Project Summary:

The Connecticut Department of Emergency Services and Public Protection (DESPP), Commission on Fire Prevention and Control (CFPC), acting on behalf of the State Emergency Response Commission (SERC), is seeking to retain a contractor to conduct a Transportation Related Exercise for emergency responders and local officials. Preferred location for the Exercise is in Southeastern Connecticut Division within the Division of Emergency Management & Homeland Security (DEMHS) Region 4. The Full Scale Transportation Related Exercise, “the Project”, calls for an exercise design team to be assembled using the Homeland Security Exercise and Evaluation Program (HSEEP) model, with local and state emergency response agencies, the federal government and the private sector representatives.

The SERC recognizes that an Extremely Hazardous Substance (EHS) release in a transportation type incident would be a multi-level /multi-agency response requiring training, communication, procedures, resources and cooperation. The contractor interested in submitting proposals must demonstrate experience in conducting HAZMAT transportation related exercises and drills, knowledge of applicable federal hazardous material transportation laws and hazard classification system, educational chemical background, OSHA standards and regulations, risk analysis, statistical analysis, National Incident Management System and experience with developing or updating emergency plan requirements of the EPCRA.

Contract Amount:

The State intends to award no more than $35,000 for these contracting services.

Contract Terms: Project completion date is no later than September 30, 2019.

Submission Deadline: Sealed proposals with one packaged marked as “original” and seven copies of each proposal and any attachments must be hand delivered to DESPP’s Official Point of Contact listed below, labeled with the RFP #DESPP-2019-001 and date stamped no later than 4:00 p.m. on April 29, 2019

DESPP Official Department Contact

All applications/materials must be submitted to and communications shall be with:
Joshua Joseph
CT Dept. of Emergency Services & Public Protection
Business Operations Unit
1111 Country Club Road
Middletown, CT 06457
Tel: 860-685-8931
Fax: 860-685-8359
E-Mail: Joshua.Joseph@ct.gov
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outline of Work</td>
<td>3</td>
</tr>
<tr>
<td>2. Required Qualifications</td>
<td>5</td>
</tr>
<tr>
<td>3. Review Criteria</td>
<td>6</td>
</tr>
<tr>
<td>4. Letter of Intent</td>
<td>6</td>
</tr>
<tr>
<td>5. RFP Timeline</td>
<td>6</td>
</tr>
<tr>
<td>6. Instructions for Proposers</td>
<td>6</td>
</tr>
<tr>
<td>A. Required Format for Proposals</td>
<td>6</td>
</tr>
<tr>
<td>B. Minimum Submission Requirements</td>
<td>7</td>
</tr>
<tr>
<td>C. References</td>
<td>7</td>
</tr>
<tr>
<td>D. Style Requirements</td>
<td>7</td>
</tr>
<tr>
<td>E. Packaging and Labeling Requirements</td>
<td>8</td>
</tr>
<tr>
<td>F. Inquiry Procedures</td>
<td>8</td>
</tr>
<tr>
<td>G. Confidential Information</td>
<td>8</td>
</tr>
<tr>
<td>H. Campaign Contribution Ban</td>
<td>8</td>
</tr>
<tr>
<td>7. Communications Notice</td>
<td>8</td>
</tr>
<tr>
<td>8. Meetings with Proposals</td>
<td>8</td>
</tr>
<tr>
<td>9. Affidavits Concerning Gifts and Campaign Contributions</td>
<td>9</td>
</tr>
<tr>
<td>10. Contract Compliance Requirements</td>
<td>9</td>
</tr>
<tr>
<td>11. RFP Conditions</td>
<td>10</td>
</tr>
<tr>
<td>12. Rights Reserved to DEEP and SERC</td>
<td>12</td>
</tr>
<tr>
<td>13. Insurance</td>
<td>12</td>
</tr>
<tr>
<td>14. Agency’s Standard Contract and Conditions</td>
<td>13</td>
</tr>
</tbody>
</table>
1. **Outline of Work**

This section is a detailed description of what work the future contractor will be responsible for performing.

A. The SERC recognizes that hazardous materials specifically, extremely hazardous substances (EHSs), are an emergency concern for emergency responders for communities in Connecticut. The Project calls for an exercise design team to be assembled using the Homeland Security Exercise and Evaluation Program (HSEEP) model, with emergency response representatives from the host and neighboring participating communities, the federal government and the private sector. The SERC recognizes that such an EHS release during transportation would be a multi-level/multi-agency response requiring training, communication, procedures, resources and cooperation.

B. The Project will include representatives from the host and neighboring participating communities to deal with a hazardous material transportation related incident and testing participating communities Emergency Response Plans.

C. The results of the Project will provide a tool to the SERC, Local Emergency Planning Committee, local and state jurisdictions to better plan for and respond to the potential risks associated with hazardous materials that are transported within these jurisdictions.

D. To accomplish this goal, the SERC will retain a contractor to work with participating communities, public emergency response officials and possibly facility owners and operators to exercise their plan through a tabletop exercise. After a review of the tabletop exercise and it is anticipated that that Project will then support a full scale exercise followed by an evaluation and lessons learned discussion or critique session.

E. Funding for this project will be from the Federal U.S. Department of Transportation, Pipeline and Hazardous Material Safety Administration Agency, Hazardous Material Emergency Preparedness Program (HMEP) Training and Planning Grant Application, at a proposed budget upper limit of $35,000 or less.

F. Specific Tasks. The Project will be conducted in the host community and will exercise neighboring communities. At this point in time, conversations are occurring among town and state response officials to agree to such an exercise to improving responses to oil and hazardous material events.
G. Location of Area of State for Series. For this project, the contractor shall focus on Southeastern Connecticut, within DEMHS Region 4. A regional map of the areas is available on the DEMHS website at the following web address:


H. The following tasks and activities shall be the responsibility of the contractor:

1. Perform as facilitator/coordinator using the HSEEP model to deliver training to emergency responders based on their expected function.
2. Develop a transportation related hazardous materials scenarios including extremely hazardous substances that best fits the host and proximal community’s needs.
3. Conduct exercises to test the response system such as table top exercise possibly late spring/early summer 2016. This type of exercise will be limited to key representatives of the expected responders from Connecticut to a real event.
5. Conduct an evaluation including lessons learned.
6. Negotiate agreements of the locations with participating state officials and the SERC Chairman.
7. Develop the hazmat transportation related scenario including EHSs with scenario that enhances response community’s preparedness capability. It is anticipated that the scenario includes police, fire, EMS and emergency management/emergency operation centers activation.
8. Collect and receive information on the states plans and share information such as the statewide fire rescue disaster response plan, firefighting foam taskforce and interoperability communications plan.
9. Identify roles, responsibilities, resources and expectations for all planning and responding agencies.
10. Submit a Final Report to the SERC Chairman for review prior to the presentation.
11. Provide a presentation to the SERC members and guests. The SERC will be responsible for arranging such a date.
12. Tentative (estimated) Exercise Series Schedule. The actual schedule be determined and agreed upon by the parties involved.

- May 2019 - Contractor to set up meetings with all parties receiving technical assistance.
- On-going - Receive monthly report from contractor regarding activities, results and issues.
- May-September 2019 - Meet with contractor to discuss progress and completion.
- September 2019 – Contractor provide presentation to the SERC members.
- September 2019 - Contractor to submit year end final report by September 30, 2019.
13. Final Report and Presentation

a. Final Report
   i. Must be typed and formatted double space, page numbering, and one inch margins.
   ii. Completed on or before September 30, 2019.
   iii. Must include lessons learned, conclusions and recommendations.
   iv. Provide a statement of the effort to effectively provide comprehensive data quality assurance and quality control.
   v. If the report contains sensitive/confidential then it should be made as a separate section and mark as containing such information.
   vi. 20 paper copies of report are required for submission.
   vii. A copy of the Final Report shall be provided on a CD.

b. Presentation
   i. The presentation to the SERC shall take place on or before September 30, 2019.
   ii. The audience makeup will be SERC members and guests. Please refer to the SERC website for a list of members at www.ct.gov/serc.
   iii. The contractor will receive advance notice of the time of the presentation and location.
   iv. A copy of the presentation should also be burned on a CD for submission.

2. Required Qualifications.

   a. Knowledge and experience with the Homeland Security Exercise and Evaluation Program (HSEEP) model, with facilitating and coordinating emergency preparedness and emergency response drills and exercises.
   b. Descriptions of emergency preparedness projects that they were accountable for and identify municipalities and/or towns with whom they worked with regarding emergency preparedness and response activities.
   c. Chemical background both educational (college) and experience.
   d. Knowledge and experience with Title III of the Superfund Amendments Reauthorization Act of 1986.
   The SERC subcommittee shall review the bids against the following criteria: Each proposal will be given a score and a total score determines the award.
   a. Ability to meet submittal requirements, terms and conditions of the Request for Proposals (RFP).
   b. Qualifications/Expertise–ability to provide service, positions and equipment. Qualification of proposed project manager(s)
   c. Contractor’s personnel formal education and experience qualifications
   d. Contractor’s project management system, references/past performances
   e. Quality assurance measures
   f. Budget Schedule
   g. Business Information
   h. Health and Safety Records and Plans.

4. Letter of Intent
   This Project does not require nor will accept a Letter of Intent.

5. RFP / Project Tentative Timeline
   April 17, 2019–Post Request for Proposal
   April 22, 2019 – Deadline for submission of questions concerning the proposal
   April 23, 2019 – Official Posting of Answers Released to Questions Received
   April 29, 2019 – Deadline for Receipt of Proposals, 4:00 pm
   April 30, 2019 - SERC Subcommittee reviews bids received against established criteria and ranks appropriately. Make recommendation to the SERC Chairman for hire.
   May 3, 2019 - Submit contract for signatures
   May 24, 2019– Award contract
   May 30, 2019 – Meeting with Contractor
   May/June – September 30, 2019 – Commence Exercise Project in accordance with contract terms and conditions

6. Instructions for Proposers
   A. Required Format for Proposals
      i. Work Plan. Provide a detailed, task-oriented breakdown for each activity in the Outline of Work. Proposers wishing to add activities to those specified in the Outline of Work must show the additions as separately numbered tasks.
      ii. Methodologies. Describe how each activity (task) will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
      iii. Deliveries. List and describe the form and content of each deliverable. Include a description of the proposed method of working with the agency, the resources or service required of the SERC and the proposed method of receiving agency approval of deliverables.
iv. **Schedule.** Include a proposed work schedule, by activity, indicating when each activity will be accomplished. Identify any significant milestones or deadlines. Include due dates for all deliverable.

v. **Key Personnel.** Identify the key personnel that will be assigned to this project. Attach resumes reflecting their qualification, including related work experience. Note: The SERC must be notified in writing and in advance regarding the departure of any key personnel from the project.

vi. **Proposed Cost.** Include a cost proposal using the required format (below). Proposer must submit all-inclusive fixed cost based on completion of entire project. Proposer must include both labor and materials in costs. The cost proposal must be prepared on one sheet of 8” x 11” white paper. The Proposer’s contact information must be printed on the top of the proposal. The original cost proposal and seven duplicate copies must be placed in an 8” x 11” envelope and sealed. The project has a budget of up to $35,000. Funding is anticipated from the U.S. Department of Transportation, HMEP Grant Program.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Fixed Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1.</td>
<td>$x, xxx.xx</td>
</tr>
<tr>
<td>Task 2.</td>
<td>x,xxx.xx</td>
</tr>
<tr>
<td>Task 3.</td>
<td>x,xxx.xx</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$xx,xxx.xx</td>
</tr>
</tbody>
</table>

**B. Minimum Submission Requirements**

At a minimum, one original (identified as such) and 7 conforming copies of each proposal must (1) be signed by the Proposer, (2) be submitted before the deadline, (3) follow the required format, (4) be complete, (5) include the State Elections Enforcement Commission’s Form 10, as required and (6) satisfy the packaging and labeling requirements. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

**C. References**

Include three letters of reference from recent clients. Provide the following information for each reference: type of project, length of project, name, title, company address and phone number.

**D. Style Requirements**

Proposals must conform to the following requirements: (1) be typed format, (2) use font size of not less than 10 and not more than 12 points, (3) margins of not less than 1” on the top, bottom, and sides of all pages, (4) display the Proposer’s name and Proposal # on the header of each page, and (5) display page numbers at the bottom of each page. SERC requests that paper used for printing and copying be composed of materials having at least 30% post-consumer content.
E. Packaging and Labeling Requirements
All proposals must be submitted in sealed envelopes or packages. All proposals must be address to the Official Agency Contact and have the RFP # prominently displayed on the envelope. The name and address of the Proposer must appear in the upper left hand corner of the envelope or package. Proposals transmitted by facsimile or email will not be accepted or reviewed.

F. Inquiry Procedures
Proposers may submit questions about the RFP to the Official Agency Contact on or before April 22, 2019. Questions must be in typed and submitted by US mail, facsimile, or email. Questions will not be accepted over the telephone. Anonymous questions will not be answered. The agency reserves the right to provide a combined answer to similar questions. The agency will distribute official answers to the questions, in the form of a written amendment, not later than April 23, 2019. The amendment will be posted on the DAS website under Bid Proposals. Any Proposer who has not received the amendment within two business days following the distribution date may contact the Official Agency Contact by telephone or email to request a copy. Any and all amendments to this RFP will also be posted by April 23, 2019 on the DESPP - Commission on Fire Prevention and Control website at www.ct.gov/CFPC.

G. Confidential Information
Proposers are advised not to include in their proposals any proprietary information. The CT Freedom of Information Act generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption.

H. Campaign Contribution Ban
With regard to a State contract as defined in Public Act 07-1 having a value in a calendar year of $50,000 or more or a combination or series of such agreements or contracts having a value of $100,000 or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s (SEEC) notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. Refer to SEEC Form 10.

7. Communications Notice
All communications related to this RFP shall be with DESPP’s Official Agency Contract. All communications with the agency or SERC or any person representing this agency concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by Proposers or their representatives may results in disqualification or other sanctions, or both.

8. Meetings with Proposers
At its discretion, the SERC may convene meetings with Proposers in order to gain a fuller understanding of the proposals. The meetings may involve demonstrations, interviews, presentations or site visits. If the SERC decides meetings are warranted, the Official Agency Contact will telephone Proposers to make an appointment prior to submittal date.
9. Affidavits Concerning Gifts and Campaign Contributions
Proposers are advised that if selected, an affidavit concerning gifts and campaign contributions will be required to accompany any State contract with a value of $50,000 or more in a calendar or fiscal year. The completed form is submitted by the contractor to the awarding State agency at the time of contract execution. The form is also used with a multi-year contract to update the initial certification on an annual basis. For the most current information and to view the affidavit, to www.ct.gov/opm/fin/ethics_forms. The contract to be awarded for this project is under the $50,000 value.

10. Contract Compliance Requirements
Provide evidence of the Proposer’s ability to meet the contract compliance requirements for one or more of the following factors: (1) success in implementing an affirmative action plan; (2) success in developing an apprenticeship program complying with sections 46a-68-1 to 46a-68-17, inclusive, of the Regulations of Connecticut State Agencies; (3) promise to develop and implement a successful affirmative action plan; (4) submission of Contract Compliance Monitoring Report indicating that the composition of the Proposer’s workforce is at or near parity in the relevant labor market area; or (5) promise to set aside a portion of the contract for legitimate minority business enterprises. Forms are available on the CHRO website. http://www.ct.gov/chro/cwp/view.asp?a=2525&Q=315900 following will assist in determining which forms are required.
<table>
<thead>
<tr>
<th>Contract Amount</th>
<th>Bidder Contract Compliance Monitoring Report Required – Affidavit for Certification of Subcontractors as MBE’s, as appl.</th>
<th>Affirmative Action Plan Required</th>
<th>CHRO Requires Pre Approval of Affirmative Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $4,000</td>
<td>No</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>Non Public Works Contract</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>$4,000.01- $249,999.99</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>$250,000 or more</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Public Works Contract</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>$4,000.01 - $50,000</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>$50,000.01 - $500,000</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>$500,000.01 or more</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The State of Connecticut is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities. At the time of contract execution, a fully executed non-discrimination certification will also be required.

11. RFP Conditions
A. All proposals in response to this RFP are to be the sole property of DESPP and SERC. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.

B. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of DESPP and SERC.

C. Timing and sequence of events resulting from this RFP will ultimately be determined by DESPP/CFPC AND SERC.
D. The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.

E. DESPP and or the SERC may amend or cancel this RFP, prior to the due date and time, if DESPP or SERC deems it to be necessary, appropriate or otherwise in the best interests of DESPP or SERC. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.

F. The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by DESPP or its designee, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by DEEP or its designee. At its discretion, DESPP or SERC may require the removal and replacement of any of the Proposer's personnel who do not perform adequately on the project, regardless of whether they were previously approved by DESPP or SERC.

G. Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.

H. A Proposer must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.

I. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by DESPP or SERC at the Proposer’s sole cost and expense.

J. The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud. The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of DESPP or member of SERC participated directly in the Proposer’s proposal preparation.

K. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
L. The contract will represent the entire agreement between the Proposer and DESPP and SERC and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. DESPP or SERC or the State shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by DESPP, SERC and by the Attorney General’s Office. The contract may be amended only by means of a written instrument signed by DESPP, the Proposer, and the Attorney General’s Office.

12. Rights Reserved to DESPP and the SERC

The DESPP and SERC reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any prior State contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The DESPP or SERC also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of DESPP or SERC will be served.

DESPP or SERC reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of DESPP or SERC shall not constitute a breach of contract on the part of DESPP or SERC since the contract with the initial Proposer is deemed to be void from the beginning and of no effect as if no contract ever existed between DESPP and SERC and the Proposer.

13. Insurance

Before commencing Performance, the Contractor shall obtain and maintain at its own cost and expense for the duration of the Contract, the following insurance as described in (a) through (f) below. Contractor shall assume any and all deductibles in the described insurance policies. The Contractor’s insurers shall have no right of recovery or subrogation against the State and described Contractor’s insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State.

a) Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.

b) Automobile Liability: $1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
c) Worker’s Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer’s Liability with minimum limits of $100,000 each accident, $500,000 disease- Policy limit $100,000 each employee.

d) Umbrella Liability: Excess/umbrella liability insurance may be included to meet minimum requirements. Umbrella coverage must indicate the existing underlying insurance coverage.

e) Claims made: Not acceptable with the exception of Professional Liability when specified

14. Agency’s Standard Contract and Conditions

The Proposer must accept DESPP’s standard contract language and conditions. See Attachment B for Standard Contract Conditions.