report must be submitted to the Council/STARRS no more than 15 working days after the workshop is completed.

The Consultant will create an AAR for each exercise. The AAR must be submitted to the Council/STARRS no more than 15 working days after the exercise is completed. The AAR must be presented utilizing FEMA HSEEP AAR/IP templates or similar agreed upon format. The AAR must identify strengths in communication, collaboration, policies, or methods used in the response. Additionally, the AAR must identify areas for improvement in communication, collaboration, policies, or methods.

#### **Task B5 Deliverables:**

- ❖ *Exercise curriculum and schedule*
- ❖ *Planning meetings (minimum of 6)*
- ❖ *Facilitated tabletop exercises (3 total)*
- ❖ *Exercise summary reports (3 total)*
- ❖ *Exercise AARs (3 total)*

**Task #B6 – Threat/Hazard Specific Annexes to Regional SMSP**

In keeping with the project goal of a coordinated, unified approach to logistics and supply chain management in the Region, Phase 2 work will expand on the Regional SMSP through the creation and addition of multi-threat and hazard-specific annexes. The Consultant will develop annex plans based on the information obtained during Phase 1 and Phase 2. The exact number and type of annex plans to be developed will be determined by STARRS in consultation with the Consultant, but a minimum of 3 annexes are anticipated.

For each annex, the Consultant will develop a draft outline and provide each to STARRS and the RCPGP Work Group for review and comment. The Consultant will incorporate the feedback into the final annex outline. The Consultant will use the final outline to develop the draft Regional SMSP annexes. The Consultant will provide the draft Regional SMSP annexes to STARRS and the RCPGP Work Group for review and comment. The Consultant should allow for at least 12 working days for review/comment. STARRS staff will collect the feedback from the stakeholders and provide one set of combined comments to the Consultant to incorporate into the final SMSP annexes. The Consultant will develop the final SMSP annexes and conduct an in-person meeting to present the final documents to the RCPGP Work Group. The presentation must include walk-through of the SMSP annexes with a focus on integration into existing EOPs.

**Task B6 Deliverables:**

- ❖ Draft annex outlines (minimum of 3)
- ❖ Draft SMSP annexes (minimum of 3)
- ❖ Final SMSP annexes (minimum of 3)
- ❖ Meeting presentation materials
- ❖ In-person presentation

**C. Project Schedule**

It is anticipated that the Phase 1 work for this project will begin in October 2022 and will be completed no later than August 30, 2023. The Phase 2 work, if approved by the Council, is anticipated to begin in September 2023 and be completed no later than August 30, 2024.

Each firm responding to this RFP must include in its submittal a recommended project schedule for both Phase 1 and Phase 2 that, at a minimum, shows the estimated completion date for each of the tasks and sub-tasks and dates when the work products will be delivered to the Council. **Submittals that do not contain a project schedule for both Phase 1 and Phase 2 may be deemed non-responsive and rejected.**

**D. Project Deliverables**

All draft and final work products created for this project, including meeting summaries, reports, plan documents, and similar materials must be provided to the Council/STARRS in both native format and in \*.pdf format. The Consultant must provide one (1) printed/bound copy of the final Regional SMSP and one (1) printed/bound copy of each of the Regional SMSP annexes. These printed materials must be

produced in color and on 8.5" x 11" pages. The Consultant must also provide printed materials for meetings as needed. At the conclusion of the project, the Consultant will provide the Council/STARRS with an external storage device that contains all the project deliverables in both native format and \*.pdf format. As an alternative, the Consultant may place these documents on a file sharing site and provide the download link to the Council/STARRS.

**A. Formatting & Other Requirements**

Submittals must conform to the following parameters\*:

<b>Page #</b>	No more than 25 pages, exclusive of the required attachments
<b>Page Size</b>	8.5" X 11"
<b>Page Orientation</b>	Portrait, Landscape, or Both
<b>Margins</b>	1"
<b>Font Size</b>	Not less than 11 point font
<b>Font Type</b>	No requirement

\*The submittal requirements listed above **do not** apply to work samples OR to the Attachments (forms).

Each responding firm must provide both printed and electronic copies of its submittal, including attachments and work samples. In addition to the parameters noted above, the submittal must adhere to the requirements described below for both the print and electronic versions.

**Print Version – Submittal w/ Attachments A through G included\***

<b># of Copies</b>	8
<b>Tabbing</b>	Divide with tabs, organized in accordance with the outline provided in Part B below
<b>Binding</b>	No binder clips, paper clips, etc. (can use spiral binding, comb binding, etc.)

\*Note that the work samples may **NOT** be included as part of the printed submittal but must be submitted as separate documents. **Attachments A through G are required in BOTH printed and electronic format.**

**Print Version – Work Samples – Not Applicable, Submit Work Samples in Electronic Format Only\***

<b># of Copies</b>	None – printed versions of work samples not required
<b>Tabbing</b>	Not required
<b>Binding</b>	Not required

**Electronic Versions**

<b>Submittal + Attachments</b>	1 copy in *.pdf format
<b>Attachment A1 + A2</b>	1 copy in *.xls or *.xlsx format
<b>Work Samples</b>	1 copy of each sample (3 total) in *.pdf format, unless URL is provided in lieu of a *.pdf
<b>Storage Format</b>	1 CD, DVD, or other external storage device (e.g. USB flash drive)

Several attachments require a signature and **both** the print and electronic versions of these attachments **must include a signature**. A list of these attachments is provided below.

<b>B</b>	Form #2 – Statement of Past Performance <b>AND</b> Form #3 – Firm Responsibility Certification
<b>D</b>	Contract Terms & Conditions Comments
<b>E</b>	RFP Minimum Requirements Checklist
<b>F</b>	D/S/W/MBE Participation Form
<b>G</b>	Letter of Intent to Perform as a D/S/W/MBE

Additional information about the submittal requirements can be found in *Appendix 5 – FAQs – Submittal Requirements*.

<b>B. Content</b>
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All of the items listed below must be addressed and included in each submittal. ***If all of these items are not provided in a firm’s submittal, then the Council may deem the firm’s submittal non-responsive and may not evaluate the submittal.***

The Council reserves the right to waive minor errors, omissions, or technicalities as determined to be in the best interest of the Council and that do not impede the Council’s ability to evaluate a responding firm’s quality of work, experience, or capability to perform the requested work.

In addition to the items noted below, each firm should ensure that its submittal provides any information that will be relevant to the evaluation process (see Section IV and *Appendix 1 – Evaluation Criteria & Factors (“Appendix 1”)*).

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#### ***Sub-Part 1 – Approach & Qualifications***

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1. Letter of Interest. This letter must summarize the firm’s approach to the project and describe how the firm is particularly qualified to complete the work described in Section II. The letter must:
  - (a) commit the submittal for a minimum of 90 calendar days,
  - (b) include the name, phone number, and e-mail address of the person who the Council should contact in the event that questions arise regarding the firm’s submittal, and
  - (c) be signed by a firm principal.

2. Project Approach. The general scope of work for the project has been developed by the Council's staff and is provided in Section II. Each firm's submittal must include further detail about the specific methodology or approach that the firm intends to use to complete the project. Specifically, the description should, at a minimum, address each task listed in Section II and the following:
  - (a) The firm's approach, including project management, and how this approach will benefit the Council and allow the Council to accomplish its goals for the project.
  - (b) Any unique methods that the firm may employ to complete the project and why these methods are particularly well-suited to the project.
  - (c) A proposed project schedule (see Section II, Part C).
  
3. Qualifications. Each submittal must indicate the qualifications of the responding firm as it relates to the services requested in this RFP. The qualifications should be described in a brief narrative regarding the firm's capabilities to carry out the project, including special assets, areas of expertise, analytical tools, or data sources to which the firm has access. The qualification summary must also include the following:
  - (a) *Experience Summaries* – For each key person that will be assigned to the project, the submittal must include an experience summary. The summary should clearly identify the key person's prior experience on similar projects, in similar roles, and outline the responsibilities the person will have in the context of the Council's project. An experience summary must be provided for the following key personnel, as applicable:
    - ❖ Account management personnel
    - ❖ Project management
    - ❖ Personnel with specialized experience needed to complete the work*Full resumes should be included as an attachment to the submittal.*
  - (b) *Team Organization Chart* – A graphic representation of the team members that will be assigned to the project. The chart must show:
    - (i) the hierarchy of the team structure (i.e. who reports to who for purposes of the project);
    - (ii) the name and title of each individual show in the organization chart;
    - (iii) the firm for which each key person works; and
    - (iv) the role the key person will have during the project (e.g. Project Manager).
  - (c) *Addresses* – The address of the office in which each key person currently works.

***Changes to Key Personnel – By responding to this RFP, a firm agrees that the key personnel that the firm identifies in its submittal will be available for the entirety of the project, throughout the term of the contract, as long as that individual is employed by the responding firm or unless the Council agrees to a change in key personnel.***

- (d) *Time Availability for Key Personnel* – Each submittal must include the *Time Availability for Key Personnel Form* that is included in this solicitation.
- (e) *Prior Work Experience and Past Performance* – Each submittal must include information about the responding firm’s / consultant team’s prior work experience / past performance. The firm must provide information about **no less than 3 projects**. The projects that the firm uses to document its prior work experience / past performance must:
- ❖ demonstrate that the responding firm has completed a project similar in type, scope, and magnitude to the project described in this RFP,
  - ❖ demonstrate that the responding firm’s proposed key staff persons have performed work for / played roles in the firm’s prior projects that are similar to the work / roles that the firm is proposing for these key persons for the Council’s project, and
  - ❖ have been undertaken by the firm within the previous 5 years.

Additionally, for **each** project that the firm uses as an example of its prior work experience / past performance, the firm must submit **both** of the following:

- (i) *Prior Work Experience / Past Performance Form* – the responding firm’s submittal must include a *Prior Work Experience / Past Performance Form* for each project that the firm is using as an example of its prior work experience / past performance (**minimum of 3**). This form provides information about the firm’s prior project, client information that the Council may use during Step 3 of the evaluation and selection process, and information about the firm’s work sample.
- (ii) *Work Sample(s)* – the responding firm must provide 1 electronic copy of a work sample for each project (**minimum of 3**) and has been undertaken by the firm within the previous 5 years. Work Sample(s) must include the following:
- ❖ Work demonstrating consultant’s exercise capabilities (tabletop exercises, seminars, workshops)
  - ❖ Project work focused on logistics and supply chain management
  - ❖ Gap analysis reports
  - ❖ Training courses/curriculum
  - ❖ Regional plans (including any threat/hazard-specific annexes)

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#### ***Sub-Part 2 – Project Price***

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The Council intends to award a single, firm fixed price contract for the services described in this RFP. Each firm responding to this RFP must provide **both** a printed and an electronic version of its price proposal. Each firm must submit its price proposal for both Phase 1 and Phase 2 using *Attachment A1 and Attachment A2 – Price Proposal, respectively*. Attachments A1 and A2 are available in \*.xlsx format on the Council’s website at [www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/](http://www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/). This spreadsheet may only be modified as noted in the file.

The Council reserves the right to reject, as non-responsive, a firm that does **not** submit:

- ❖ Both Attachment A1 and Attachment A2 in the required format
- ❖ All of the information requested in Attachment A1 and Attachment A2
- ❖ The assumptions that form the basis of the price proposal
- ❖ A price for each component of the project, including any optional services (if applicable)
- ❖ Pricing information for subcontractors

The Council reserves the right to select any portion of the proposed services, only the optional services, or any combination of the offered / optional services and the final project costs will be determined based upon the services selected. In order to ensure that the project costs are reasonable and necessary for the performance of the project work, the Council also reserves the right to: (1) question elements of cost and request additional information regarding the basis for the costs; (2) negotiate, and accept or reject, costs or elements of costs; (3) negotiate fixed fee; and (4) require additional documentation regarding the fully burdened hourly rates or overhead rate that the responding firm / its subcontractors propose to use for this project. A firm that refuses to provide information regarding its proposed fixed fee rate or documentation regarding its proposed fully burdened hourly rates or overhead rate may be deemed ineligible for a contract award.

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#### Sub-Part 3 – Firm Information

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**\*\*A signed version of this Attachment should be provided in electronic format (\*.pdf format) on your firm's external storage device. A printed version is required.**

Each responding firm must provide in its submittal *Attachment B – Firm Information* (Attachment B). This information will be used during Step 1 of the evaluation process and may be provided to the selection committee during other stages of the evaluation process. **A submittal that does not include a completed and properly signed Attachment B may result in the Council determining that the responding firm is not responsible and, therefore, ineligible to move on to other steps of the procurement process or be awarded a contract for the project.**

Attachment B includes the following forms:

- #1 – Corporate Profile
- #2 – Statement of Past Performance
- #3 – Firm Responsibility Certification

Each form in Attachment B must be completed in its entirety. A responding firm is **not** permitted to substitute its own format or information for the forms included in Attachment B.

**Responding firms should be aware that the Council may deem a firm's submittal non-responsive and reject the submittal for: (1) failure to sign Attachment B, Forms #2 and #3; (2) failure to provide all of the information requested in Attachment B; or (3) failure to provide sufficient information for the Council to make an initial responsibility determination. The Council reserves the right to waive minor errors, omissions, or technicalities in Attachment B as determined to be in the best interest of the Council.**

Additional instructions are provided in Attachment B.

#### **Sub-Part 4 – Other Forms & Certifications**

**\*\*These Attachments should be provided in electronic format (\*.pdf format) on your firm's external storage device. A printed version is required. The electronic version must include a signature where required.**

1. Affirmative Action Checklist. Each responding firm must complete and submit *Attachment C – Affirmative Action Checklist*.
2. Contract Terms & Conditions. The draft contract terms and conditions are provided in Appendix 2. These terms will govern the project and may change if circumstances warrant it; however, any terms required by state or federal rules, regulations, or statutes or by the Council's agreement with a funding agency, are non-negotiable and are not subject to change. Each responding firm must review the terms and complete, sign, and submit *Attachment D – Contract Terms & Conditions Comments*, which will notify the Council of the firm's questions or concerns about the contract terms and conditions.

*Please note that certain appendices referred to in Appendix 2 (e.g. Appendix I (Scope of Work) and Appendix II (Milestone Payment Schedule)) will not be included in Appendix 2 because these appendices are developed by the Council and the Consultant during contract negotiations.*

3. RFP Checklist. Each responding firm must complete, sign, and submit *Attachment E – RFP Minimum Requirements Checklist*.

4. D/S/W/MBE Participation. The Council encourages D/S/W/MBE participation. D/S/W/MBE includes: disadvantaged, small, women-owned, and minority business enterprises. Please refer to Section VII for more information about what constitutes a certified D/S/W/MBE. In order to document the D/S/W/MBE participation for the project, each responding firm must submit **ONE** of the following, as applicable:

- (a) *No D/S/W/MBE Participation* – If the D/S/W/MBE participation for the project is 0%, the submittal must include a statement that there is no D/S/W/MBE participation for the project.

**OR**

- (b) *Some D/S/W/MBE Participation* – If the responding firm is a D/S/W/MBE or intends to hire / has hired a D/S/W/MBE to perform work for the project, then the submittal must include **each** of the following:
- (i) *Attachment F – D/S/W/MBE Participation Form.*
  - (ii) *Attachment G – Letter of Intent to Perform as a D/S/W/MBE for **each** certified D/S/W/MBE.*

The Council’s selection of a firm to provide the services described in this RFP will be conducted in accordance with the Council’s purchasing policies and procedures. Unless otherwise noted in this RFP, the Council will open and review each submittal that the Council received by the deadline described in Section IX, Part C. Each submittal will be evaluated according to the steps and criteria listed in this Section IV.

Upon successful selection approval, the Council will make the contract award to a responsible firm which provided a submittal that is most advantageous to the Council. The Council reserves the right to select a firm other than the one that offered the lowest proposed price or to select a firm other than the one with the highest rank (i.e. #1) if doing so would be in the best interest of the Council. The Council also reserves the right to make a selection for the project based solely on the information contained in the submittal and without conducting any discussions with any firm. If the Council decides to conduct discussions, it will proceed as described below. The Council reserves the right to select any consultant team, individual consultant, or combination of consultants that it determines is in its best interest.

***Discussions and Clarifications***

At its option, and if the Council determines that it is in its best interest, the Council may conduct additional discussions with any firm at any time prior to making a final selection. These discussions may pertain, but are not limited to: clarifying information contained in the firm’s submittal or provided by the firm to the Council, clarifying information contained in the solicitation documents, obtaining additional information from the firm, negotiating the scope of work / submittal, permitting a firm to modify its submittal, etc. As part of this process, the Council may elect to conduct oral discussions, request more information, and request presentations concerning the firm’s project approach and its ability to meet the project’s requirements, including the budget. In general, the Council will conduct these discussions with a firm that is in the “competitive range.” Competitive range means that the firm has a reasonable chance of being selected for the contract award, when relevant factors are considered (e.g. price, other evaluation / selection factors); however, the Council may choose to conduct these discussions with all firms that provided a submittal or only those firms that were deemed responsible and that provided a responsive submittal.

If these discussions lead the Council to determine that the solicitation documents were unclear or otherwise deficient and need to be modified, then the Council will follow the procedures described in Section V, Part I.

**A. Step 1 – Responsiveness / Firm Responsibility**

During Step 1 of the evaluation process, the Council will review a submittal to ensure that it meets all of the minimum RFP requirements and will make an initial determination regarding the responding firm’s responsibility. Each factor is described in more detail below.

***Sub-Part 1 – Responsiveness***

A submittal that does not meet the minimum RFP requirements may be rejected as non-responsive and may not continue to future steps of the evaluation and selection process.

The Council's procurement staff will review each submittal that is received by the required due date and time in order to determine if the submittal meets the minimum requirements described in the solicitation documents.

Firms are not assigned points during this stage of the evaluation process; rather this stage of the process is based on the assignment of "yes/no/waived" for each minimum requirement. A submittal that does not meet the minimum requirements described in Section III and does not receive a waiver for not providing the required information, may be rejected as non-responsive and the firm may be deemed ineligible to move on to other stages of the evaluation process or be considered for a contract award. *The Council reserves the right to waive minor errors, omissions, or technicalities as determined to be in the best interest of the Council and that do not impede the Council's ability to evaluate a responding firm's quality of work, experience, or capability to perform the requested work.*

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### ***Sub-Part 2 – Firm Responsibility***

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The Council will not award a contract for the project to a firm that the Council's determines is not responsible. The Council's responsibility review will be conducted as described below. The definition of a "responsible" firm is provided in Sub-Part 2, #2. The factors that the Council may consider when making its determination are provided in *Appendix 1 – Evaluation Criteria & Factors* ("Appendix 1").

1. Initial Responsibility Review.

For each responsive submittal, the Council will conduct an initial review of the firm's responsibility. The Council will make this initial determination based upon the responding firm's submittal, Attachment B, Forms #2 and #3, and any other information the Council requests or determines is relevant to its determination. During the initial responsibility determination, no points are assigned, rather, the Council reviews the submittal and assigns either a "yes" or a "no" to indicate whether the firm has been deemed initially responsible and eligible to move on to the next step of the evaluation process.

The Council will notify the selection committee about any issues or areas of concern that are found during the initial responsibility review.

***A submittal that does not include the information necessary for the Council to make its initial determination regarding firm responsibility may result in the Council determining that the responding firm is not responsible and, therefore, ineligible to move on to other steps of the procurement process or be awarded a contract for the project.***

2. Definition. A "responsible" firm is one that:

- (a) does not have any corporate, legal, or financial barriers to successful performance,
- (b) has, or has the ability to obtain, the financial and resource capacity to successfully complete the work described in this RFP within the estimated performance period,
- (c) has a satisfactory performance record, and
- (d) is not currently suspended or debarred or is not currently being considered for suspension or debarment.

**B. Step 2 – Submittal Evaluation**

The Council will evaluate each submittal that is deemed to be responsive and that was submitted by a firm that the Council deemed initially responsible. The Step 2 evaluation will be conducted using the process described below.

***Sub-Part 1 – Screening Process (Optional)***

The Council may determine that it will conduct a screening process for the submittals received for this solicitation. If the Council conducts a screening process, then each submittal that was deemed eligible to proceed beyond Step 1 of the evaluation process will be evaluated by a screening committee. Each firm will be assigned either a “Pass” or a “Fail” rating for the criteria described in Appendix 1.

If the Council chooses **not** to conduct a screening process, then the submittal evaluation process will begin with Sub-Part 2.

1. **Rating.** The evaluators that are members of the screening committee will review each submittal and assign a Pass or Fail rating based on the criteria described in Appendix 1.
2. **Committee Rating.** After each evaluator has independently evaluated each submittal, the evaluators will discuss each firm’s submittal, any additional information obtained by the Council, and the individual evaluator “Pass” / “Fail” ratings. The screening committee will determine, by consensus, whether each firm is assigned a “Pass” rating or a “Fail” rating. A firm must receive a “Pass” for each evaluation factor in order to receive a “Pass” for the evaluation criterion. A firm must receive a “Pass” rating for each of the criterion in order to receive an overall “Pass” rating for the screening process and move on to the scoring process described in Sub-Part 2. A firm that receives a “Fail” rating for any factor / criterion must be assigned an overall “Fail” rating, will not move on to other steps of the evaluation process, and will not be selected for contract award. In the event that the screening committee, cannot reach a decision about the “Pass” / “Fail” rating for each firm, the Council’s procurement staff will assign a “Pass” / “Fail” rating to each firm based upon an examination of the evaluators’ individual ratings.

***Sub-Part 2 – Scoring & Ranking Process***

If the Council conducted a screening process, then each submittal that received an overall “Pass” rating during the screening process described in Sub-Part 1 will be evaluated and scored based on the criteria described in Appendix 1.

If the Council did **not** conduct a screening process, then each submittal that was deemed eligible to proceed beyond Step 1 will be evaluated and scored based on the criteria described in Appendix 1. The submittal evaluation will be conducted as follows:

1. **Scoring.** The evaluators that are members of the selection committee will review each submittal and award points based on the evaluation criteria described in Appendix 1.

2. Ranking. After each evaluator has independently scored each submittal, the selection committee will determine, by consensus, the firm ranking (e.g. 1, 2, 3) using one of the methods described below.
- (a) *Interviews Conducted (Optional).* If interviews are to be conducted, then, at the conclusion of the Step 2 scoring, the evaluators will complete the price proposal review and create the firm ranking and interview short-list as follows:
- (i) **Price Proposal Review.** The evaluators, along with the Council's procurement staff, will review the information contained in the firm's submittal and price proposals. Points will not be assigned during the price proposal review. Rather a firm's proposed price will be compared to its technical proposal to determine which proposal is potentially the best value to the Council. During this review, price will be given equal weight to the technical evaluation (i.e. criteria (a) – (e)). Note that a price proposal review will be conducted for only those firms that are being seriously considered for the contract award, which, in general, are those firms that received high marks on the technical and D/S/W/MBE evaluation.
- (ii) **Short-Listing.** The evaluators will discuss each firm's submittal, price proposal (as applicable), any additional information obtained by the Council, and the individual evaluator scores. Based on this assessment, the selection committee will determine, by consensus, the firm ranking (e.g. 1, 2, 3). In the event that the selection committee, cannot reach a decision about the rank for each firm, the Council's procurement staff will assign an overall rank to each firm based upon an examination of the evaluators' individual scores and the firms' price proposals. The Council will create the interview short-list from the highest ranked firms.
- The short-listed firms will continue to Step 4 of the evaluation process. Those firms that are not short-listed will not be invited for interviews or selected for contract award. The Council is in no way required to create a short-list or to select a certain minimum or maximum number of firms for a short-list.
- (b) *No Interviews Conducted.* If interviews are not to be conducted, then, at the conclusion of the Step 2 scoring, the evaluators will complete the price proposal review and the final firm ranking as follows:
- (i) **Price Proposal Review.** The evaluators, along with the Council's procurement staff, will review the information contained in the firm's submittal, price proposal, and any information obtained by the Council during other steps of the evaluation process. Points will not be assigned during the price proposal review. Rather a firm's proposed price will be compared to its technical proposal to determine which proposal represents the best value to the Council. During this review, price will be given equal weight to the technical evaluation (i.e. criteria (a) – (e)). Note that a price proposal review will be conducted for only those firms that are being seriously considered for the contract award, which, in general, are those firms that received high marks on the technical and D/S/W/MBE evaluation.
- (ii) **Final Firm Ranking.** The evaluators will discuss each firm's submittal, price proposal, any additional information obtained by the Council, and the individual evaluator scores. Based on this assessment, the selection committee will

determine, by consensus, the final firm ranking (e.g. 1, 2, 3). This firm ranking will indicate the firms that will be considered for a contract award.

In the event that the selection committee, cannot reach a decision about the final rank for each firm, the Council's procurement staff will assign an overall rank to each firm based upon an examination of the evaluators' individual scores and the firms' price proposals.

The Council will note each firm's rank on a Firm Selection Form according to the final firm ranking determined during this step of the evaluation process (e.g. 1, 2, 3).

***At its option, the Council may proceed from Step 2 to Step 4 and not conduct Step 3 of the evaluation process.***

### **C. Step 3 – Reference Checks (Optional)**

The Council may elect to contact the references of the top-ranked firms, the short-listed firms, or the firm selected for a contract award. The reference check process, if conducted, will proceed as follows:

1. Reference Check Forms. Each reference will be sent a reference check form via e-mail. The reference will be provided the option to provide a reference in one of two ways: (a) complete the form and return it via e-mail or fax; or (b) complete the form over the phone.
2. Deadline. Each reference will be provided a deadline by which he / she must return the completed reference check form or provide a reference over the phone. In the event that a firm's reference does not meet the deadline, the Council may, at its option, contact the responding firm to obtain an alternate reference.
3. Results. No points will be assigned to a firm based upon the reference checks. The reference check forms will be provided to the selection committee to use during Step 5 of the evaluation process. Even if no interviews are conducted, the Council may determine that reference checks will be conducted and the reference check results may be used by the Council or the selection committee to determine the final firm ranking (see Steps 2 and 5) and may be used during Step 6.

### **D. Step 4 – Interviews (Optional)**

At its option, the Council may invite the short-listed firms to attend an oral interview. The Council will notify each short-listed firm that it has been selected for an interview. The selection committee will use the information obtained during the interview process to develop the final firm ranking during Step 5 of the evaluation process.

**E. Step 5 – Post-Interview Evaluation (Optional)**

If interviews are conducted, then, at the conclusion of Steps 1 through 4 of the evaluation process, each interviewed firm will be scored and ranked, as follows:

1. **Scoring.** A selection committee will review the information obtained by the Council during Steps 1 through 4 of the evaluation process and will award points to each interviewed firm based on the evaluation criteria described in Appendix 1.
2. **Ranking.** After each evaluator has independently scored each interviewed firm, the selection committee will determine, by consensus, the final firm ranking (e.g. 1, 2, 3) using the steps below.
  - (a) **Price Proposal Review.** The evaluators, along with the Council’s procurement staff, will review each interviewed firm’s submittal, interview, and any information obtained by the Council during other steps of the evaluation process and will review the firm’s price proposals in light of the information obtained during the interview or other steps in the evaluation process. Points will not be assigned during this review. Rather a firm’s proposed price will be compared to its technical proposal, as supplemented by the information presented during the firm’s interview, to determine which proposal represents the best value to the Council. During this review, price will be given equal weight to the technical evaluation (i.e. criteria (a) – (e)), as supplemented by the information presented during the firm’s interview.
  - (b) **Final Firm Ranking.** The evaluators will discuss each interviewed firm’s submittal, interview, price proposal, any additional information obtained by the Council, and the individual evaluator scores. Based on this assessment, the selection committee will determine, by consensus, the final firm ranking (e.g. 1, 2, 3). This firm ranking will indicate the firms that will be considered for a contract award.

In the event that the selection committee, cannot reach a decision about the final rank for each interviewed firm, the Council’s procurement staff will assign an overall rank to each interviewed firm based upon an examination of the evaluators’ individual scores and the firms’ price proposals.

The final rank for each firm that was not interviewed will be the rank assigned to that firm during the Step 2 short-listing process. The Council will note each firm’s rank on a Firm Selection Form according to the final firm ranking determined during this step of the evaluation process (e.g. 1, 2, 3).

**F. Step 6 – Selection & Contract Award**

The final selection and contract award process will proceed as described below. The award process is considered open and on-going until all final negotiations have concluded.

1. **Selection.** After the conclusion of the evaluation process, the Council will recommend a contract award to the firm that was selected. The Council will make this recommendation to the Council’s Board of Directors, which will indicate the firm selected for the contract award, the not-to-exceed contract price, and, if applicable, an alternate firm / firms that may be awarded

the contract if the Council cannot successfully negotiate a contract with the selected firm. If the Board of Directors approves the selection recommendation and contract price, then the Council can begin negotiations with the selected firm.

2. Contract Award.

- (a) *Firm Notifications.* Once the Board of Directors has approved the selection recommendation and amount of funding for the contract, the Council will notify the selected firm that it has been awarded the contract. The Council may notify the unsuccessful firms of the results at any time after the Board of Directors has approved the selection recommendation and contract funding. The Council may, at its option, elect to notify unsuccessful firms only after all negotiations have been concluded and a contract has been executed.
- (b) *Negotiations.* The Council may negotiate the contract terms with the firm awarded the contract and, at its option, refine the firm's scope of work. As part of the negotiation process, the Council may elect to conduct oral discussions, request clarifications, and request presentations concerning the firm's project approach and its ability to meet the contract's requirements. During contract negotiations, the Council may discuss the firm's price proposal. The final contract price will be determined after considering changes needed due to: scope refinement, good cause, or ensuring the reasonableness and necessity of the proposed cost. The final contract price will not exceed the amount of funding approved by the Council's Board of Directors. If the Council cannot successfully negotiate a contract with the selected firm, then the Council may formally, and in writing, end all negotiations with the selected firm and may elect to:
  - (i) proceed to negotiate with the next available firm in the order of selection ranking until a contract is successfully reached or negotiations with all ranked firms end; or
  - (ii) close the procurement process without conducting any negotiations with other firms.
- (c) *Final Responsibility Determination.* At the conclusion of the evaluation and selection process, after a firm has been selected, and the Council's Board has approved the selection decision, the Council will make a final responsibility determination for the firm that is selected for a contract award. The selected firm may be required to complete and submit a Firm Responsibility Questionnaire. A copy of this questionnaire is provided in *Appendix 4 – Firm Responsibility Questionnaire*. The Council may make its final determination regarding the selected firm's responsibility based upon any one or combination of: the firm's submittal, reference evaluations, the questionnaire, a review of the firm's financial situation, and any other information the Council requests or determines is relevant to its determination. See Step 1, Sub-Part 2, #2 for the definition of a "responsible" firm. The factors that the Council may use to make its final determination are described in Appendix 1. If the Council cannot determine that the firm is responsible, then the Council may formally, and in writing, end all negotiations with the selected firm and may elect to:
  - (i) make a contract award to the next available firm in the order of selection ranking and proceed to contract negotiations with that firm; or

- (ii) close the procurement process without making a contract award to any other firms.

**A. Modifications of the Solicitation Documents**

During the procurement process (including the evaluation and selection process), if the Council determines that this RFP is unclear, information is missing, or is otherwise deficient, the Council may decide to modify the solicitation documents by issuing an Addendum. In the event the solicitation documents are modified, the Council will determine how the evaluation and selection process will proceed (i.e. revert back to Step 2) and will explain this process in the Addendum document. The Council will notify the appropriate firms (e.g. the highest ranked, those in the competitive range) and provide instructions on how to provide a modified submittal. The Council is not required to notify any firms that had a submittal that was deemed non-responsive or any firms that were not deemed responsible. *The Council is under no obligation to modify the solicitation documents or provide any particular firm an opportunity to change its submittal. At all times, the Council will make its decisions based upon what is in the Council's best interest.*

**B. Withdrawing a Submittal**

A responding firm may withdraw or modify its submittal up to date and time noted in Section IX, Part C. A responding firm that wishes to withdraw or modify its submittal must provide a written notice (signed and on company letterhead) to the Council's designated point of contact identified in Section IX, Part A. Except as noted in Section V, Part A, once the deadline specified in Section IX, Part C has passed, a responding firm will not be permitted to withdraw or modify its submittal, unless the Council determines that it is in the Council's best interest to permit a firm to do so.

**C. No Obligation to Award Contract or Pay for Cost to Develop Submittal**

This RFP does not commit the Council to award a contract, to pay for any costs incurred in the preparation of a submittal, or to procure or contract for any particular goods or services.

**D. Cancellation of this Request**

The Council reserves the right to accept or reject any or all of the submittals received as a result of this RFP. The Council may also cancel this RFP, in whole or in part, at any time including, but not limited to, after the Council's Board of Directors has authorized the Executive Director to enter into a contract. The Council will make these determinations based upon what is in the Council's best interest.

**E. Unauthorized Communications**

After the release of this RFP, a responding firm's contact regarding this RFP or the subject of this RFP must be limited to the person identified in Section IX, Part A. Unless the person contacted is the person identified in Section IX, Part A, any communication (whether oral or written) about this RFP or the subject of this RFP with any person or organization listed below is prohibited and may result in the responding firm's disqualification from the procurement process.

1. Members of the evaluation team or selection committee.
2. A Council or STARRS staff member.
3. A member of the STARRS Board of Directors or other committees.
4. A member of the Council’s Board of Directors or other committees.

*The restrictions noted here apply equally to any of the responding firm’s subcontractors or joint venture partners.*

**F. Gratuities, Favors, Gifts Prohibited**

A responding firm is prohibited from offering any gratuity, favor, gift, or anything of monetary value to any officer, employee, agent, director, or Board or committee member of the Council or STARRS for the purpose of influencing a favorable disposition toward the firm’s selection for contract award or otherwise affecting the procurement process. *The restrictions noted here apply equally to any of the responding firm’s subcontractors or joint venture partners.*

**G. Non-Endorsement**

If a firm is a selected for contract award, the firm shall not issue any news releases or other statements pertaining to the award or the agreement that state or imply the Council’s endorsement of the firm’s services.

**H. Public Records & Information**

Responding firms should be aware that any information submitted in response to this RFP might be subject to disclosure under the Missouri Sunshine Act or the Federal Freedom of Information Act. The Council will handle all requests for information related to this RFP in accordance with applicable federal and state statutes. The Council will not disclose any information submitted in response to this RFP *prior* to the selection and retention of a consultant unless the firm provides the Council with written authorization or the Council is compelled to disclose the information by law or judicial decree.

**I. Contract Type**

The Council anticipates awarding a single, firm fixed price contract paid based upon milestone completion / delivery of products or actual cost reimbursement plus fixed fee contract. ***The payments issued by the Council under the contract will be for only completed milestones, and, except as stated in Appendix 2, Paragraph 10, Part (c)(vi), payments for partial milestones completed or percent work completed are not authorized.***

**J. Project Funding**

The Council anticipates funding the project using the following sources:

U.S. Department of Homeland Security, Federal Emergency Management Agency, through the FY 2020 Regional Catastrophic Preparedness Grant Program	100%
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The Consultant shall not discriminate on grounds of the race, color, national origin, religion, sex, disability, or age of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 6 CFR Part 21 or 44 CFR Subtitle A, Part 7 including employment practices.

These nondiscrimination requirements apply to all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurement of materials or equipment. The Consultant shall notify each potential subcontractor or supplier of these requirements relative to nondiscrimination on grounds of the race, color, religion, sex, disability, age, national origin, or ancestry of any individual.

**A. D/S/W/MBE Participation for the Council’s Project**

The Council has adopted a Disadvantaged Business Enterprise (DBE) Program to ensure that DBEs have an equal opportunity to participate in Council projects. Additionally, the Council encourages participation from small (S), women-owned (W), and minority owned (M) business enterprises (collectively S/W/MBEs). D/S/W/MBEs are encouraged to provide a submittal as prime contractors for this project. Non-disadvantaged firms are encouraged to use D/S/W/MBEs as subcontractors or form joint ventures on the project.

All DBE and SBE participation will be governed by the Council’s DBE Program and W/MBE participation will be governed by applicable policies, requirements, and regulations of the Council’s funding agencies. Responding firms are also required to comply with the federal requirements described in Section VII, Part F.

**B. Definitions**

1. Disadvantaged Business. The term "Disadvantaged Business" means a small business concern:
  - (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and
  - (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
  
2. Presumption of Disadvantage. Members of the following named groups will be presumed to be both socially and economically disadvantaged by the Council:
  - (a) Black Americans,
  - (b) Hispanic Americans,
  - (c) Native Americans,
  - (d) Asian Pacific Americans,
  - (e) Asian Indian Americans,
  - (f) women (regardless of race, ethnicity or origin), and
  - (g) persons certified as socially and economically disadvantaged by the Small Business Administration (SBA) under the SBA Section 8(a) program.
  
3. Women’s Business Enterprise & Minority Business Enterprise. The terms “Women’s Business Enterprise” and a “Minority Business Enterprise” have the meanings set forth by the Missouri Office of Equal Opportunity (MoOEO), found at: <https://apps1.mo.gov/MWBCertifiedFirms/>.

- 4. Small Business Enterprise. The term “Small Business Enterprise” is defined in accordance with the SBA’s definition, as follows:
  - (a) *“... a small business concern is one that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period.”*
  - (b) The Council will use the SBE size standards provided in 13 CFR Part 121 (as it may be amended from time-to-time) to determine a small business enterprise’s eligibility.

**C. Certifications**

Any firm that wishes to participate as a D, S, W, or MBE for the Council’s project must first be currently certified and registered. The certification / registration requirements are described below.

- 1. DBE. In order to be considered a DBE, a firm must be certified and must be registered as a DBE through the Unified Certification Process (UCP) used by the State of Missouri. Missouri’s UCP directory is maintained by the Missouri Department of Transportation (MoDOT). The UCP directory can be found at the following URLs:
  - (a) [Missouri Regional Certification Committee \(MRCC\) Directory](#)
  
- 2. W/MBE. In order to be considered a WBE or MBE, a firm must be certified and must be registered with MoOEO, must be registered as a female-owned or minority-owned DBE through Missouri’s UCP, or must demonstrate WBE status through its certification with the federal System for Award Management (SAM). The directories / SAM site can be found at the following URLs:
  - (a) [MoOEO W/MBE Directory](#)
  - (b) [MRCC Directory](#)
  - (c) [Federal System for Award Management](#)
  
- 3. SBE. In order to be considered an SBE, a firm must meet the definition of a small business, as indicated above, and be registered as an SBE through Missouri’s UCP or through the federal System for Award Management (SAM).
  - (a) [MRCC Directory](#)
  - (b) [Federal System for Award Management](#)

*A D/S/W/MBE may include in its submittal a copy of its MRCC, MoOEO, or SAM certification, as applicable.*

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**D. Other Federal Requirements**

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Federal regulations require that responding firms take affirmative steps to ensure that S/W/MBE and labor surplus area firms have an equal opportunity to participate in and are used, when possible, on projects that are wholly or partially funded with DHS grant funds. These affirmative steps include:

1. placing qualified S/W/MBEs on solicitation lists for subcontracts or joint ventures;
2. assuring that S/W/MBEs are solicited whenever they are potential sources of work or supplies;
3. dividing total project requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/W/MBEs;
4. establishing delivery schedules, where the solicitation documents permit, which encourage participation by S/W/MBEs; and
5. using the services and assistance, as appropriate, of the SBA and the Minority Business Development Agency of the Department of Commerce.

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**E. Documenting D/S/W/MBE Participation**

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As described in Section III, Sub-Part 4, #4, each firm responding to this solicitation must complete and submit Attachments F and G to document the level of D/S/W/MBE participation. Unless the Council determines that it is warranted, the firm selected for contract award **will not** be permitted to deviate from the participation percentages indicated in Attachments F and G.

In the course of this RFP and the evaluation and selection process, a responding firm (bidder or offeror whose direct economic interest would be affected by the award of the contract) may file a protest when, in the firm's opinion, actions were taken by the Council's staff or the selection committee which could unfairly affect the outcome of the evaluation and selection process.

All protests should be in writing and directed to:

Executive Director  
East-West Gateway Council of Governments  
1 S. Memorial Drive, Suite 1600  
St. Louis, MO 63102

Protests should be made immediately upon the occurrence of the incident in question, but no later than three days after the responding firm received notification of the outcome of the evaluation and selection process. The protest should clearly state the grounds for the protest.

Upon receipt of the protest, the Executive Director will review the actual procedures followed during the evaluation and selection process and the documentation available. If it is determined that the action(s) unfairly changed the outcome of the evaluation and selection process, negotiations with the selected firm will cease until the matter is resolved.

**A. Inquiry Submission & Deadline**

Inquiries regarding this RFP must be submitted no later than 1:00 p.m. local time on June 20, 2022. The Council will not accept any inquiries after this date and time. Inquiries include questions about or requests for clarification of the information contained in this RFP or about the project in general. All inquiries must be submitted to:

Luke Miller  
Grant Accountant  
East-West Gateway Council of Governments  
1 S. Memorial Drive, Suite 1600  
St. Louis, MO 63102  
(314) 421-4220 ext. 210  
[luke.miller@ewgateway.org](mailto:luke.miller@ewgateway.org)

*Before submitting a question, firms are encouraged to review Appendix 5 – FAQs – Submittal Requirements.*

**B. Q & A – Addendums Posted On-Line**

In order to ensure that all firms receive the same information about this RFP or the project, the Council will post its response to any inquiry on its website at [www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/](http://www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/). Each firm should visit the Council’s website periodically to check for any additional information. If a firm wishes to have a printed copy of the information mailed to it, then the firm must mail or e-mail a written request to the person identified in Section IX, Part A. This request must be received no later than 1:00 p.m. local time on June 20, 2022.

**C. Submission Date, Time & Address**

Submittals are due no later than 1:00 p.m. local time on June 27, 2022 to the following address:

“Solicitation # 2022RFP1-RCPGPROJECT”  
c/o Mr. Luke Miller  
Grant Accountant  
East-West Gateway Council of Governments  
1 S. Memorial Drive, Suite 1600  
St. Louis, MO 63102-2451

A submittal will **not** be accepted if it is:

- ❖ Faxed
- ❖ E-mailed

Section III contains the formatting, content, and other requirements for a submittal. ***Unless otherwise due to extenuating circumstances and approved by the Council in advance, any submittals received after the date and time listed above will be rejected and returned unopened.***

*All submittals, including any attachments, appendices, and work samples, that are received in response to this RFP will become the exclusive property of the Council and will not be returned to the responding firm unless otherwise noted in this RFP or the Council determines that returning the submitted materials is warranted.*

**D. Optional Pre-Submittal Meeting**

An optionally pre-submittal meeting is scheduled at 1:00 p.m. on Wednesday, June 1, 2022. This meeting will be conducted virtually. The intent of the meeting is to provide submitting firms the opportunity to hear from staff about the project requirements and ask questions to can obtain a greater understanding of the goals and expectations of the project.

Firms can participate in the virtual Pre-Submittal Meeting by computer or phone as indicated below:

**Computer:**

<https://meet.goto.com/391919701>

**Phone:**

Number: +1 (571) 317-3122

Access Code: 391-919-701

Ideally, the project manager that the firm intends to assign to the project will participate in this meeting. When joining the meeting, the Council asks that participants identify themselves and the firm that they are representing.

**E. Interviews**

Interviews, if conducted, are tentatively scheduled for Thursday, August 4, 2022. It is anticipated that each firm selected for an interview will be notified of the interview no later than Tuesday, July 19, 2022.

**F. Solicitation Schedule**

Below is a tentative schedule for this solicitation. This schedule may be modified, as needed.

Description	Time (Local)	Date
Pre-submittal meeting	1:00 p.m.	6/01/22
Deadline for questions	1:00 p.m.	6/20/22
Submittals due	1:00 p.m.	6/27/22
Selection Committee review / firm short-listing*	n/a	7/18/22
Interview notices sent*	n/a	7/19/22
Interviews* / firm selected for contract award	n/a	8/04/22
Board meeting / contract award approval	n/a	8/31/22
Selection notifications sent	n/a	8/31/22

*\*Note that short-listing and interviews are optional and may not be conducted.*

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## **ATTACHMENTS**

*Fillable / Savable versions of the attachments are available on-line at:*

[www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/](http://www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/)

## Time Availability for Key Personnel

**FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT**

For each key person that will be assigned to the project, please provide the information requested below. The information regarding current or anticipated projects should reflect only those projects that will be or likely will be occurring during the estimated performance period of the project (see Section II of the solicitation documents). The key personnel listed below should be the same persons identified in Section III, Part B, Sub-Part 1, #3 of the solicitation documents.

**Responding Firm** \_\_\_\_\_

Name & Title	Project Role	Firm	List of Current or Anticipated Projects	% of Time Committed to Other Projects	% of Time Committed to the Council's Project

Attachments For Illustrative Purposes  
 To find editable versions of the attachment visit:  
[www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpa8project](http://www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpa8project)

**Attach as many of these forms as needed to capture all of your firm's key personnel.**

## Prior Work Experience / Past Performance

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

### **INSTRUCTIONS:**

A responding firm must provide in its submittal a fully completed Prior Work Experience / Past Performance form for **each** of the past projects that it is using as examples of prior work - for either itself or for one of its subcontractors / joint venture partners. The minimum number of past projects that is required is described in Section III, Part B, Sub-Part 1, #3(e) of the solicitation documents.

All of the requested information must be provided. Please type the information into the forms using Adobe Reader or other compatible Adobe product. This form may contain rules, which means that many of the boxes / spaces will auto fill depending on your answers to the questions. If you have any issues with the form please contact the Council's staff person designated in Section IX, Part A of the solicitation documents.

**You are NOT permitted to substitute your own format or information for this form.**

If you need additional space to provide the information requested in this form, please use the form titled "Additional Information."

The Council and the selection committee will use the information contained in this form during the evaluation and selection process to assess your firm's work experience and past performance. For additional information, refer to Section IV of the solicitation documents.

The Council may contact your firm to obtain additional information based on your firm's answers to the questions on this form.

*Note that the Council understands that, due to confidentiality agreements, some of the information requested on this form may be considered confidential; therefore, the Council does not expect firms to provide any confidential information in response to the requirements described in Section III, Part B, #3(e) of the solicitation documents. However, to the extent possible, firms should avoid using project descriptions from those clients that restrict information sharing. If this cannot be avoided, then a responding firm must provide as much non-confidential information as possible. The information provided must allow the Council to determine that the firm's projects meets the requirements described in Section III, Part B, Sub-Part 1, #3(e) of the solicitation documents and that the firm has a history of successful past performance. Responding firms should be aware that if the Council is not provided sufficient information, then the firm's submittal may be deemed non-responsive and rejected or the Council may determine that the firm is not responsible and, therefore, ineligible to be awarded a contract for the project.*

Attach forms for illustrative purposes  
To find editable versions of the attachments visit:  
[www.ewgateway.org/contracting-support](http://www.ewgateway.org/contracting-support)

## Prior Work Experience / Past Performance

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

Firm Name \_\_\_\_\_

My firm is proposing to perform work for the Council's project as:  the prime firm.  a subcontractor.  a joint venture partner.

If your firm is proposing to perform work as a subcontractor or joint venture partner, provide the name of the prime firm / other partner:

\_\_\_\_\_

### A. Project Information

Name \_\_\_\_\_

Location (City, State, Zip) \_\_\_\_\_

Year(s) project work performed \_\_\_\_\_ Select the budget range for this project \_\_\_\_\_ Project role  Prime  Sub

Provide a brief description of the project and the services that your firm provided for the project.

\_\_\_\_\_

Name of work sample provided \_\_\_\_\_

For the work sample, identify the key person(s) your firm has proposed for the Council's project who contributed to the work sample and describe the person's role in the development of the work sample. *Example - John Smith is the project manager proposed for the Council's project. Smith also served as the project manager for the project described above and was the primary author of the work sample.*

\_\_\_\_\_

### B. Client Information

POC Name & Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Type \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

### C. Performance

1. How many projects has your firm completed for this client in the previous 3 years? \_\_\_\_\_
2. Was the project completion date extended for any reason? If yes, provide an explanation in "Additional Information".  Yes  No
3. Was the project budget adjusted for any reason? If yes, provide an explanation in "Additional Information".  Yes  No
4. Did your firm have issues with client communication, community outreach, or similar?  Yes  No
5. Did your firm receive any complaints from the client regarding quality of work products?  Yes  No

**Any schedule or budget deviations or performance issues must be explained using the "Additional Information" section of this form. Failure to explain issues could lead to your firm being deemed non-responsive or a finding of non-responsibility.**

## Prior Work Experience / Past Performance

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

### Additional Information

Use this page to provide information that explains any schedule or budget deviations and any of the performance issues you noted on this form. If you cannot provide all of the required information, use this page to provide an explanation. You may attach as many of these sheets that you need to provide the required information.

Please make sure that you indicate the question for which you are providing additional information (i.e. Project schedule, Performance question #1, #2, etc.)

Firm Name \_\_\_\_\_

Project Name \_\_\_\_\_

Attachments For Illustrative Purposes  
To find editable versions of the attachment visit:  
[www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject](http://www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject)

FY 2023 RCPG Project  
 Solicitation # 2022RFP1-RCPGPROJECT  
 Attachment A1 - Price Proposal - Phase 1, Project Total

Attachment A - Price Proposal - Phase 1

Tasks	PROJECT TOTAL												Total	
	PRIME CONTRACTOR		SUBCONTRACTOR #1		SUBCONTRACTOR #2		SUBCONTRACTOR #3		SUBCONTRACTOR #4		SUBCONTRACTOR #5		Hrs	Cost
	Hrs	Costs												
A1 - Project Kick-Off & Project Management	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A2 - Materials Review & Gap Analysis	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A3 - Stakeholder Engagement	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A4 - Scenario Based Workshops	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A5 - Logistics & Supply Management Training	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
A6 - Regional Logistcs & Supply Chain Management and Sustainment Plan	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<i>Hours &amp; Labor Costs Subtotal</i>	<i>0</i>	<i>\$0.00</i>	<i>0</i>	<i>\$0.00</i>										
<i>ODCs</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>										
<b>Project Total</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>										

Attachments For Illustrative Purposes  
 To find editable versions of the attachments visit:  
[www.ewgateway.org/contracting-opportunities/rfp-2022/rfp1-rcpgproject](http://www.ewgateway.org/contracting-opportunities/rfp-2022/rfp1-rcpgproject)

FY 2023 RCPG Project  
 Solicitation # 2022RFP1-RCPGPROJECT  
 Attachment A2 - Price Proposal - Phase 2, Project Total

Attachment A - Price Proposal - Phase 2

Tasks	PROJECT TOTAL												Total	
	PRIME CONTRACTOR		SUBCONTRACTOR #1		SUBCONTRACTOR #2		SUBCONTRACTOR #3		SUBCONTRACTOR #4		SUBCONTRACTOR #5		Hrs	Cost
	Hrs	Costs												
B1 - Project Management	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
B2 - Stakeholder Engagement	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
B3 - Logistics & Supply Management Training	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
B4 - Seminar Series	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
B5 - Tabletop Exercises	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
B6 - Threat/ Hazard Specific Annexes to Regional SMSP	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<i>Hours &amp; Labor Costs Subtotal</i>	<i>0</i>	<i>\$0.00</i>	<i>0</i>	<i>\$0.00</i>										
<i>ODCs</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>										
<b>Project Total</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>										

Attachments For Illustrative Purposes  
 To find editable versions of the attachments visit:  
[www.ewgateway.org/contracting-opportunities/rfp-2022/rfp1-rctp-project](http://www.ewgateway.org/contracting-opportunities/rfp-2022/rfp1-rctp-project)

## ATTACHMENT B Firm Information

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

Firm Name \_\_\_\_\_

My firm is proposing to perform work for the Council's project as:  the prime firm.  a subcontractor.  a joint venture partner.

If your firm is proposing to perform work as a subcontractor or joint venture partner, provide the name of the prime firm / other partner:

\_\_\_\_\_

A responding firm must provide in its submittal a fully completed Attachment B - Firm Information for itself and for **each** of its subcontractors / joint venture partners. This Attachment B includes the following forms:

- (1) Corporate Profile
- (2) Statement of Past Performance
- (3) Firm Responsibility Certification

Each form in this Attachment B must be completed in its entirety. Please type the information into the forms using Adobe Reader or other compatible Adobe product. The forms in this Attachment B contain rules, which means that many of the boxes / spaces will auto fill depending on your answers to the questions. If you have any issues with the forms please contact the Council's staff person designated in Section IX, Part A of the solicitation documents.

**You are NOT permitted to substitute your own format or information for the forms included in this Attachment B.**

If you need additional space to provide the information requested in this Attachment B, please use the form titled "Additional Information."

An authorized representative of your firm **must sign and date** the certification provided on Forms #2 and #3. **A typed signature is not acceptable.** The Council will use the information contained in this Attachment B during the evaluation and selection process. For additional information, refer to Section IV of the solicitation documents.

The Council may contact your firm to obtain additional information based on your firm's answers to the questions on this Attachment B.

If your firm is selected for a contract award, your firm and each of its subcontractors / joint venture partners may be required to complete, sign, and return the *Firm Responsibility Information - Detailed Questionnaire*, so that the Council can make a firm responsibility determination in accordance with Section IV, Part F of the solicitation documents. A copy of this questionnaire is provided in Appendix 4 of the solicitation documents.

**Your firm should be aware that the Council may deem your firm's submittal non-responsive and reject the submittal for:**

- (1) Failure to sign both Attachment B, Forms #2 and #3,**
- (2) Failure to provide all of the information requested in this Attachment B,**
- (3) Failure to provide a signed Attachment B for each subcontractor / joint venture partner, or**
- (4) Failure to provide sufficient information for the Council to make an initial responsibility determination.**

**The Council reserves the right to waive minor errors, omissions, or technicalities in this Attachment B as determined to be in the best interest of the Council.**

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

#1 - Corporate Profile

Your firm must provide the information requested below about its corporate structure, history, etc. If you need additional space to provide the information use the form titled "Additional Information."

A. Firm Information

Firm Name \_\_\_\_\_

Business Address (Street, City, State & Zip) \_\_\_\_\_

Provide a brief description of your firm's core business (e.g. the types of services provided, the types of clients served).

\_\_\_\_\_

B. Corporate Formation

In which State was your firm organized or incorporated? \_\_\_\_\_ Is your firm  a public company?  a private company?

Type of Ownership \_\_\_\_\_ Year Established / Incorporated \_\_\_\_\_

Does your firm have a former name / year established?  Yes  No Does your firm have a parent company or a subsidiary?  Yes  No

If your firm has a former name / year established, a parent company, or a subsidiary, in the space provided below, please describe your firm's former name, year established, parent company name and location, or subsidiary name and location, as applicable.

\_\_\_\_\_

C. FEIN / Unique Entity Identifier (UEI) / U.S. System for Award Management (SAM) Registration

FEIN \_\_\_\_\_ UEI \_\_\_\_\_  No UEI Is your firm registered with SAM?  Yes CAGE Code \_\_\_\_\_  No

D. Business Registration

Is your firm registered to do business in Missouri?  Yes  No Is your firm registered to do business in Illinois?  Yes  No  N/A

Firms must be properly registered to do business prior to beginning work for the project. If the IL business registration "N/A" box is checked, then only a MO business registration is required for the project.

**FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT**

**#2 - Statement of Past Performance (pg. 1 of 2)**

**Firm Name** \_\_\_\_\_

The following questions ask your firm to provide information about its past performance on the Council's projects, projects for other governmental entities, or in general. Your firm must indicate whether or not it has successfully completed past projects.

As described in Section IV of the solicitation documents, the Council will evaluate a responsive firm's past performance. As part of this evaluation, the Council will review the answers your firm provides on this Attachment B, Form #2 - Statement of Past Performance.

Your firm must answer each of the questions below and an authorized representative of your firm **must sign and date** the form. **A typed signature is not acceptable.**

The Council reserves the right to request additional information from your firm regarding the answers to the questions below.

**A. Council Projects**

1. Is your firm currently delinquent or past due on any monies owed to the Council?  Yes  No
2. In the previous 3 years, has your firm performed work for the Council?  Yes  No
  - (a) If "Yes," answer each of the following questions.
    - (i) How many projects has your firm completed for the Council in the previous 3 years? \_\_\_\_\_
    - (ii) Did your firm meet each project deadline, milestone, etc.?  Yes  No  N/A
    - (iii) Did your firm complete each project on time?  Yes  No  N/A
    - (iv) Did your firm complete each project within budget?  Yes  No  N/A
    - (v) Did your firm have issues with client communication, community outreach, or similar?  Yes  No  N/A
    - (vi) Did your firm receive any complaints from the Council regarding quality of work products?  Yes  No  N/A
    - (vii) Were any of your firm's contracts terminated for any performance issues?  Yes  No  N/A
    - (viii) Is your firm currently in breach or default of a Council contract?  Yes  No  N/A

**Firms that owe the Council monies or that are currently in breach or default of a Council contract may be deemed ineligible for a contract award.**

**B. Other Governmental Entity Projects**

1. In the previous 3 years, has your firm performed work for any local, state, or federal governmental entity?  Yes  No
  - (a) If "Yes," answer each of the following questions.
    - (i) How many projects has your firm completed for a governmental entity in the previous 3 years? \_\_\_\_\_
    - (ii) Did your firm meet each project deadline, milestone, etc.?  Yes  No  N/A
    - (iii) Did your firm complete each project on time?  Yes  No  N/A
    - (iv) Did your firm complete each project within budget?  Yes  No  N/A
    - (v) Did your firm have issues with client communication, community outreach, or similar?  Yes  No  N/A
    - (vi) Did your firm receive any complaints from the entity regarding quality of work products?  Yes  No  N/A
    - (vii) Were any of your firm's contracts terminated for any performance issues?  Yes  No  N/A
    - (viii) Is your firm currently in breach or default of a contract with a governmental entity based upon a failure to perform?  Yes  No  N/A
    - (ix) Provide the name of the **3 most recent and relevant** projects identified in sub-part (B)(1)(a)(i) and the name of the governmental entity.

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

#2 - Statement of Past Performance (pg. 2 of 2)

Firm Name \_\_\_\_\_

C. Other Projects

1. If your firm has **not** performed work for the Council or any local, state, or federal entity, answer the following questions with respect to your firm's projects that were completed within the previous 3 years and that are similar in size and scope to the Council's project.

- (a) Did your firm meet each project deadline, milestone, etc.?  Yes  No  N/A
- (b) Did your firm complete each project on time?  Yes  No  N/A
- (c) Did your firm complete each project within budget?  Yes  No  N/A
- (d) Did your firm have issues with client communication, community outreach, or similar?  Yes  No  N/A
- (e) Did your firm receive any complaints from the client regarding quality of work products?  Yes  No  N/A
- (f) Were any of your firm's contracts terminated for any performance issues?  Yes  No  N/A
- (g) Is your firm currently in breach or default of a contract with a client based upon a failure to perform?  Yes  No  N/A

(h) Provide the name of **3 most recent and relevant** projects completed by your firm and the name of the client.  
\_\_\_\_\_  
\_\_\_\_\_

D. All Projects

1. In the previous 3 years, has your firm ever had a client (e.g. person / entity contracting with your firm) that:

- (a) sued to compel performance?  Yes  No
- (b) sued to recover damages based upon the alleged failure of your firm to perform as required by the contract?  Yes  No
- (c) called upon a surety to perform the work?  Yes  No

Please provide any additional information that explains any performance issues or any other information that you believe will help the Council evaluate your firm's past performance. If you need more space, use the form titled "Additional Information."

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

CERTIFICATION

By signing below, I certify that I am authorized to sign this Statement of Past Performance on behalf of my firm and that the information contained on this form is accurate and complete to the best of my knowledge.

Name & Title of Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

Date \_\_\_\_\_

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

### #3 - Firm Responsibility Certification (pg. 1 of 2)

Firm Name \_\_\_\_\_

As described in Section IV, Part A, Sub-Part 2 of the solicitation documents, the Council will not award a contract for the project to a firm that the Council's determines is not responsible. For each responsive submittal, the Council will conduct an initial review of the firm's responsibility. As part of this initial responsibility determination, the Council will review the answers your firm provides in its submittal and on this Attachment B, Form #3 - Firm Responsibility Certification. More information regarding the Council's responsibility determination can be found in Section IV, Part A, Sub-Part 2 of the solicitation documents.

Your firm must answer each of the questions below and an authorized representative of your firm **must sign and date** the certification. **A typed signature is not acceptable.**

If your firm is selected for a contract award, your firm, and each of its subcontractors / joint venture partners may be required to complete, sign, and return the *Firm Responsibility Information - Detailed Questionnaire*, so that the Council can make a firm responsibility determination in accordance with Section IV, Part F of the solicitation documents. A copy of this questionnaire is provided in Appendix 4 to the solicitation documents. A firm selected for a contract award for this project (including subcontractors / joint venture partners) may be deemed not responsible or ineligible for contract award if the firm fails to complete the questionnaire, as requested, or if the firm's questionnaire reveals any unexplained, material misstatements on this Attachment B, Form #3 - Firm Responsibility Certification.

The Council reserves the right to request additional information from your firm regarding the answers to the questions below.

1. Did you review the Firm Responsibility Questionnaire provided in Appendix 4 to the solicitation documents?  Yes  No
2. Based on your review of the Firm Responsibility Questionnaire, does your firm have any issues or deficiencies that may lead the Council to making a finding of non-responsibility?  Yes  No  
*If "Yes," use the form titled "Additional Information" to disclose the issues or deficiencies.*
3. Is your firm able and willing to provide the documentation necessary to demonstrate that it has, or has the ability to obtain, the financial, technical, and administrative capacity and resources to successfully complete the Council's project within the estimated performance period?  Yes  No  
*If "No," use the form titled "Additional Information" to explain.*
4. Does your firm's insurance coverage meet the minimum requirements described in the *Draft Contract Terms & Conditions, Paragraph 5*?  Yes  No  
*If "No," use the form titled "Additional Information" to explain.*
5. Based on your review of the the Council's Conflicts of Interest Policy and the Conflicts of Interest Questionnaire & Disclosure Statement (see Appendix 3), will your firm need to disclose:
  - (a) a conflict of interest with respect to this procurement action (e.g. access to non-public information that provides or may appear to provide your firm with an unfair competitive advantage)?  Yes  No
  - (b) a conflict of interest with respect to the contract that will be awarded for this project (e.g. an interest that will impair or may appear to impair your firm's ability to objectively perform work for the Council's project)?  Yes  No

*If "Yes," use the form titled "Additional Information" to briefly describe the nature of the conflict. If selected for a contract award, your firm will be required to fully disclose any conflict on the Conflicts of Interest Questionnaire & Disclosure Statement.*

**FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT**

**#3 - Firm Responsibility Certification (pg. 2 of 2)**

**Firm Name** \_\_\_\_\_

6. Within the previous 3 years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner, principal, or proprietor been subject to any of the following:
- (a) a government suspension or debarment?  Yes  No
  - (b) a governmental entity's rejection (including pending actions) of any bid or disapproval of any proposed subcontract for lack of responsibility?  Yes  No
  - (c) a governmental entity's denial or revocation of prequalification?  Yes  No
  - (d) a voluntary exclusion agreement?  Yes  No
  - (e) a finding of non-responsibility for any reason by a federal or state governmental entity / agency?  Yes  No
  - (f) had one or more public transactions (federal, state, or local) terminated for cause or default?  Yes  No
  - (g) an indictment for, or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) for, 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?  Yes  No
  - (h) a civil judgment rendered against it for commission of any of the offenses enumerated in Question 6, Part (g)?  Yes  No
  - (i) a conviction of the commission of any of the offenses enumerated in Question 6, Part (g)?  Yes  No
  - (j) a grant of immunity with respect to the commission of any of the offenses enumerated in Question 6, Part (g)?  Yes  No
- If "Yes" to any of (a) through (j), use the form titled "Additional Information" to explain.*
7. Is your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner, principal, or proprietor currently subject to any pending actions as enumerated in Question 6, Parts (a) through (j)?  Yes  No
- If "Yes," use the form titled "Additional Information" to explain.*

**CERTIFICATION**

***By signing below, I certify that I am authorized to sign this Firm Responsibility Certification on behalf of my firm and that the information contained on this form is accurate and complete to the best of my knowledge.***

**Name & Title of Authorized Official** \_\_\_\_\_

**Signature of Authorized Official** \_\_\_\_\_

**Date** \_\_\_\_\_

Attachments for illustrative purposes  
To find editable versions of the attachment visit:  
www.ewgateway.org/contracting-opportunities/2022rfp1-rcpgproject

## ATTACHMENT B Firm Information

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

### Additional Information

Use this form to provide any information that you either could not provide on Forms #1 - 3 or that explains any of the answers you provided on Form #3. You may attach as many of these sheets that you need to provide the requested information.

Please make sure that you indicate the form and question for which you are providing additional information (i.e. Form #3, Box #2; Form #1, Former Firm Names, etc.)

Firm Name \_\_\_\_\_

Attachments For Illustrative Purposes  
To find editable versions of the attachment visit:  
[www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject](http://www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject)

## ATTACHMENT C Affirmative Action Checklist

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

Responding Firm \_\_\_\_\_

Please answer each of the questions below.

1. Does your firm have an affirmative action plan?  Yes  No

2. What date was the plan adopted?  N/A Date

3. In the spaces below, provide the name and contact information for your firm's affirmative action officer.  My firm does not have a person who is responsible for affirmative action matters.

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

4. How many persons are employed by your firm? \_\_\_\_\_

Attachments For Illustrative Purpose  
To find editable versions of the attachment visit:  
www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject

## ATTACHMENT D

### Contract Terms & Conditions Comments

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

Use this form to notify the Council about any concerns you may have about the draft contract terms and conditions. The draft contract terms and conditions can be found as Appendix 2 on the Council's website at [www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/](http://www.ewgateway.org/about-us/what-we-do/doing-business-with-ewg/contracting-opportunities/). These concerns can include, but are not limited to: questions, comments, or requests for changes.

If the draft contract terms and conditions are acceptable and you do not have any questions, comments, or requests for changes, please check the "No" box.

If you have any questions, comments, or request for changes please check the "Yes" box and use the space provided below to explain your concerns. Please make sure that you reference the applicable contract Paragraph and Part number.

This form must be signed and returned to the Council with your submittal.

***It is the responsibility of each responding firm to review the draft contract terms and conditions. The Council may not consider a firm's requests for changes to the contract if the firm's concerns are not noted on this form. It is within the Council's sole discretion to consider requests for contract changes that the selected consultant did not include on this form.***

***It is within the Council's discretion to decide whether or not to change any contract terms and conditions, even if concerns are noted on this form. Any terms that are required by state or federal rules, regulations, or statutes or by the Council's agreement with a funding agency are not negotiable and are not subject to change.***

No - The firm does not have any questions, comments, or requests for changes.

Yes - The firm has a question, comment, or request for a change as noted below.

Attachments For Illustrative Purposes  
To find editable versions of the attachment visit:  
[www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject](http://www.ewgateway.org/contracting-opportunities/rfp-2022rfp1-rcpgproject)

Responding Firm \_\_\_\_\_

Name & Title of Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

Date \_\_\_\_\_

## ATTACHMENT E

### RFP Minimum Requirements Checklist

**FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT**

This form includes a list of all of the items that need to be included in your submittal. Some items listed on this form may not be required (shown below with an "N/A" option). For those items that are not listed in Section III, Part B of the RFP, check the "N/A" box. Refer to Section III, Part B of the RFP for a complete description of the items listed below. Review Section III, Part A of the RFP for the Submittal Formatting and Other Requirements, including the number of copies that need to be submitted.

**Sub-Part 1 - Approach & Qualifications**

- 1. Letter of Interest
- Includes statement committing submittal for 90 days*
- Includes point of contact information for questions*
- 2. Project Approach
- Includes Project Schedule*
- 3. Qualifications
- (a) Experience Summaries
- (b) Team Org Chart  N/A
- (c) Addresses
- (d) Time Availability for Key Personnel Form
- (e) Prior Work Experience / Past Performance
- (i) Prior Work Experience / Past Performance Forms
- (ii) Work Sample(s)  N/A

**Sub-Part 2 - Project Price**

Attachment A

**Sub-Part 3 - Firm Information**

Attachment B

**Sub-Part 4 - Other Forms & Certifications**

- 1. Attachment C
- 2. Attachment D
- 3. Attachment E
- 4. D/S/W/MBE Participation
- (a) 0% Statement  N/A
- (b) Attachments F & G  N/A

**Responding Firm** \_\_\_\_\_

**Name & Title of Authorized Official** \_\_\_\_\_

**Signature of Authorized Official** \_\_\_\_\_

**Date** \_\_\_\_\_

Attachments For Illustrative Purposes  
To find editable versions of the attachment visit:  
www.ewgateway.org/contracting-opportunities/rfp-2022-rfp1-rcpgproject

## ATTACHMENT F D/S/W/MBE Participation Form

**FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT**

**Total Proposed Project Costs**

### D/S/W/MBE Information

<b>Type of Firm (Check all that apply)</b>	<b>Name &amp; Address</b>	<b>\$ Value of Work</b>	<b>Estimated % Participation</b>
1. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
2. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
3. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
4. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
5. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
<b>Total</b>		<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>

In general, any work performed by a firm that is not a D/S/W/MBE cannot be counted toward the D/S/W/MBE participation for the project. This includes work that a D/S/W/MBE subcontracts to a non-D/S/W/MBE. A D/S/W/MBE that has been included as part of the project team must disclose its intent to subcontract a portion of its work to a non-D/S/W/MBE.

**Will any of the D/S/W/MBEs listed above subcontract out any of its work to a non-D/S/W/MBE?**     Yes     No

*If "Yes," please provide a description of the work that will be subcontracted to a non-D/S/W/MBE and the estimated percentage of work to be subcontracted.*

*The undersigned submits the above list of D/S/W/MBEs that will be used to accomplish, at least in part, the work described in the solicitation documents.*

**Responding Firm** \_\_\_\_\_

**Name & Title of Authorized Official** \_\_\_\_\_

**Signature of Authorized Official** \_\_\_\_\_

**Date** \_\_\_\_\_

ATTACHMENT G  
Letter of Intent to Perform as a D/S/W/MBE

FY 2023 RCPG Project - # 2022RFP1-RCPGPROJECT

Prime Contractor Name \_\_\_\_\_

The undersigned intends to perform work in connection with the above captioned project as one of the following (check one):

- a prime contractor       a subcontractor  
 a joint venture       other (please specify)

The undersigned represents that it is a certified (check all that apply):

- DBE       SBE  
 WBE       MBE

The undersigned is prepared to perform the work described below in connection with the above captioned project:

-----

What is the dollar value of the undersigned's work? \_\_\_\_\_

In general, any work performed by a firm that is not a D/S/W/MBE cannot be counted toward the D/S/W/MBE participation for the project. This includes work that a D/S/W/MBE subcontracts to a non-D/S/W/MBE. A D/S/W/MBE that has been included as part of the project team must disclose its intent to subcontract a portion of its work to a non-D/S/W/MBE.

Will the undersigned subcontract out any of its work to a non-D/S/W/MBE?  Yes       No

If "Yes," please provide a description of the work that will be subcontracted to a non-D/S/W/MBE and the estimated percentage of work to be subcontracted.

-----

The undersigned submits this letter of intent to perform as a D/S/W/MBE and certifies that it is prepared to perform the work described in this letter for the dollar value indicated above and that the information provided in this letter is accurate and true to the best of his/her knowledge.

D/S/W/MBE Name \_\_\_\_\_

Name & Title of Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

Date \_\_\_\_\_