

**Central Minnesota
Emergency Services Board**

**Request for Proposal
Regional Coordinator Services**

The Central Minnesota Emergency Services Board (CMNESB) is accepting proposals for the provision of professional services to coordinate Regional planning and training. The Central Minnesota Emergency Services Board (CMNESB) is the contracting authority.

Proposals may be submitted in person, by mail, common carrier, facsimile or electronic transmission not later than **12:00PM, September 16, 2016**. Proposals should be labeled **“Regional Coordinator Services Proposal, CMNESB”**.

Please submit proposals to:

City of St. Cloud Information Technology Department
Central Minnesota ESB
Attn: Micah Myers, RAC Chair
400 Second Street South
St Cloud, MN 56301

Contact Information:

Telephone: 320-650-3365
Fax: 320-650-3410
Email: micah.myers@ci.stcloud.mn.us

Questions, request for clarification, comment or additional information regarding this Request for Proposal should be directed to the contact listed above by fax or email not later than 12:00 PM, September 9, 2016. Questions will be answered within 3 business days.

Background

The Central Minnesota Emergency Services Board is a joint powers entity under the Laws of Minnesota representing nineteen counties and the City of St. Cloud. A full list of the participants is included in Appendix “A”.

Scope

Each proposal must contain a complete list and description of the Scope of Work intended to be included and optional services available. The proposal must include a timeline and a complete description of the resources each partner must make available to complete the proposed work.

The actual Scope of Work to be performed and the timeline for completion will be determined upon selection of the appropriate proposal and shall be mutually agreed by the parties.

Central Minnesota Emergency Services Board (CMNESB) is interested in procuring the services of an independent contractor to serve as Regional Coordinator (RC). This person will work closely with the Chair of the Central Minnesota Emergency Services Board, the Central Minnesota Regional Advisory Committee, Owners and Operators Committee, Emergency Management Advisory Committee, Next Gen 911 Committee (NG911), User Committee and its Logger Committee. The CMNESB has prepared a description of the qualifications and the responsibilities for the contract services (see attached for full description).

The RC will:

1. GRANTS:
 - a. Write grant applications
 - b. Grant administration
 - c. Follow-up with agencies during submittal of documentation
 - d. Grant reporting to the state
 - e. Management of grants for all ESB committees
2. EQUIPMENT MANAGEMENT:
 - a. Managing and tracking grant equipment purchased as a region
 - i. STR: Scheduling the STR
 - ii. Analyzer
 - b. Maintaining such equipment based on regional direction . Updates, repair, maintenance, facilitating to make sure maintenance stays on equipment and negotiating maintenance contracts
 - c. Coordinate with fiscal agent on reimbursement costs
3. PROJECT MANAGEMENT:
 - a. Regional Logger
 - b. Regional website
 - c. Regional coordination of potential regional text to 9-1-1 PSAP
 - d. Filling our trainings
4. STATE/COMMITTEE MEETINGS:
 - a. Monitor current topics/issues and filling-in at meetings when requested.
 - b. Keep up to date with state and other regions activities by communicating with the Central/Metro RIC
 - c. Participate in special projects and workgroups at the request of the region
 - d. Engage our regional entities

- e. Meeting with respective boards as our ambassador
 - f. NG911 liaison regarding issues affecting PSAPs and 911 technology changes
 - g. FirstNet (Feds)
5. MEETING MATERIALS:
- a. Information dissemination, follow-up, tracking and keep initiatives moving
 - b. Assisting committees with moving action items across to ESB and potentially SECB
 - c. Coordinate and monitor all regional meetings
 - d. Report to ESB Board and Executive Committee
 - e. Advise committees over ESB policies and procedures
 - f. Prepare Draft RFPs and facilitate RFP process
6. REGIONAL SUMMIT:
- a. Coordinate planning of regional summit
7. SYSTEM ADMINISTRATION:
- a. a. Oversee Management of
 - i. Analyzer
 - ii. GENESIS
 - iii. Interop talkgroups
 - iv. Interop map
 - v. STR equipment
 - vi. Status Board
 - vii. CASM

Fee

The proposal should provide a fixed price sum, plus usual and customary expenses, for the completion of the proposed work. The fixed price sum quoted in the proposal may be adjusted upward or downward in accordance with the final determination of the scope of work to be performed and the agreement of the parties. The proposal should also include a standard hourly rate to be used to determine costs of additional work to be performed not herein provided. The CMNESB reserves the right to accept portions or sections of the selected proposal it deems appropriate to its needs as recommended by the CM-RAC.

The proposal should identify fee components separately.

Minimum Requirements

Due to the cooperative and comprehensive nature of the CMNESB it is essential that prospective agencies, firms or individuals have a working knowledge of the current State-wide Radio Plan, its implementation objectives and schedules, and the technologies required for its operation and planning. The contractor must have demonstrated experience in public safety communications, interoperability planning, training and

project management. Familiarity with 700/800 MHz trunked radio communications systems, the Minnesota ARMER system, existing VHF/UHF systems and Tactical Regional Plans (TIC Plans) is preferred.

The successful contractor will be required to enter into a contract with the CMNESB in a form approved by the CMNESB. That contract will include a requirement that the contractor indemnify the CMNESB against claims brought or actions filed against the CMNESB or any of its officers, employees or agents arising out of or relating to the contractor's work under the contract. Liability insurance in limits acceptable to the CMNESB will also be required with the CMNESB named as an additional insured.

To be considered each proposal must contain at least the following information.

A. Letter of interest

B. Executive Summary

C. Firm's Organization

- a. **Organization.** State the full name and address of your organization, include name, address, telephone number and email of the person in your organization who has primary responsibility for developing the proposal and to whom technical questions may be addressed. Include web site address where appropriate.
- b. **Experience.** Proposals must include a description of the agency, individual or firm's overall experience in handling projects similar in character or scope to this project. Description must be inclusive of both agency/firm's experience and the individual/s proposed to provide services.

D. Statement of Work. Each proposal must contain a clear and concise Statement of Work defining the work proposed to be completed.

E. Statement of Objectivity. Proposals will be accepted only from independent consultants or firms not engaged in or associated with the business of selling, servicing or renting/leasing equipment. Responses must clearly state the independence and objectivity of the consultant. The provisions of this section do not apply to parties of the Central Minnesota Emergency Services Board responding to this Request for Proposal.

F. Experience. Past experience in public safety communications and/or communications planning or emergency management is preferred (minimum five years). NIMS certification and ICS unit leader level certification are preferred. Provide a description inclusive of both agency/firm's experience and qualifications and the individual/s proposed to provide services.

G. References. Include at least three different references listing the company/agency name, address, telephone number and contact person, including email if available, in addition to a brief description of the project scope. References related to projects similar in scope and subject are preferred.

H. Potential Conflicts. List all potential conflicts.

- I. **Insurance.** Proof of insurance for all coverages maintained by the firm must be included. Insurance coverage and terms shall comply with the provision of Appendix “B” attached hereto.
- J. **Support.** All proposals should include a complete list of the equipment, tasks, support, facilities or other assistance required by the CMNESB, CM-RAC, HSEM Region 4 and/or the parties to the Central Minnesota Emergency Services Board (office space, meeting facilities, coordination and/or support of meetings, etc.);
- K. **Exceptions.** Provide a complete listing of exceptions to the requirements of the Request for Proposal contained within the response. The response must contain a detailed explanation of any exceptions.
- L. **Federal Requirements.** The selected Contractor will be required to comply with all federal requirements imposed upon the federal funds used to fund this project and the Contractor will be required to accept full responsibility for any requirements imposed by the Contractor’s failure to comply with federal requirements.
- M. **Fees.** Proposed fee schedule.

Rejection of Proposal. The Central Minnesota Emergency Services Board (CMNESB) reserves the right to reject any or all proposals, modify the requirements, terms or conditions without notice and award the work based on their understanding of the best interests of the needs of CMNESB.

Central Minnesota Emergency Services Board (CMNESB) reserves the right to cancel in part, or in its entirety, this RFP.

Central Minnesota Emergency Services Board (CMNESB) reserves the right to correct any obvious, unintentional error and/or to waive any obvious, unintentional irregularity in any proposal received.

Central Minnesota Emergency Services Board’s (CMNESB) decision regarding its choice of contractor is final, and not subject to any dispute process.

Property Rights. All proposals submitted are the property of the Central Minnesota Emergency Services Board (CMNESB).

Addendums and Modifications; Responses to Questions.

Addendums and modifications to this RFP and responses to questions, requests for clarification, comment or additional information shall be posted on the Central Minnesota Emergency Services Board website www.cmnradio.org .

All addendums or modifications will be provided prior to noon September 9, 2016. No addendums or modifications will be released after that date except those withdrawing from this RFP or extending or modifying the due date for responses to this RFP.

Appendix “A”

City of St. Cloud
Office of the Mayor
City Hall
400 Second Street South
St. Cloud, MN 56303

Douglas County
County Administrator
County Courthouse
305 8th Avenue West
Alexandria, MN 56308

Morrison County
County Administrator
Government Center
213 First Avenue SE
Little Falls, MN 56345

Stearns County
County Administrator
Administration Building
705 Courthouse Square
St. Cloud, MN 56303

Wright County
County Administrator
Government Center
10 Second Street NW
Buffalo, MN 55313-1188

Traverse County
County Coordinator
County Courthouse
702 2nd Avenue North
Wheaton, MN 56296

Stevens County
County Coordinator
County Courthouse
400 Colorado Avenue
Morris, MN 56267

Benton County
County Administrator
Benton County Courthouse
PO Box 129 531 Dewey St
Foley, MN 56329

Kandiyohi County
County Administrator
County Courthouse
400 SW Benson Avenue
Willmar, MN 56201

Sherburne County
County Administrator
Government Center
13880 Highway 10
Elk River, MN 55330-4601

Swift County
County Administrator
County Courthouse
301 14th Street North
Benson, MN 56215

Otter Tail County
County Administrator
Government Services Center
500 Fir Avenue West
Fergus Falls, MN 56537

Wadena County
County Coordinator
County Courthouse
415 South Jefferson Street
Wadena, MN 56482

Mille Lacs County
County Administrator
County Courthouse
635 2nd Street SE
Milaca, MN 56353

Big Stone County
County Administrator
County Courthouse
20 Second Street SE
Ortonville, MN 56278

Meeker County
County Administrator
County Courthouse
325 Sibley Avenue North
Litchfield, MN 55355

Pope County
County Coordinator
County Courthouse
130 East Minnesota Avenue
Glenwood, MN 56334

Todd County
County Administrator
County Courthouse
221 First Avenue South
Long Prairie, MN 56347

Grant County
County Coordinator
10 Second Street NE
PO Box 1007
Elbow Lake, MN 56531

Wilkin County
County Coordinator
County Courthouse
300 South 5th Street
Breckenridge, MN 56520

Appendix “B”

Minimum Insurance Requirements

Insurance Requirements. Respondent further agrees that in order to protect itself as well as the Central Minnesota Emergency Services Board under the indemnity provisions set forth herein, it will at all times during the term of any contract or agreement keep in force the following insurance protection in the limits specified.

1. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$1,200,000.00 per claim and \$2,000,000.00 for any number of claims arising out of a single occurrence. The Central Minnesota Emergency Services Board will be named as an additional insured under the policy.
2. A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract of an amount of not less than \$1,200,000.00 per accident for property damage, \$1,200,000.00 for bodily injury and/or damage to any one person, and \$2,000,000.00 for total bodily injuries and/or damages arising out of a single occurrence.
3. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days prior written notice thereof to the Central Minnesota Emergency Services Board.
4. Worker’s Compensation Insurance as required by Minnesota State law.
5. Prior to the effective date of any contract or agreement for services resulting from responses to this RFP respondent shall furnish the Central Minnesota Emergency Services Board with certificates of insurance.