

NOTICE TO CONSULTANTS REQUEST FOR CONSULTANT SERVICES

Project: Regional Catastrophic Planning for Pandemic Influenza
Administered by City & County of Honolulu, Department of Emergency Management

BACKGROUND

The City & County of Honolulu, in partnership with the Counties of Kauai, Maui, and Hawaii County, and with the State Civil Defense Agency under the State Department of Defense, desire professional planning services with public health and emergency responder program specialist background, to prepare Preparedness Plans for a Pandemic Influenza incident in the State of Hawaii. This initiative is funded by the Department of Homeland Security Regional Catastrophic Planning Grant.

PROJECT PURPOSE

The purpose of this project is to develop comprehensive preparedness plans for four counties and update the current state plan that will be synchronized with county plans. The project will also prepare Public Education and Awareness deliverables to designated agencies for distribution.

PROJECT OVERVIEW

This Request for Consultant services for the City and County of Honolulu is for Planning and for Public Education and Awareness services.

The expected plans will describe state and county operations, functions, and staffing for the following topics, including, but not limited to:

- Introduction to the respective Counties' Civil Defense Agencies and the City & County of Honolulu's Department of Emergency Management, and the State Department of Health
- Gap analysis and needs assessment
- Hazard and preparedness data for a Pandemic Influenza Incident
- Quarantine and Isolation procedures
- Inoculation and Distribution Programs
- Emergency Public Information Programs
- Individual and family disaster preparedness and planning
- Senior Citizen disaster preparedness
- Business continuity and employee preparedness
- Pet preparedness
- Printable check lists

The Consultant shall be responsible for posting draft plans and incorporating revisions on the City & County of Honolulu Website in the designated medium and

venue. The Consultant shall also coordinate and assist the project manager in collecting the project team and designated community representatives' reviews.

The Consultant shall coordinate and collaborate with the project manager to ensure that Consultant work plans, goals and objectives, capability gaps, and strategies and actions are described, identified, and achieved in order to accomplish project goals. The Consultant shall be responsible for working with the project manager, under and with the organizational and operational processes for project stakeholders (Regional Catastrophic Planning Team/RCPT) and other project participants; provide methodology and outlines for plans development and maintenance, identify and incorporate supporting documents for review and approval by the RCPT.

QUALIFICATIONS

The Consultant must demonstrate experience, skills, abilities, and knowledge in developing emergency response and recovery plans and the plans' integration with multi-agency response and incident management. The Consultant must demonstrate ability to perform at high level of productivity and deliver acceptable quality products.

The Consultant shall possess skills to communicate and coordinate and collaborate across multi-governmental jurisdictions; and have working knowledge of the respective organizational and fiscal protocols.

SCOPE OF SERVICES

The City and County Department of Emergency Management will serve as the project administrator for this contract and a designated project manager will coordinate and oversee administrative and fiscal tasks for the duration of these contracted services, for which the Consultant shall provide scheduled reports and invoice submittals.

The Department of Emergency Management's Grant Program Administrator will oversee contracted personnel services (project manager and Consultant services) from initial hiring through contract deliverables and project completion.

1) Administrative Meetings

The Consultant will coordinate with the project manager to ensure that administrative meetings address project and Consultant work plans, budget and fiscal related matters, project communications and meeting logistics to be mutually agreed with defined responsibilities, prior to the execution of such items. Regularly scheduled administrative meetings, or as needed for unforeseen and emergency approvals, shall be included in project and Consultant workplans as a condition of contracted services.

2) Technical Assistance Workshops

The Consultant will be responsible for facilitating and implementing tasks resulting from Technical Assistance deliveries to the RCPT to ensure that expected outcomes are met and challenges are mitigated.

3) Regional Catastrophic Planning Team Organization and Meeting Schedule

The Consultant shall coordinate and confirm all project tasks assigned with the project manager and shall organize, prepare, publish status reports and recommendations, draft plans, and other requested or suggested materials necessary for project completion. The preferable mode of communications will be through electronic data transmission and posting.

4) Other Responsibilities

The Consultant shall provide drafts and completed plans including identified gaps, to be developed in media formats compatible with deliveries to the public for speaking engagements, programs, and other events. The completed public education plans will be formatted for ease of delivery and medium for the proposed public education awareness campaign, with special attention to educating school age children (K-12) throughout the State of Hawaii.

All public information aspects of these plans should be fully accessible to individuals with hearing disabilities and as such options for subtitles should be readily available. In addition, the plans should provide for options for multi-language and ADA requirements.

The Consultant will provide the Department of Emergency Management with copies of the final plans in CD form. The CD should be formatted in such a way as to allow easy translation of materials to another digital format in the future. In addition, the Consultant will be responsible for securing rights to collected data pertinent to the development of plans for the purposes of this project.

The Consultant assigns all present and future rights to the materials produced during the project to Department of Emergency Management and may not reproduce or reuse the materials for any purpose without the written permission of the Department of Emergency Management.

Proposal Format Requirements and Evaluation Criteria

In order for the screening committee to evaluate each proposal properly it is very important that each submittal be clear, concise, and follow the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are shown in the following table.

If you intend to respond, a letter of interest is required to be submitted no later than 4:30 P.M., Hawaii Standard Time, by November 21, 2008 and your RFQ submittal no later than 4:30 P.M., Hawaii Standard Time December 15, 2008 to:

Department of Emergency Management
City and County of Honolulu
660 South King Street, Basement
Honolulu, Hawaii 98813

The number of pages per proposal may vary but must total no more than 12 pages, and no more than the maximum of pages per criteria shown in the table below but excluding appendices, table of contents, tabs/dividers and covers.

CRITERIA	Points	Max. # of Pages
Consultants desiring to be considered shall provide the following information and limited in length as shown below		
<p>A. Background Information</p> <p>1. Name of firm or person, the principal place of business and location of all offices.</p> <p>2. The age of the firm and its average number of employees over the past 5 years,</p> <p>3. The names and phone numbers of five clients who may be contacted, including at least two for whom services were rendered during the proceeding year. If possible, list clients for whom similar services were performed related to public health emergency planning.</p>	0	2

<p>B. Experience & Professional Qualifications</p> <p>Describe the experience and professional qualifications, relevant to this project of key staff necessary for satisfactory performance of required services. Resumes of key personnel may be attached as on appendix (1 pg per person max.)</p> <ol style="list-style-type: none"> 1. Provide details of specialized experience and technical competence in developing emergency response and recovery plans and their integration with multi-agency response and incident management. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the proposer. 2. This description should fully and completely demonstrate the proposer's intended methodology for significant tasks in the delivering of the requirements. 3. The proposer should specifically identify obligations of the City (e.g. services and operational requirements) upon which the proposed plan is contingent. Proposers are strongly encouraged to describe any pertinent information and/or experiences specific to the items listed In the Scope of Work, which will assist in the evaluation of the response. 4. Describe your experience in the development of public information and awareness campaigns. 	<p>30</p>	<p>4</p>
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<p>C. Past Performance on Projects of Similar Scope</p> <ol style="list-style-type: none"> 1. Provide project description(s) of no more than total (5) relevant and recent contracts with government agencies (Department of Emergency Management and Civil Defense at the State and Neighbor Island Counties) dealing with emergency preparedness, mitigation, management, response, and recovery. 2. As part of your project description(s), provide information on: <ol style="list-style-type: none"> a. The specific role of individuals of your firm in the project and the role of your firm in the project and role of the contractual relationship (prime or sub-contractor); b. General scope to include description and the number of stakeholder organizations, c. Approximate dollar value and d. Reference for each project cited. 	26	2
<p>D. Capacity to accomplish work in the required time</p> <ol style="list-style-type: none"> 1. The Consultant must demonstrate that sufficient knowledgeable staff available and that any sub Consultant hired by the Consultant is experienced and capable of performing the work. 2. The Consultant shall include a list of current projects, which includes the start and estimated Consultant contract completion dates of the projects. 3. The Consultant shall also identify the key team members, including the project manager and any sub-Consultants. As this is a long-term project, please indicate your plan for key staff retention 	24	2

<p>E. Project Understanding and Approach</p> <p>Provide information on the firm's team and knowledge of specific institutional issues related to this project, as well as its understanding of the overall aspects impacting the project and how this will affect the team's approach at completing the required tasks.</p>	20	2
<p style="text-align: center;">MAXIMUM TOTAL</p>	100	12
<p>Appendix 1: Resumes of key project personnel—Not to exceed one page per person</p> <p>Appendix 2: Company Brochure (optional)</p>		

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Arial font, or similar preferred font), Any proposal exceeding the 12-page limit receives a 5-point penalty for each page over the limit.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County of Honolulu staff and selection panel.

After submitting the proposal, except as the CITY may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement, a person of equivalent or better qualifications and approved by the CITY.

Any inquiry regarding the project should be directed to Mrs. Denise Miyasaki Wheeler @ (808)723-8948, or dwheeler@honolulu.gov

Department of Emergency Management
630 S. King Street, Basement
Honolulu, Hawaii 96813

Five copies of the qualifications should be sent to:

Melvin N. Kaku
Department of Emergency Management
City and County of Honolulu
630 S. King Street, Basement
Honolulu, Hawaii 96813



Pa MARY PATRICIA WATERHOUSE, Director
Department of Budget and Fiscal Services
By order of MUFU HANNEMANN, MAYOR
City & County of Honolulu

Posted on Website: