



Alameda County Health Care Services Agency, **Colleen Chawla**, Director
Public Health Department, **Muntu Davis**, Director

Division of Communicable Disease Control and Prevention
Public Health Emergency Preparedness
1000 Broadway, Suite 500, Oakland, CA 94607

Hospital Preparedness Program

REQUEST FOR PROPOSALS

RFP 030918 SWMHE

The Alameda County Public Health Department's Public Health Systems Preparedness and Response Program is seeking one or more qualified contractors to provide an Exercise Coordinator to lead, plan, execute and evaluate tabletop and full-scale public health emergency preparedness exercises.

RFP Date: March 9, 2018

Proposals Due: March 26, 2018

Selection Date: Week of March 26, 2018

Announcement Date: Week of April 2, 2018

Estimated Start of Contract: May 14, 2018

End of Contract: June 30, 2020

Email Proposals To: Mary Macaluso
Alameda County Health Care Services Agency
Public Health Systems Preparedness and Response (PHSPR)
Division of Communicable Disease Control & Prevention
1000 Broadway, 5th Floor, Oakland, CA 94607

Phone: 510.208.5942

Email: Mary.Macaluso@acgov.org

A. INTENT

The Alameda County Public Health Department participates in the Annual California Statewide Medical and Health Emergency Program. This program provides local jurisdictions with a wide range of exercise templates to exercise and test various local emergency preparedness and response capabilities in conjunction with healthcare facilities and other county preparedness and response partners. Prior to the full-scale exercise, a tabletop exercise will be conducted to discuss and evaluate capabilities and prepare for the full-scale exercise. This Request For Proposals (RFP) covers planning, execution, evaluation and program follow up activities for the 2018 and 2019 Annual Statewide Medical and Health Exercises.

Contractors are invited to submit proposals to provide the services detailed in the scope of work. Please comply with the instructions contained within this document. Please note that elements of the project may be awarded to one or more contractors.

The target commencement date for the proposed services is May 14, 2018. Service will be required minimally through June 30, 2019, but exercise follow up activities may extend through June 30, 2020. Services are subject to negotiation of a final agreement and release of State Hospital Preparedness Program (HPP) Funds.

The full-scale exercise is held the third week in November 2018. The expansion of this contract to cover additional exercise planning is dependent on 2018-2019 Hospital Preparedness Program budget approval for Alameda County Public Health Department.

B. BACKGROUND

The Centers for Disease Control Public Health Emergency Preparedness Cooperative Agreement requires grant recipients to conduct annual exercises in accordance with Homeland Security Exercise Evaluation Program (HSEEP) standards that will test and validate emergency preparedness capabilities.

C. SCOPE OF WORK

Prospective contractors will coordinate and lead the design, facilitation, planning, development, execution, and evaluation of a Homeland Security Exercise and Evaluation Program (HSEEP) compliant Annual California Statewide Medical and Health Emergency Preparedness Exercise. This will include a tabletop exercise followed by a full-scale exercise. Multiple agencies, cities and jurisdictions will participate in these exercises. The contractor will work closely with PHSPR staff to create and implement products and activities for all exercises, trainings and meetings as well as associated activities. The exercise scenario may include elements of infectious disease, epidemiology, medical surge, and emergency operations coordination and communication. Additionally, contractors will be expected to work to engage with health care partners via in-person and/or web-based activities. The successful completion of these deliverables will require a thorough understanding of HSEEP requirements and principals, and the planning and exercise needs of Public Health Agencies, and other healthcare entities.

D. VENDOR QUALIFICATIONS & REQUIREMENTS

1. Vendor Minimum Qualifications

- a. Regularly and continuously engaged in the business of providing consulting services in the area of medical and health emergency preparedness.
- b. Able to provide references from at least three governmental, non-profit or private sector entities from within the State of California or nationwide, who have contracted with bidder to provide a scope of work similar to Alameda County's. This experience shall be from within two years and will be verified through reference checks.
- c. Possess all permits, licenses and professional credentials necessary to supply product and perform services as specified in the document.
- d. Strong ability to engage stakeholders and facilitate and foster relationships.
- e. Strong coordination and group collaboration experience.
- f. Strong organizational and project management skills.

2. Specific Requirements

- a. Bidder has completed the HSEEP Master Exercise Practitioner Program (MEPP) or is HSEEP certified.
- b. Bidder has at least 3 years of experience in HSEEP exercise development, design and implementation.

3. Price Quotation

- a) Provide a line item breakdown by deliverable.

E. DELIVERABLES

The contractor will work with PHSPR staff and other stakeholders as needed. The contractor(s) will be responsible for participating in PHSPR program led exercise activities as needed (e.g. Tabletop

planning) to allow for maximum efficiency in planning, and leading activities related to the functional exercise including planning meetings, trainings, etc. to include, but not limited to:

1. Design, plan and implement a functional multi-agency exercise in compliance with HSEEP principles and standards based on the scenario for the 2018 Annual California Statewide Medical and Health Exercise.
2. Work with Exercise & Training Workgroups Members of the Alameda County Disaster Preparedness Health Coalition (DPHC) to assist in planning. Assure that key participants and planners are contacted to participate in scheduled planning meetings from all participating organizations.
3. Work with PHSPR program staff to determine plans, procedures and/or policies and capabilities to be tested and develop corresponding exercise goals and objectives for Long Term Care Facilities (LTCF), Hospitals, Clinics, Transport Agencies and other participating organizations. Reference Statewide exercise documents. Assist in the development of exercise-related plans, procedures and/or policies to support exercise functionality, as needed.
4. Plan, schedule, organize, conduct, record and share results of HSEEP compliant meetings, including, but not limited to:
 - a. Concept and Objectives Meeting
 - b. Initial Planning Meeting
 - c. Midterm Planning Meeting
 - d. MSEL Meeting
 - e. Final Planning Meeting
 - f. Controller/Evaluator Training(s)
 - g. Tabletop Exercise
 - h. Functional Exercise
 - i. Hot Wash/Debriefing
 - j. After Action Meeting(s)
 - k. Contractor will develop PowerPoint Presentations for the above meetings to be reviewed and approved by PHSPR staff.
5. Develop and submit exercise planning and evaluation documents, including, but not limited to:
 - a. Agendas, minutes, sign-in sheets for all meetings and exercises
 - b. Situation Manual
 - c. Exercise Plan
 - d. Master Scenario Events Lists with injects from and/or for all participants
 - e. Exercise Evaluation Guides
 - f. Exercise Evaluations and/or Exercise Participant Feedback Forms
 - g. Controller/Evaluator Handbook
 - h. After Action Reports and Improvement Plans
 - i. Player Briefing
6. Review Emergency Preparedness Plans that will be exercised to develop corresponding SMART objectives.
7. Utilize an ICS structure for exercise planning and implementation.
8. Develop forms, documents, reports and exercise material related to exercise for participating agencies.
9. Address logistical and safety issues.

10. Conduct and manage the after action process including but not limited to data analysis and preparation of After Action Reports and Improvement Plans.
11. Work with PHSPR program staff to identify gaps in plans, procedures and/or policies and further develop response capabilities by completing exercise follow-up deliverables that correspond with exercise goals and outcomes.

We request some flexibility as the Statewide Medical and Health Exercise Materials are made available by the state. Statewide Medical Health Exercise materials may be used for planning, but the final scenario may be different from that provided by the state. Additionally, some meetings may be merged with tabletop exercise planning meetings to avoid participant fatigue and ensure an efficient exercise planning process.

F. CHANGES/MODIFICATIONS

Any changes or modifications to proposals will be agreed upon by all parties involved via email, in person or by telephone with a final confirmation distributed to all parties involved. Proposals shall be inclusive of pre-event preparation, transportation, incidentals, and related internal costs for all staff participating. Additional services will be negotiated separately as needed.

G. PROPOSAL SUBMISSION REQUIREMENTS

General Instructions

All proposals should be typewritten and have consecutively numbered pages, including exhibits, charts, or other attachments. Submit one (1) complete electronic copy (PDF, Microsoft word, etc.) version of your proposal by email to Mary Macaluso, Mary.Macaluso@acgov.org. Enter SWMHE 2018 RFP in the subject line. All proposals must be received by email no later than March 26, 2018. Proposals received late will not be considered for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of ACPHD.

Specific RFP Content

Section 1: Cover Letter

- a) Provide a one page cover letter on your letterhead which includes the addresses, telephone and fax numbers, and email address of the contact person(s).
- b) Indicate who is authorized to represent the proposer in negotiations.

Section 2: Qualifications and Experience

- a) Provide a statement of qualifications for your organization.
- b) Submit references, a description of your applicable qualifications and experience, resume(s) of key project staff and any other documents you feel will help in the evaluation of your qualifications to provide the services requested.

Section 3: Proposed Approach

- a) Provide detailed description of the proposed approach and work plan and how the services required in the Scope of Work will be provided and completed, deliverables, and your role. Note any changes, additions or deletions to the requested scope of work.
- b) List any items that you cannot provide that have been outlined in the Scope of Work and related requirements.

Section 4: Timeline

- a) Provide a proposed timeline that includes dates and major milestones needed to successfully complete the deliverables.

- b) Include key staff responsible for each milestone/deliverable as appropriate.

Section 5: Pricing and Cost

- a) Provide a clear and concise fixed price proposal.
- b) Provide a detailed description of estimated hours and costs by task associated with providing the requested services.

Section 6: References

- a) List at least three business references for which you provided similar services.
- b) Include contact names and phone numbers for all references provided.

H. REQUESTS FOR CLARIFICATION/INFORMATION

Any explanation desired by a Bidder regarding the meaning or interpretation of the solicitation must be requested in writing, and with sufficient time allowed for a reply to reach such Bidder before the submission of their proposal. Oral explanations or instructions will not be binding. Any information that is provided to any prospective Bidder concerning this solicitation would be made available all prospective Bidders at the request of the bidder.

All questions regarding these specifications, terms and conditions must be submitted in writing before 5:00 p.m. on **March 19, 2018** to:

Alameda County Public Health Department
PHSPR
1000 Broadway
Suite 500
Oakland, CA 94607
Phone: 510 208-5942
Fax: 510 267-3212
Email: Mary.Macaluso@acgov.org
Attn.: Mary Macaluso – SWMHE

EXHIBIT A

PUBLIC RECORDS ACT:

A. Per the Public Records Act, County will make available to the public the SOQ, all correspondence and written questions submitted during the bid period, all bid submittals opened in accordance with the procedures and all subsequent bid evaluation information. Except as otherwise provided by law, the County will not disclose trade secrets or proprietary financial information submitted in response to the Request for Proposal (including but not limited to the SOQ). Any such trade secrets or proprietary financial information, which a Bidder believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such.

B. Upon a request for records regarding the Bidder's bid, the County will immediately notify the Bidder involved and specify a time when the records will be made available for inspection. If the Bidder, in a timely manner, identifies any "proprietary, trade secret, or confidential commercial or financial" information which the Bidder determines is not subject to public disclosure, the Bidder will be required to fully defend, in all forums, the County's refusal to produce such information, and to the fullest extent permitted by law, to indemnify the County against any and all losses, damages, expenses or liabilities (including, without means of limitation, the attorneys fees and costs of parties for the request for records action or proceeding) resulting from any and all judgments or awards in any such action or proceeding, or the settlement of any claim in any such action or proceeding, relating to or arising out of the County's failure to produce such information; otherwise, the County will make such information available to the extent required by applicable law.

C. Information disclosed in the SOQs and the attendant submittals are the property of the County unless the Submitter makes specific reference to data that is considered proprietary. Subject to the requirements in the Public Records Act, reasonable efforts will be made to prevent the disclosure of information except on a need-to-know basis during the evaluation process.

EXHIBIT B

ALAMEDA COUNTY

RFP/Q No. 000-0-0000

for

REQUEST FOR PREFERENCE

for

LOCAL PRODUCTS AND VENDORS

IF YOU WOULD LIKE TO REQUEST THE LOCAL PREFERENCE

COMPLETE THIS FORM AND RETURN IT WITH YOUR BID

A five-percent (5%) preference shall be granted to Alameda County products or vendors on all sealed bids on contracts except with respect to those contracts which State law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices or distribution points located in and having a street address within the County and which holds a valid business license issued by the County or a city with the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County.

Company Name:

Street Address:

Telephone Number:

Business License Number:

The Undersigned declares that the foregoing information is true and correct:

Print/Type Name:

Title:

Signature:

Date:

EXHIBIT C

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES MINIMUM LIMITS

A Commercial General Liability

Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability

\$1,000,000 per occurrence (CSL)

Bodily Injury and Property Damage

B Commercial or Business Automobile Liability

All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities

\$1,000,000 per occurrence (CSL)

Any Auto

Bodily Injury and Property Damage

C Workers' Compensation (WC) and Employers Liability (EL)

Required for all contractors with employees

WC: Statutory Limits

EL: \$100,000 per accident for bodily injury or disease

D Professional Liability/Errors & Omissions

Including Medical Malpractice for medical related Agreement

\$1,000,000 per claim

Endorsements and Conditions:

1. **ADDITIONAL INSURED:** All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.

2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.

3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.

4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of B++ or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall no relieve or decrease the liability of Contractor hereunder

5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods:

– Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies.

– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured."

7. **CANCELLATION OF INSURANCE:** All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.

8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies.