

GUIDELINES FOR SUBMITTING UNSOLICITED PROPOSALS TO THE Southeast Homeland Security Advisory Council (SRAC)

The SRAC encourages the submission of new and innovative project/training and exercises consistent with the goals of the Council and the Commonwealth's Statewide Homeland Security Strategy and Plan as mandated by the Department of Homeland Security.

Content of a Valid Unsolicited Proposal

A valid unsolicited proposal must contain the following information to permit consideration in an objective and timely manner:

Basic information, including

- Requestor/Agency name and address;
- Names and telephone numbers of project liaison for contact purposes;
- Date of submission; and
- Signature of person(s) requesting project.

Technical information, including

- Concise title and abstract (approximately 200 words) of the project
- A reasonably complete description stating the objectives of the project, the method of approach and extent of the anticipated results, and how this project will serve the SRAC mission.

Supporting information, including

- Proposed price or quotation from vendor for the project.
- Anticipated period of time to complete the project.

Timeline for submitting unsolicited proposals

- Prior to any subcommittee meeting, written request(s) are to be provided two weeks before a subcommittee meeting for discussion and approval. Please refer to the Council website for upcoming meeting schedules.
http://www.srpedd.org/homeland_security.asp
- Alternatively, for any questions regarding the process, you can call the Fiduciary (Suzanne) at 508-824-1367.

Projects will be considered on an emergency basis but will be at the discretion of the sub-committee chair.

- The Fiduciary will provide a summary of the project; who, what, where, cost etc to the sub-committee.
- All proposals should be addressed to the Southeast Homeland Security Advisory Chair (SRAC) and sent to the Fiduciary at the following address:

SRAC Chair
c/o SRPEDD
88 Broadway
Taunton, MA 02780