

City of Rochester, New Hampshire
Invitation To Bid

The City of Rochester, New Hampshire is accepting sealed bids from qualified applicants to provide Emergency Operations Exercise Planning and Implementation Services. Bids must be submitted in a sealed envelope plainly marked:

“Sealed Bid, Emergency Operations Exercise Planning and Implementation Services
“BID # 08-06””

City of Rochester, New Hampshire,
31 Wakefield St.
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than at Thursday, August 23, 2007 at 2:30 PM. No late bids, telephone bids, or faxed bids will be accepted. Bid proposals and specifications may be obtained from the City of Rochester Website, www.rochesternh.net or by emailing purchasing@rochesternh.net, calling the Purchasing Agent at 603-335-7602 or at the City of Rochester, Business Office, 31 Wakefield Street, Rochester NH. All bids must be made on the bid forms supplied and the bid form must be fully completed when submitted.

BID SPECIFICATIONS

The City of Rochester NH will accept sealed bids from qualified applicants to provide Emergency Operations Exercise Planning and Implementation Services. All activities conducted under the contract must meet U.S. Homeland Security Exercise and Evaluation Program (HSEEP) Requirements.

The qualified applicant must at a minimum include:

1. Company/contractor history or profile.
2. The relevant qualifications of the firm/contractor and the individuals in the firm that will be assigned to the project.
3. List of relevant projects for which the firm or contractor has been responsible.
The list should include:
 - a. A summary of the project.
 - b. The start up and completion dates and the project cost.
 - c. The names and telephone of a knowledgeable contact person in the client organization.

SCOPE OF WORK

The contractor will conduct one workshop and one full Scale Exercise.

Workshop: A workshop will be held on September 12, 2007 in the afternoon at Spaulding High School in Rochester, New Hampshire. The workshop will focus on the Spaulding High School Emergency Response and Crisis Management Plan.

Planning workshop: This workshop will be conducted under the requirements of the Pre-established planning team and the awarded grant.

Full Scale Exercise: This exercise will be conducted on October 17, 2007 at the Spaulding High School and will involve a domestic terrorism Scenario.

All exercises/workshop must meet the US Homeland Security Exercise and Evaluation Program (HSEEP) and NH Bureau of Emergency Management requirements.

Planning Workshop Tasks:

Task 1: Initial Planning Conference

- Meet with the planning team (Fire, Police, EMS, Dispatch, School members)
- Provide orientation to the planning team
- Define Scope
- Develop Statement of Purpose
- Develop the Exercise Directive
- Identify Exercise Objectives
- Set Date(s)

Task 2: Develop Scenario Narratives

- Develop narratives that compliment the exercise objectives.

Task 3: Final Planning Conference

- Prepare rough draft of the master sequence of events list based upon finished objectives and mail out draft to appropriate officials.
- Complete the exercise package and distribute to participants prior to the exercise

Task 4: Conduct an After Action Review

- Coordinate with agency heads
- Develop an After Action Report (AAR)
- Submit Draft AAR to participants for review/comment
- Develop Corrective Action Plan (a.k.a. Improvement Plan)
- Finalize the AAR
- Final meeting with agencies to review AAR and Corrective Action Plan

WORK PRODUCTS

The contractor will provide 10 copies of the After Action Report (AAR) for the full-scale exercise. At a minimum the AAR's will include:

1. Executive Summary

Briefly describes a summary of the information contained in the AAR, including an overview of the exercise, major strengths demonstrated and areas that require improvement.

2. Exercise Overview

Briefly describes details of exercise, identifies participants, the exercise structure and how it was implemented.

3. Exercise Goals and Objectives

List the goals and objectives developed during the exercise planning and design phase

4. Exercise Events Synopsis

According to the objectives identified for the Exercise, each evaluator is assigned an expected action to record for each event scenario. The Expected Action Matrix provides an overview of the scenarios presented and the expected actions for the players.

5. Analysis of Objective Performance

The Analysis of Objective Performance Matrix provides an overview of each expected action and whether or not it was met and what improvements are recommended.

6. Corrective Actions

Review the performance of individual tasks and objectives as defined in the evaluator checklists. A Corrective Action will be identified for those tasks that were not performed as expected.

7. Attachments

Include appropriate attachments such as: Player Handbook; Evaluator Handbook; Evaluator Logs; Player Action Sheets (used during exercise); and Message Logs (used during exercise)

INSTRUCTIONS TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.

- C. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.
- D. All questions shall be submitted in writing to the Purchasing Agent. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

V. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present. All bid results will be posted within 48 hrs of the bid opening on the City of Rochester's website.

VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

II. Award of Contract

If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The form being mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract will notify the successful bidder.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

- A. The bidder's ability, capacity, and skill to perform within specified time limits.
- B. The bidder's experience, reputation, efficiency, judgment, and integrity.
- C. The quality, availability and adaptability of the supplies and materials sold.
- D. Bidder's last performance.
- E. Sufficiency of bidder's financial resources to fulfill the contract.
- F. Bidder's ability to provide future maintenance and/or services.
- G. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

EMERGENCY OPERATIONS EXERCISE PLANNING

AND IMPLEMENTATION SERVICES BID

Vendor Name _____

Address _____

Phone _____

Signature _____

Title _____

Date _____

BID PRICE FOR SERVICE _____

(In figures)

(In words)

HISTORY/PROFILE _____

QUALIFICATIONS _____

LIST OF PREVIOUS RELEVANT PROJECTS

Summary of Project:

Start up and completion dates: _____

Project Cost: _____

Name and telephone number of reference for the listed project: _____

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form. All bid results will be posted on the City of Rochester website within 48 of the bid opening.