

B. Stakeholders

Stakeholders may include, but not limited to, Department of Emergency Management (DEM), Law & Fire departments, Emergency Medical Services, San Francisco International Airport, SMC Health, San Mateo County Hospitals, Public Safety Dispatch, American Medical Response, SMCHC, San Mateo County Medical Reserve Corps (MRC), California Department Public Health, 95th Civil Support Unit, American Red Cross, Community Emergency Response Teams (CERT), Terrorism Counter Assault Team (TCAT), FBI, and others. Multiple agencies, cities and jurisdictions will participate in these exercises. The contractor will work with HEP staff to create and implement products and activities for all exercises, trainings as well as any associated activities. The successful completion of these deliverables will require a thorough understanding of HSEEP requirements and principals, and the planning and exercise needs of SMC Health, and other healthcare entities.

C. Deliverables

The contractor will work with HEP staff and other stakeholders as needed to allow for maximum efficiency in planning, and leading activities related to the exercises including planning meetings, trainings, etc. to include, but not limited to:

- (1) Develop, coordinate and execute two (2) health emergency preparedness exercises for 1) Mass Casualty Incident (FE) and 2) Cyber Security Incident (FSE).
- (2) Work with Exercise & Training Workgroups Members of the SMCHC 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 HEP program staff to determine plans, procedures and/or policies and capabilities to be tested and develop corresponding exercise goals and objectives for Law & Fire authorities, American Red Cross, Community Emergency Response Teams (CERT), Terrorism Counter Assault Team (TCAT), SMC Health DOC staff and other participating organizations. Reference Statewide exercise documents.
- (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. (Master Scenario Events Lists) MSEL Meeting
 - e. Final Planning Meeting
 - f. Evaluator Training(s)
 - g. Functional/Full Scale Exercise
 - h. Hot Wash/Debriefing
 - i. After Exercise Meeting
 - j. Trainings as listed above
 - k. Contractor will develop for PowerPoint Presentations for the above meetings to be reviewed and approved by HEP staff.
- (5) Develop and submit exercise planning and evaluation documents, including, but not limited to:
 - l. Incident Action Plan
 - m. Agendas, minutes, sign-in sheets for all meetings, conferences and exercises
 - n. Exercise Plan
 - o. MSEL with injects from and/or for all participants
 - p. Exercise Evaluation Guides
 - q. Exercise Evaluations and/or Exercise Participant Feedback Forms Controller

SECTION IV - EVALUATION AND SELECTION CRITERIA

A. Minimum Qualifications (MQs)

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

Proposer is defined as the prime firm or joint venture that is proposing on this RFP.

Proposers must meet the following Minimum Qualifications:

- (1) Proposer shall have at least four (4) years of experience within the last six (6) years immediately preceding the issuance of this RFP in providing equivalent or related services.
- (2) Project manager has a minimum of two (2) years of experience within the last five (5) years in providing equivalent or related services.
- (3) Proposer shall have completed at least three (3) projects within the last five (5) years of equal or higher contract value for similar.
- (4) Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the Proposer/Offerer/Contractor is unable to certify to this statement, it shall attach an explanation to this Proposal.
- (5) Proposer is registered and in good standing with [sam.gov/SAM/](https://sam.gov).

In order for a firm to pass the minimum qualifications and to be considered for contract award the firm shall be in good standing with Federal Government agencies and the State of California. Firms that have been debarred, suspended, proposed for debarment, declared ineligible by Federal or State agencies will not qualify for contract award.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of subject matter experts. The County intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to two (2) of the firms with the highest scoring proposals may be interviewed by the committee to make the final selection.

Proposals will be evaluated on the following criteria:

- (1) **Technical Proposal (75% of scoring)**
 - a. Follows the requirements as identified in the proposal instructions
 - b. Meets the minimum qualifications and experience
 - c. Project Approach
 - Demonstrates a clear understanding of the project/proposed services detailed in Section II - SOW and the tasks to be performed.
 - Implementation plan meets the RFP objectives
 - Reasonableness of proposed staffing level and work plan.
 - d. Firm Qualifications
 - Expertise of the firm in the fields necessary to complete the tasks
 - Quality of recently completed projects, including adherence to schedules, deadlines and budgets

APPENDIX A – MINIMUM QUALIFICATIONS CHECKLIST

Complete this form and attach it to your firm's Proposal

I, _____, am a _____ at _____ and am authorized to execute this Certification on its behalf.

Proposals will be accepted only from firms that include the following:

- (1) Proposer shall have at least four (4) years of experience within the last six (6) years immediately preceding the issuance of this RFP in providing equivalent or related services.
- (2) Project manager has a minimum of two (2) years of experience within the last five (5) years in providing equivalent or related services.
- (3) Proposer shall have completed at least three (3) projects within the last five (5) years of equal or higher contract value for similar services.
- (4) Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the Proposer/Offerer/Contractor is unable to certify to this statement, it shall attach an explanation to this Proposal.
- (5) Proposer is registered and in good standing with sam.gov/SAM/.

Registered Business Name: _____

DUNS No.: _____