



**BIG BEND COMMUNITY BASED CARE, INC.**

**Request for Proposals**

**#01-2019**

**Addendum #2**

**EMERGENCY MANAGEMENT CONSULTANT SERVICES**

**for the period**

**2/1/2019 to 9/30/2019**

**Closing Date: January 31, 2019**

**5:00 P.M. EST**

**Contact Person:**

**Chris Meadows, Director of Contract Administration**

**525 N. Martin Luther King Blvd.**

**Tallahassee, FL 32301**

**850-410-2010 ext. 109**

**[chris.meadows@bigbendcbc.org](mailto:chris.meadows@bigbendcbc.org)**



**BBCBC RFP #01-2019 SPECIFICATIONS FOR EMERGENCY MANAGEMENT CONSULTANT SERVICES**

**CALL FOR PROPOSALS**

**Big Bend Community Based Care, Inc. (BBCBC)**, hereby gives notice to prospective bidders that proposals will be received by **BBCBC**, addressed to Chris Meadows at [chris.meadows@bigbendcbc.org](mailto:chris.meadows@bigbendcbc.org), until **5:00 p.m. on January 31, 2019**, for:

**All Bidders are required to:**

Send Bid Proposals electronically to: [chris.meadows@bigbendcbc.org](mailto:chris.meadows@bigbendcbc.org)

***Big Bend Community Based Care, Inc.***

***BBCBC RFP #01-2019***

***Contract Administration***

***525 North Martin Luther King, Jr. Boulevard***

***Tallahassee, Florida 32301***

**It is the sole responsibility of each Bidder to deliver its Proposal to BBCBC at the place designated for receiving Proposals and prior to the time for opening Proposals last announced to Bidders. Any Proposal received after the time last announced for opening Proposals may be retained by BBCBC or returned to the Bidder, but such Proposal shall be rejected as not responsive.**

**BBCBC reserves the right to reject any or all proposals, to waive irregularities and informalities in any or all proposals, and to separately accept or reject any item, items, bid schedule or bid schedules of the proposal which BBCBC deems to be in the best interest of BBCBC.**

*/s/ Chris Meadows*

Chris Meadows

Director of Contract Administration



## **BIG BEND COMMUNITY BASED CARE GENERAL INFORMATION**

Big Bend Community Based Care (BBCBC) was created in 2002 as a direct response to Florida's Legislature's and Department of Children and Families' initiative to improve child welfare services by developing solutions to care for children and families in their home communities. As the lead agency for 18 counties of the Big Bend region, Big Bend Community Based Care serves as the central location from which partner agencies can draw re-sources and support. Big Bend Community Based Care is proud to offer hands-on support to all of our foster and adoptive parents, volunteers and case managers. Far from being just an administrative office, we strive to get to know our children and families so we can provide them with the individualized attention they need. At Big Bend Community Based Care we believe that all children have the right to grow up safe, healthy and fulfilled in families that love and nurture them.

In 2013, the Florida Department of Children and Families awarded a \$46,387,993 per year competitive contract to Big Bend Community Based Care to become the Managing Entity for Substance Abuse and Mental Health services for the Northwest Region. The contract officially started April 1 and is a continuation of a 2001 statewide initiative by the Department of Children and Families which shifted direct DCF management of all statewide sub-stance abuse and mental health contracts to purchase the administration of the service contracts. The Department's goal was to cut costs and improve the services available and delivered to those who need substance abuse or mental health treatment. The contract with Big Bend Community Based Care for the Northwest Region includes management of multiple substance abuse and mental health service providers in Northwest Florida which includes Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Okaloosa, Leon, Liberty, Madison, Santa Rosa, Taylor, Wakulla, Walton, and Washington Counties.

Guided by our vision to create local ownership and effective integration of the child welfare and substance abuse mental health systems in each of our 18 communities, we believe that the quality of life for children, adults and families we serve will dramatically improve, resulting in personal independence and stronger communities.

### **SCOPE OF SERVICES:**

BBCBC requests Proposals for an Emergency Management Consultant Services provider. Contracted services are enumerated in Scope of Services. The contract will be in place through September 30, 2019, and may be extended if agreed to by both parties. The purpose of the Request for Proposal (RFP) is for BBCBC to acquire comprehensive disaster recovery management services including, but not limited to:

- I. FEMA Public Assistance Advisory Services
- II. FEMA 404 and 406 Hazard Mitigation Expertise



### III. FEMA 404 and 406 Appeal Expertise

### IV. Financial and Grant Management Support

### V. Public Insurance Adjustment Support

The selected contractor will assist BBCBC in strategically managing the claim, administration thereof, and any subsequent appeals under Federal and State Disaster Programs related to Hurricane Irma, and any proceeding disasters during the term of this contract. Such Federal Programs may include, but are not limited to: FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP) and Emergency Relief Program. Examples of disaster recovery services that may be required, include:

#### **I. FEMA Public Assistance Advisory Services**

1. Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Attend meetings with relevant local, state, and federal officials to address eligibility and process issues, at the request of the client
3. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Post-Katrina Emergency Management Reform Act of 2006, and the Sandy Recovery Improvement Act of 2013.
4. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed.
5. Provide technical assistance, as requested. Technical assistance may involve engineering and architectural support, among other types of assistance.
6. Help assess damage to public infrastructure components, transportation systems, and facilities, as needed.
7. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
8. Review for all data and supporting documentation to determine whether costs appear eligible and are adequately supported.
9. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDD’s”) and a project’s Scope of Work (“SOW”).
10. Assist in the development of hazard mitigation proposals under Sections 406 and 404 of the Stafford Act.



11. Evaluate alternate and/or improved projects.
12. Review Project Worksheets to determine final eligible costs and third party refunds and reimbursements.
13. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.
14. Prepare first and second appeals, as requested.
15. Monitor reconstruction efforts, actual versus PW scope of repair, and progress payments.
16. Perform PW closeouts.
17. Prepare appeals and arbitration, as required.
18. Respond to audit findings, as required.

## **II. FEMA 404 and 406 Hazard Mitigation Expertise**

1. Assist in identifying, developing and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events.
2. Prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

## **III. FEMA 404 and 406 Appeal Expertise**

1. Represent BBCBC in appeals to FEMA for 404 and 406 Hazard Mitigation claims that have been denied.
2. Respond to requests for additional information or clarifications of submitted claims.

## **IV. Financial and Grant Management Support**

1. Advise on FEMA's rules, practices and procedures and how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
2. Provide general grant management advice.
3. Perform internal controls assessment.
4. Conduct pre-audit activities and prepare documentation for audit.
5. Meet as necessary with City/County/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services related to Federal and State regulations.
6. Prepare reports for the State and FEMA, as needed.



7. Provide oversight of contractors' billing to ensure that they invoice in accordance with their contract, and that all costs eligible for the disaster grant funding are documented and claimed.
8. Categorize, record, track and file costs in support of the financial reimbursement process. Track Project Worksheet status and status of payment from the State.
9. Assist in providing interagency (Federal, State, County, City) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.
10. Work with BBCBC staff to enable their in-house ability to complete the FEMA worksheets for replacing temporary work with permanent work over the course of the next year.

#### **V. Public Insurance Adjustment Support**

1. Work with BBCBC to identify any potential insurance claims.
2. Work with BBCBC insurance consultant and carrier(s) to ensure maximum insurance coverage is applied to impacted facilities.
3. Work with BBCBC and the State to ensure proper insurance coverage is applied to project worksheets.

#### **Submittal Requirements**

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements stated below. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

#### **Required Information**

- 1. Title Page.** Show the name of Respondent's firm, address, telephone number, name of contact person, date and the subject: Request for Proposals for Emergency Management Consulting Services for Big Bend Community Based Care.
- 2. Table of Contents.** Include a clear identification of the material by selection and by page number.
- 3. Cover Letter and Executive Summary.** This letter must be signed by an individual who is authorized to negotiate terms, render binding decisions and commit the firm's resources (e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship). The letter must indicate the legal status of the Contractor (sole proprietorship, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- 4. Firm Overview.** Provide a brief history and description of your firm's business organization and experience as it relates to the requirements discussed previously. Include the location of offices and the



number and types of contractors or other relevant professional staff in each office. Include a discussion of the specific expertise and services that distinguish your firm.

**5. Relevant Expertise and Experience.** Provide a narrative statement regarding your consulting experience and expertise as it relates to the Scope of Services of the RFP. Additionally, include a statement regarding your understanding of the requirements as outlined in the RFP. At a minimum your firm must meet the following criteria:

1. A working knowledge of cooperative utility operations, functions and structure and modern management and reporting practices;
2. Experience analyzing the operations of complex organizations resulting in the development and implementation of recommendations that have materially and demonstrably improved long-term effectiveness and efficiency of operations;
3. A demonstrated capability and commitment to assisting the implementation of identified recommendations;
4. Superior written and verbal skills;
5. Ability to establish rapport and cordial working relationships with key personnel and utilities being analyzed, while at all times maintaining a posture of objectivity and independence

**6. References.** The Contractor shall provide at least three references, within the past five years of clients for whom these requested services have been performed that are comparable in quality and scope to that specified in this RFP. The references shall include names, addresses, and telephone numbers of the clients for whom prior work was performed and include an explanation of the services provided.

**7. Proposed Work Plan.** Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the proposal shall contain sufficient detail to convey to members of the evaluation team the Contractor's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of BBCBC staff. The Contractor may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. The description should include the staffing required and an estimated number of hours required to complete the scope of work.

**8. Description of Understanding and Approach/Methodology.** Provide a comprehensive description of the Contractor's proposed approach and methodology for the operational performance audit. This section should convey the Contractor's understanding of the project.

**9. Project Schedule.** Include a project schedule indicating when the elements of the work will be completed and when deliverables will be provided. The schedule shall include an opportunity for review of draft documents, if necessary. The schedule should identify expectations of BBCBC staff necessary to meet this deadline. BBCBC will not be financially responsible for delays prior to the submitted schedule nor delays past the provided schedule completion date.



**10. Deliverables.** Fully describe deliverables to be submitted under the proposed contract. At a minimum, a written report detailing the study findings shall be submitted. Further, findings and recommendations of the study shall be presented to BBCBC staff.

**11. Cost Proposal.** The cost proposal shall identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract, using Attachment A as the all-inclusive “Not to Exceed” price. The evaluation process is designed to award this contract not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this RFP.

**12. Personnel.** Provide the names, proposed roles, background and experience, current professional licenses, office location and availability of the personnel that would perform contracting services, and specifically identify the primary person(s) who will be responsible for managing the relationship with BBCBC.

#### **Addenda and Supplemental Information**

Any and all addenda to the RFP will be provided to all Proposers, should it become necessary for BBCBC to make revisions, request additional information, or respond to written inquiries relating to the RFP. It is the responsibility of potential proposers to timely submit contact information to facilitate receipt of addenda and supplemental information requests, if issued.

#### **Evaluation and Award Criteria:**

An Evaluation Committee appointed by BBCBC will evaluate and rank each Proposal.

**Review of Proposal:** BBCBC’s designated selection committee will review responses to the RFP. Selections will be based on completeness of proposals and on which Firms demonstrate the best combination cost and experience.

**Evaluation Criteria:** The Selection Committee will evaluate and score proposals on the basis of the responsiveness to the requirements of this RFP. Proposals will be evaluated on the basis of the following criteria:

#### **Selection Criteria:**

The following weighted criteria will be utilized to select the Bidder to be awarded this contract in each event:

Qualifications of the Firm and Staff – 40

Relevant Past Performance – 20

Cost Proposal – 20





Technical Approach – 20

**TOTAL - 100**

**Schedule of Events and Deadlines:**

Activity	Date	Time Eastern	Address
RFP advertised and released on BBCBC's website	January 10, 2019	5:00 PM (EST)	BBCBC Competitive Procurement: <a href="https://www.bigbendcbc.org/about-us/competitive-procurements">https://www.bigbendcbc.org/about-us/competitive-procurements</a>
Replies must be received by BBCBC:	January 31, 2019	5:00 PM (EST)	Chris Meadows Director of Contract Administration <a href="mailto:Chris.meadows@bigbendcbc.org">Chris.meadows@bigbendcbc.org</a>
Evaluation Period	January 31, 2019 through February 1, 2019	N/A	N/A
Anticipated posting of Intended Contract Award:	February 1, 2019	N/A	BBCBC Competitive Procurement: <a href="https://www.bigbendcbc.org/about-us/competitive-procurements">https://www.bigbendcbc.org/about-us/competitive-procurements</a>
Anticipated Effective Date of Contract:	February 4, 2019	N/A	N/A

**General Information:**

This Request for Proposal (RFP) does not commit Big Bend Community Based Care, Inc. to award a subcontract or to pay any costs incurred in the preparation or submission of response or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies.

BBCBC reserves the right to reject any or all responses to this RFP and to negotiate with any of the respondents in any manner deemed to be in the best interest of BBCBC.

BBCBC reserves the right to withdraw the RFP, add new considerations, information or requirements at any stage of the procurement process and to reject the response of any organization that has previously failed to perform properly or failed to perform in a timely manner in subcontracts of a similar nature, or who, in the opinion of BBCBC, is not in a position to perform or is not sufficiently qualified to perform the subcontract.



The funding for this proposal may contain federal monies and as such the awardee may be required to comply with provisions of the Uniform Grant Guidance, 2 Code of Federal Regulation 200.

This RFP contains no contractual proposal of any kind; any response submitted will be regarded as a response to the RFP and not as an acceptance by the respondent of any proposal by BBCBC. No contractual relationship will exist except pursuant to a written subcontract document signed by the authorized official of BBCBC and by the successful respondent(s) chosen by BBCBC.