

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

The Southeast Region Homeland Security Advisory Council has prepared a Regional Homeland Security Plan for Southeast Massachusetts. The Region's Homeland Security Plan has been approved by the Executive Office of Public Safety and Security, (EOPSS), as fully consistent with the State's Homeland Security Strategy. Communities and agencies within the Southeast Region Homeland Security region (96 communities within Norfolk County, Bristol County, Plymouth County, Barnstable County, Dukes County and Nantucket) are invited to submit applications for funding pursuant to this Request.

As part of the Regional Homeland Security Plan for Southeast Massachusetts, funds are available to communities and regional districts to propose projects and activities to enhance homeland security preparedness. Proposed applications must be consistent with the five core goals of the Plan:

- **Goal One**: Enhance regional ability to assess risk and prevent future terrorist attacks or critical incidents.
- **Goal Two**: Improve regional ability to collect, analyze, disseminate and manage key information.
- **Goal Three**: Improve the region's preparedness by enhancing coordination among all public safety officials.
- **Goal Four**: Improve the ability of first responders to communicate at the scene of a terrorist attack or critical incident in the region.
- **Goal Five**: Improve the region's ability to recover from a terrorist attack or other critical incident.

Funding is from the un-obligated NIMS Training funds.

The Southeast Region Homeland Security Advisory Council will review, score and rank each local funding request according to a list of applicable criteria set forth in this application. Each application will be evaluated according to how well the applicant addresses said criteria. The Council's recommendations will be forwarded to EOPSS for final approval.

The deadline for submitting applications is Thursday, February 28, 2008 at 4:00pm

Eight copies of the application must be sent to:

Chief Robert Crosby, Chairman
C/o SRPEDD
88 Broadway
Taunton, MA 02780

Questions may be submitted in writing or by email to the Fiduciary Agents (Suzanne Dagesse) at sdagesse@srpedd.org. or (Elaine Cristoferi) at ecris@srpedd.org. SRPEDD will post questions and answers on its web site www.srpedd.org.

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

References for material cited in this document are available in the following locations:

Southeast Regional Homeland Security Plan

<http://www.srpedd.org/>

State Homeland Security Strategy:

<http://www.mass.gov/Eeops/docs/programs/hs/StateHomelandSecStrategy.pdf>

ODP Approved Equipment List:

http://www.mass.gov/Eeops/docs/programs/hs/library/hls_gp_equipmentlist.pdf

http://www.ojp.usdoj.gov/odp/equipment_rkb.htm

ODP Approved Training Programs:

<http://www.ojp.usdoj.gov/odp/docs/coursecatalog.pdf>

Homeland Security Exercise and Evaluation Program (HSEEP) Approved Exercises:

<http://www.ojp.usdoj.gov/odp/docs/hseep.htm>

<http://www.ojp.usdoj.gov/odp/exercises.htm>

Resource Knowledge Base (RKB):

<http://www.rkb.mipt.org/>

National Incident Management Systems:

<http://www.fema.gov/nims/>

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

Section One: General Information (PLEASE type or print clearly)

1. **Applicant:** _____

2. **Municipality/Municipalities** _____

(Community/Communities district and agency)

3. **Mailing Address:** _____

4. **Amount Requested:** _____

5. **Name and Title of Department Head:** _____

6. **Department Head Contact Information**

• Phone: _____

• Fax: _____

• E-Mail: _____

7. **Applicant Liaison (name & title):** _____

(Person Authorized to answer questions related to this proposal)

8. **Applicant Liaison Contact Information:**

• Phone: _____

• Fax: _____

• E-Mail: _____

9. ***Applicant Signature:** _____

10. ***Applicant Name (printed or typed):** _____

11. ***Applicants Title (printed or typed):** _____

***Must be agency Chief Executive, Town Administrator (or Equivalent) or Chief Elected Official.**

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

Section Two: General Project Information (must be completed)

1. **The Amount of the Funding Request:** \$ _____

Amount in words: _____

2. **Check the Homeland Security Goal your application will address. (Check all that apply)**

_____ **Goal One:** Enhance regional ability to assess risk and prevent future terrorist attacks or critical incidents.

_____ **Goal Two:** Improve regional ability to collect, analyze, disseminate and manage key information.

_____ **Goal Three:** Improve the region's preparedness by enhancing coordination among all public safety officials.

_____ **Goal Four:** Improve the ability of first responders to communicate at the scene of a terrorist attack or critical incident in the region.

_____ **Goal Five:** Improve the region's ability to recover from a terrorist attack or other critical incident.

3. **State how this proposal accomplishes the following:**

a. Improves the operational capabilities and/or increases emergency preparedness of your community or agency.

b. Improves the safety/security of the region through a multi-community/ multi-agency and or multi-discipline approach.

4. **Check the categories that apply to your funding request. (Check all that apply)**

_____ Emergency Management

_____ Emergency Medical Response

_____ Fire Services

_____ Intelligence Gathering and Analysis

_____ Police Services

_____ Passenger and Freight

_____ Public Health

_____ Public Works

_____ Training and Exercises

_____ Other (Please list)

_____ CBNRE Equipment

_____ Decontamination Equipment

_____ Hazardous Materials

_____ Homeland Security Planning

_____ Incident Command Equipment

_____ Interoperability (communications)

_____ Marine Security

_____ Physical Security Enhancement Equipment

_____ Personal Protective Equipment

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

5. **Briefly describe your proposal in narrative form. The narrative must contain the following information and be presented in the order listed below in a clear and concise manner.**
 - a. The objectives of your proposed request and how it will address a local and regional need;
 - b. Key personnel and department(s) involved;
 - c. If equipment is to be purchased, provide technical specifications, describe where it will be located and how it will be maintained, and a commitment for project sustainability.
 - d. If training is to be provided, describe the training requested, identify who will provide it, and list the certifications that will be obtained, **trainings must be ODP approved in advance**; and personnel to be trained. If a planning study is proposed, provide background information on the need for the study, a proposed scope of services, benefits to be derived for improving homeland security, and desired outcomes upon completion.
 - e. If other entities will be involved, describe existing and anticipated mutual aid agreements that will be required.
6. **Submit a project budget including cost estimates for equipment, personnel, and related expenses. Submit supporting documentation and technical specifications with the application. Be as specific as possible.**
7. **Provide an implementation schedule including the start date, completion date and any critical milestones to be achieved. Projects must be completed by June 30, 2008.**
8. **Provide supporting letters and mutual aid agreements where applicable.**
9. **If a multiple-municipality request is submitted, all municipalities must have submitted a Certification of Completion of NIMS Training to receive full points. If a Certificate of Completion has not been submitted to SRPEDD, a justification must be submitted.**

Allowable Costs

- **Allowable Costs include Planning, Training and Exercises, and Equipment.**
- **Training (e.g., backfill/overtime for NIMS/other DHS-approved training) and exercise proposals must follow EOPSS guidance.**
- **Equipment proposals must conform to the FFY 2007 Authorized Equipment List (AEL). Any communication equipment proposals will go before the Statewide Interoperability Executive Committee for review.**

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

Section Three: Evaluation Criteria (total available 100 points)

Do not fill this section out. The Southeast Region Homeland Security Advisory Council will utilize the criteria outlined below to evaluate your application. These criteria are intended to help select activities that are consistent with the goals of the Region's Homeland Security Plan and to advance the policies of the Advisory Council that have been developed since the completion of the Plan.

- If a multiple-municipality request is submitted, all municipalities must have submitted Certification of Completion of NIMS Training to receive full points. If no, a justification must be submitted. (60 points)
- Is the proposal regional in scope? Improve the safety/security of the Region through multi-agency and/or multi-discipline approach. (Please note that this does not apply to municipalities who are requesting funds to support backfill/overtime for NIMS-related training). (10 points)
- Does the proposal align with one or more of the following FFY 2006 Investment Justifications? (10 points)
 - ___ Enhancement of Regional and State Interoperable Communications
 - ___ Exercise Operational Plans
 - ___ Enhancement of Regional and Statewide Preparedness Programs
 - ___ Enhancement of Preparedness and Response to Pandemic Flu
- Does the proposal meet a need cited in an After Action Report (AAR) or needs assessment? (5 points)
- Does the proposal contain a line-item budget - detailed? (5 points)
- Does the proposal contain a timeline? (5 points)
- Does the proposal contain a brief and clear narrative detailing the request? (5 points)

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

Attachment A

Funding Procedures and Guidelines

1. The Southeast Region Homeland Security Advisory Council will make funding award decisions in accordance with the ratings that result from our evaluation criteria scoring. Recommendations of the Council will be submitted to EOPSS for final approval. If a proposal is found to not be ODP compliant with the State and Regional Strategy, the Executive Office of Public Safety and Security may deny the application.
2. The Fiduciary Agent will prepare an agreement for execution by the appropriate parties.
3. The Fiduciary Agent will be responsible for procuring all goods and services subject to the requirements of MGL Chapter 30B

Supply & Services procurements up to \$5,000 – Grant recipient must use sound business practices & submit quote to Fiduciary

Supply & Services procurements \$5,000 to \$24,999 – Grant recipient submits three quotes to Fiduciary

Supply & Services procurements \$25,00 to \$99,999 – Grant recipient submits bid specifications to Fiduciary for bid posting

Procurements over \$100,000 – Same as above with addition of publication in Goods & Services Bulletin

**Note: If a vendor and the vendor's product are on the Massachusetts State Contract, please provide the State Contract Number to the Fiduciary.*

4. Certain procurements (public works projects and small building projects) will need to follow MGL Chapter 149, C 30, §39M.
5. Prevailing wage rates may apply to certain procurements. There is not a dollar threshold amount for prevailing wage.
6. The Fiduciary Agent prepares a Draft Invitation for Bid (IFB) using the grant recipient's technical specifications, quantity, purchase description, special delivery considerations and schedule for performance. The grant recipient must specify the quality requirements for supplies and equipment being procured, and the qualifications a vendor must have to be eligible for the contract award. Grant recipient must specify how the best price will be determined.
7. The grant recipient must define the criteria that will be used to evaluate the bids. This must be included in the IFB.
8. When the grant recipient awards the bid, based on the most responsive and responsible bidder offering the best price for the goods and service, they must notify the Fiduciary Agent immediately, and submit a signed and dated letter of justification for choosing Bidder A over Bidder B etc. The letter of

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

justification must include detailed reasons why the winning bidder was chosen and absolve the Fiduciary Agent from the decision making process.

9. The Fiduciary issues all Purchase Orders and receives vendor-related invoices.
10. The grant recipient will be responsible for insuring that the purchased equipment is installed/ housed at its intended location and is functioning according to specifications. Upon issuance of a Purchase Order by the Fiduciary Agent, the community or district may obtain the equipment from the selected vendor. Upon satisfied delivery of all goods and services, the grant recipient must complete and return to the Fiduciary an Acknowledgement of Goods & Services Form” along with associated delivery/packing slips. Payment to vendors cannot be made until this form is completed and returned to the Fiduciary. Upon notification of completion by the recipient and submittal of an invoice, the Fiduciary Agent will submit the request to EOPSS and make payment to the vendor upon receipt of funds.
11. Applications involving training of personnel will be *reimbursed* according to the Council’s policy contained in Attachment B. Communities and districts must submit official documentation showing the expenditure of funds for salaries and expenses. The Fiduciary Agent will provide the reimbursement upon approval by the Council and EOPSS.
12. Training and Exercises: All training programs must be approved by the Office for Domestic Preparedness (ODP.) Exercises must be in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) manuals and coordinated with and approved by the Massachusetts Emergency Management Agency (MEMA).
13. Equipment: All equipment purchased not from the ODP approved list will need additional approval from EOPSS.
14. Interoperability: Communications equipment must be consistent with Federal, State and Regional Interoperability Plans. Proposed communications purchases will be referred to the Southeast Region Interoperability Sub-Committee.
15. Intelligence Gathering and Analysis: Projects must be consistent with the Commonwealth’s Fusion Center efforts. Proposed projects will be referred to the Southeast Region Intel-Sub-Committee.

Request for Proposals

Southeast Region Homeland Security Advisory Council

FFY06

Attachment B

Homeland Security Training Salary, Overtime & Backfill Reimbursement

Procedures:

- All city/town/agency training and exercise attendees shall be responsible for submitting salary, overtime and backfill documentation to his or her immediate supervisor.
- Travel expenses for mileage in personal vehicles, meals, etc. shall be reimbursed using SRPEDD's Homeland Security Travel Reimbursement Form and Procedures.
 - Mileage will be reimbursable at a maximum rate of \$.30/mile.
 - The maximum reimbursement for meals will be \$5.00 for breakfast, \$6.50 for lunch and \$13.00 for dinner. Receipts are required and alcoholic drinks are not reimbursable.
 - Parking fees, ferry fees; highway tolls and bridge tolls will be reimbursed according to the receipts provided.
 - Lodging, airfare and taxi expenses will be reimbursed only when prior written approval is obtained from the MEMA Coordinator.

Reimbursement Requirements:

- The highest-ranking official of the municipal department or agency requesting salary/overtime/backfill reimbursement shall document all attendees' information that includes the employee's full name, title, and number of hours by date and salary rate.
- Copies of completed certificates of training must be provided. Description of duties performed during training exercises must be attributable to each individual the municipal department or agency is requesting salary or overtime reimbursement.
- Requests for backfill salary reimbursement must be detailed as previously described, naming the person and position needing backfill, and attested to by the administrative head of the municipal department or agency.
- All documentation must be on municipality or agency letterhead, signed and dated by the municipal department's or agency's highest-ranking official.
- The above documentation must also include who the reimbursement check should be made payable to and complete mailing address.