

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date October 19, 2015
..... RFP-004-2016 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Thursday, November 19, 2015 at 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-004-2016(P) Territorial Emergency Operations Management Plan (TEOP), U.S. Virgin Islands.**

SCOPE OF SERVICES: SEE ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required**. Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated**. The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett
Commissioner Designee
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-004-2016(P) Territorial Emergency Operations Management Plan (TEOP) U.S. Virgin Islands.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall be considered.

Applicants are requested to submit proposals based on the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Chief of Procurement & Contracts, Lloyd T. Bough Jr. at lloyd.bough@dpp.vi.gov.**

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-004-2016 (P) Territorial Emergency Operations Management Plan (TEOP), U.S. Virgin Islands.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED SCOPE OF WORK

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Thursday, November 19, 2015 at 4:00 P.M.**
2. Last Day for Questions: **Thursday, November 12, 2015 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit seven (7) sets of proposals (one (1) original and six (6) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Thursday, November 19, 2015 at 4:00 P.M.**

They shall be addressed to:

Randolph N. Bennett
Commissioner Designee
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-004-2016(P)
(Name of Offeror)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Chief of Procurement & Contracts, Lloyd T. Bough Jr.** GVI will not respond to questions received after the above-established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing

3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection, with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. PUBLIC LIABILITY: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as “**Additional insured.**” The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.
2. WORKERS’ COMPENSATION: Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee’s Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

Virgin Islands Territorial Emergency Management Agency



Territorial Emergency Operations Plan (TEOP)

SCOPE OF WORK

Scope of Work Summary

I. Client Overview

VITEMA is the territorial agency with primary responsibility for ensuring the territory's resilience to disasters. VITEMA's staff of professional planners, communications specialists, logicians, operations managers and support personnel is committed to an all hazards approach to emergency management.

By building and sustaining effective partnerships with federal, state and local government agencies, and with the private sector - individuals, families, non-profits and businesses- VITEMA ensures the Territory's ability to rapidly recover from large and small disasters by assessing and mitigating hazards, enhancing preparedness, ensuring effective response, and building the capacity to recover.

II. Purpose

VITEMA is looking for a Consultant to update their current Territorial Emergency Operations Plan. The Consultant will also be tasked with addressing the Continuation of Operations Plan within this document. (Phase 1) The Consultant may be tasked with assisting with the implementation, (Phase 2), management of the plan, (Phase 3).

i. Emergency Management Planning

1. Develop specific steps to avoid risk and resume operations in the aftermath of a catastrophic natural disaster or national emergency. Steps to include but not be limited to:
 - a. Prevention - *Property and lives protection by identifying and deterring an incident from occurring.*
 - b. Mitigation - *Reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.*
 - c. Preparedness & Training – *VITEMA’s ability to respond when a disaster occurs*
 - d. Response - *Emergency Operation plan that enable efficient coordination of resources and response action to carry out immediately before, during, and after a hazard impact with the focus on saving lives, reducing economic loss, and alleviating suffering.*
 - e. Recovery - *Starts after the immediate threat to human life has subsided with the goal to bring the affected area back to a degree of normalcy.*
 - f. *Information & Communication – Procedures and best practices to ensure an effective response operation.*

ii. Continuation of Operations Plan

1. Develop specific steps to ensure that the territory’s critical business functions will be available to customers, suppliers, regulators and other entities that must have access to those functions during a disaster recovery period. Steps to include but not be limited to:

- a. Prevention – *Identification and specific actions to protect and ensure availability of the territory’s critical business functions and any deterrents to prevent unavailability.*
- b. Mitigation - *Reduce the chance of the unavailability of business functions, or reduce the damaging effects of unavoidable emergencies.*
- c. Preparedness & Training – *VITEMA’s ability to respond when a disaster occurs.*
- d. Response - *Plans that enable efficient coordination of resources and response action to carry out immediately before, during, and after the Emergency Operations Plan has begun with the focus on business functionality.*
- e. Recovery - *Starts after the Emergency Operation Plan has begun and life / safety matters have been stabilized with the goal to bring the affected area back to a degree of normalcy.*

iii. FEMA 14 Core Capabilities Response Operation

- a. *Incorporate with the Territorial Emergency Support Functions (ESF). All ESF plans should be updated accordingly.*

III. Virgin Island’s Priority Agencies During Emergencies

- a. Several ESF’s function as the core or priority partners during an emergency.

- b. Departments/Agencies

- 1. Virgin Islands Police Department
- 2. Department of Public Works
- 3. Department of Human Services
- 4. Department of Health
- 5. Department of Tourism
- 6. Department of Planning and Natural Resources
- 7. Property and Procurement
- 8. Virgin Islands Fire Service

ii. Federal/External Resources

1. FEMA
2. NOAA
3. Virgin Islands National Guard
4. Corps of Engineers
5. Coast Guard
6. American Red Cross
7. Virgin Islands Port Authority
8. Virgin Islands Water and Power Authority
9. Virgin Islands Waste Management Authority
10. Volunteers on Active Duty (VOAD)

IV. Disasters, Emergency and Incidents to be Addressed by Plan

- a. The following list contains disasters, incidents and emergency situations that shall be addressed by Consultant. This list is not intended to be exhaustive or the limit in regards to the plan to be developed by the Consultant. Consultant will be expected to bring forward any other items worth consideration by VITEMA or its partners.

- i. Hurricanes/Floods**
- ii. Earthquakes**
- iii. Tsunamis**
- iv. Maritime/Air Craft Emergencies**
- v. No-Notice Incidents**
- vi. Weapons of Mass Destruction**
 1. Chemical/Biological/Radiological/Nuclear/Explosive
 2. Disease/Virus Infections
 3. Hazardous Material Spill
- vii. Homeland Security Breaches**

V. Jurisdictional Coordination

- a. Consultant will be expected to coordinate with all appropriate officials and emergency management offices when updating the plan. Some offices and officials are listed herein but may not be exhaustive. VITEMA will expect the Consultant to identify all relevant officials and offices for coordination.