REQUEST FOR PROPOSALS

For services in support of

Multi-State Disaster Resiliency Planning Effort

by

Central U.S. Earthquake Consortium
2630 E. Holmes Rd.
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(901) 544-3570

Issue Date: August 12, 2020
Close Date: August 28, 2020
I. INTRODUCTION
The Central U.S. Earthquake Consortium (CUSEC) is seeking proposals from independent contractors (Contractor) to support a regional earthquake and disaster resiliency planning effort across multiple states.

II. BACKGROUND
Given the recent multi-state impacts seen as a result of the COVID-19 pandemic, there is an invaluable opportunity for CUSEC states to capture lessons learned that are directly applicable to earthquake hazard mitigation, response, and recovery planning. To support this, the CUSEC Board of Directors identified a need to conduct a multi-state resiliency planning effort. As part of FEMA’s FY20 National Earthquake Hazards Reduction Program (NEHRP), several CUSEC states have provided funding to CUSEC to conduct activities related to this initiative.

By participating in this project, states in the CUSEC region will improve plans and identify potential critical infrastructure impacts, including resource requirements and shortfalls, related to a multi-state impact event such as a New Madrid earthquake. For example, disruptions to healthcare, supply chain, and the private sector following an earthquake will have impacts on short and long term recovery efforts. By addressing these impacts, states can use the data collected to inform and update hazard mitigation, response, and recovery plans. The priorities of the planning effort will be set by the CUSEC Board. The planning effort will include a series of at least four (4) lead-up virtual seminars to capture lessons learned from the pandemic and gather state inputs. It will culminate with a final event where states provide summaries and demonstrate plans. The final workshop/event may include a table-top exercise (TTX). In addition to the CUSEC Member and Associate States, federal and private sector partners will be invited to participate.

The selected Contractor will support coordination with the states, develop and facilitate the virtual seminars, facilitate the in-person workshop, and provide an after-action report.

III. OBJECTIVE
The objective of this project is to improve the earthquake resiliency and mitigation planning process among CUSEC states by identifying impacts to infrastructure and resource allocation requirements following a multi-state impact event.

IV. CONTRACTOR QUALIFICATIONS
Contractors submitting proposals must demonstrate sufficient qualifications and past experience in leading emergency management and disaster resiliency planning initiatives. Qualifications and experience can be demonstrated by providing resumes, lists or descriptions of similar activities undertaken, after-action reports developed, etc.

V. SCOPE OF SERVICES TO BE PERFORMED BY CONTRACTOR
Contractor will support CUSEC by performing the following activities related to the project:

- Support CUSEC, Board, and States in identifying planning priorities for the project.
- Develop materials and planning matrices for states to use in the planning process, aligned with the planning priorities set by the CUSEC Board.
• Assist CUSEC and participating states (where applicable) with developing objectives and planning requirements, as well as identifying key stakeholders/participants.
• Provide subject matter expertise in resiliency planning to CUSEC and participating states.
• Synchronize state inputs and coordinate with CUSEC and states as necessary during requirements and data gathering process.
• Develop necessary materials, agendas, presentations, etc. for seminars and workshop.
• Facilitate up to four (4) virtual seminars and one (1) in-person workshop/TTX.
• Develop after-action report summarizing identified impacts, resource shortfalls, and recommendations for improvement.

VI. DELIVERABLES
Contractor will provide the following deliverables in support of the project:

• Implementation plan and course of action for conducting project activities.
• Planning matrices and relevant materials for states to use in their planning process.
• Webinar and in-person workshop agendas and presentations.
• Successful facilitation of virtual seminars and culminating event/in-person workshop.
• After-action report.

VII. KEY DATES AND MILESTONES
The following depicts important dates and milestones related to the project. All dates subject to change.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
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<tbody>
<tr>
<td>August 12, 2020</td>
<td>RFP posted</td>
</tr>
<tr>
<td>August 28, 2020</td>
<td>Proposals due to CUSEC by 4:30PM CDT</td>
</tr>
<tr>
<td>September 11, 2020</td>
<td>CUSEC review and selection process complete</td>
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<tr>
<td>September 18, 2020</td>
<td>Notification sent to applicants</td>
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<tr>
<td>September 30, 2020</td>
<td>Contract for Services executed between CUSEC and Contractor</td>
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<tr>
<td>November 1, 2020</td>
<td>Contractor begins work</td>
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<tr>
<td>January – April 2021</td>
<td>Conduct Planning Webinars</td>
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<tr>
<td>June 2021</td>
<td>Conduct Final Workshop</td>
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<tr>
<td>July 25, 2021</td>
<td>After-Action Report delivered to CUSEC</td>
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VIII. COST BASIS
Contractors may submit cost proposals based on time and materials or fixed price basis. Cost proposals should consider any costs required to provide deliverables as stated in Section VI. Travel costs do not need to be included in the cost proposal as CUSEC will reimburse Contractor for (pre-approved) travel costs as they are incurred.

IX. PERIOD OF PERFORMANCE
The expected period of performance for this project is November 1, 2020 through July 31, 2021. Depending on a number of factors, the period of performance may change.
X. PLACES OF PERFORMANCE
Contractor may conduct project-related activities at any location of their choosing. Locations for in-person events requiring Contractor participation have yet to be determined. If in-person events, such as the final workshop, cannot be held in-person due to reasons beyond Contractor or CUSEC’s control, the events will be held in a virtual environment.

XI. SUBMISSION OF PROPOSALS
Any interested person, firm, or organization is encouraged to submit proposals. Those interested in submitting proposals should submit them to Mary MacKinnon, CUSEC Grants Manager, at mmackinnon@cusec.org. Proposals should be submitted before 4:30PM CDT on August 28, 2020 and include the following elements:

- Contractor name, mailing address, email address, and phone number.
- Description of qualifications, including review of similar projects successfully completed, or other supporting documents Contractor deems necessary (resume, CV, sample reports developed, etc.).
- Brief narrative describing project implementation strategy and vision for how the work will be conducted, demonstrating the Contractor’s understanding of the objectives and requirements needed to successfully complete the stated deliverables.
- Cost proposal.
- List of key personnel, if any, other than Contractor who would be assigned to this project.

XII. SELECTION, NOTIFICATION PROCESS, & FINAL AWARD
CUSEC will review all applications received by the application deadline. CUSEC reserves the right to reject any application not received by the application deadline. Factors determining Contractor selection will include, but are not necessarily limited to:

- Demonstration of past experience and qualifications.
- Demonstration of understanding of needs for successful project completion.
- Demonstration of flexibility to meet project participants’ needs.
- Cost proposal.

Upon review of applications, CUSEC will select the Contractor it deems most suitable. Selection of the Contractor is at the sole discretion of CUSEC and will not be made on any one factor alone. Notifications will be sent to all applicants, except those who did not meet the application deadline.

Final awards are expected to be made in September 2020, contingent upon CUSEC’s award from funding organizations. No contracts for services will be executed with Contractor until this funding has been secured.

XIII. REQUESTS FOR INFORMATION
Those requiring additional information should contact Mary MacKinnon, CUSEC Grants Manager at mmackinnon@cusec.org or (901) 544-3570.