



GOVERNMENT OF PUERTO RICO  
PUERTO RICO EMERGENCY MANAGEMENT AGENCY  
AEMEAD-RFP-2016-001

PREP-01-033-crq

INVITATION TO RFP

Dear Sirs:

The **PUERTO RICO EMERGENCY MANAGEMENT AGENCY** (also known as **AEMEAD**, for its acronym in Spanish) will consider proposals until April, 1 2016, at **4:30 p.m.** Proposals must be submitted to our office located Road # 1, Km 25.4 Quebrada Areas, San Juan, PR 00919. The required services for the table top "Puerto Rico Integrado" shall be in accordance with the following conditions (see attached documents).

Cordially,

Angel A. Crespo Ortiz  
Executive Director



## KEY EVENTS AND DATES

The following Schedule of Key Events and Dates represents the Office's best estimate of the schedule that should be followed in this procurement. However, the Office reserves the right, at its sole discretion, to adjust the schedule as it deems necessary. Potential vendors will be notified of adjustments to the schedule, notwithstanding, the ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

EVENT	DATES	HOURL
Closing Date for Inquiries	March, 28 2016	4:30 p.m.
Proposal Submission Date	April, 1 2016	4:30 p.m.
Complete requested services (if the contract is granted)	April, 26 2016	4:30 p.m.



## ACCEPTANCE FORM

Please complete, print, sign and deliver this form to:

Katherine M. Gonzalez Gonzalez  
Executive Special Assistant  
Road 1, Km 25.4 San Juan, PR 00919

I agree to comply with the Puerto Rico Emergency Management Agency's Agreement, Terms and Conditions included within this Request for Proposal (RFP), should I be awarded a contract with AEMEAD as a result of this RFP.

Company: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Representative:

- Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Title: \_\_\_\_\_
- Date: \_\_\_\_\_

**\* FAILURE TO COMPLETE THIS FORM AND TO SUBMITT IT WITH YOUR PROPOSAL MAY RENDER THE SUBMISSION NON-RESPONSIVE AND INELIGIBLE FOR AWARD \***



REQUEST FOR PROPOSAL 2016  
AEMEAD-RFP-2016-001  
Table Top: Puerto Rico Integrado

**NOTICE TO PROPONENTS:**

The Puerto Rico Emergency Management Agency (also known as AEMEAD, for its acronym in Spanish) is seeking proposals for a qualified contractor to organize and deliver **the table top exercise "Puerto Rico Integrado"** on behalf of the AEMEAD and described herein.

Questions may be directed to:

Katherine M. Gonzalez Gonzalez  
Executive Special Aide  
Bo. Quebrada Areas  
Road # 1 Km 24.5 San Juan, PR 00919  
Email:kgonzalez@prema.pr.gov  
kgonzalez@aemead.gobierno.pr

Proposals will be accepted until **4:30 p.m.** on April, 1 2016, in the AEMEAD Offices located at Road # 1 Km 24.5 San Juan, PR 00919.

Proposals must be sealed and clearly marked **Table Top: "Puerto Rico Integrado"**. The delivery must be made on time and received in the AEMEAD offices. Any proposals after the said date and hour shall be rejected. Participants must examine this Request for Proposal carefully. Ignorance of the requirements will not relieve them from liability and obligations included within their offer or by the resulting contract. Also, failure to comply with the specifications herein included may deem the submission non-responsive for consideration in this procedure.

Specifications must be met. Proposals not meeting the detailed specifications will be disqualified. AEMEAD's interpretation of specifications will be deemed in its best interest and shall be binding and final upon the contractor. AEMEAD will make no allowance or concession to the successful bidder for any alleged misunderstanding of deception because of quantity, quality, character, location or other conditions. Should it appear that there is a real or apparent discrepancy between different sections of the specifications concerning the nature, quality or extent of the work to be furnished, it shall be assumed that the successful proposer has based its proposal on the more expansive manner. Final decision will rest with AEMEAD.



The apparent silence if these specifications as to any detail, or to the apparent omission from it of a detailed description concerning any point, shall be made on the basis of this statement and should be deemed in the most favorable manner to AEMEAD.

Failure to include all required submission materials may render the proposal non-responsive, as determined by AEMEAD. AEMEAD reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be the lowest and best proposal for AEMEAD. AEMEAD reserves the right to make multiple awards on this Request for Proposal. AEMEAD reserves the unilateral right to amend this RFP in writing at any time. AEMEAD also reserves the right to cancel or reissue the RFP at its sole discretion. Firms shall respond to the final RFP and any exhibits, attachments and amendments.

This is a full service RFP. For purposes of this procurement, full service shall mean that the proposer's price proposal includes, but is not limited to: all labor, all material and supplies, all emergency work and special request; all administrative reporting or other requirements; all overhead costs and profit. It shall also include travel costs, parking fees, logistics and delivery, ancillary fees, permits, licenses, insurance, etc. Details not explicitly stated in these specifications, but necessarily attendant thereto, are deemed to be understood by the proposer and included herein.

This RFP does not commit AEMEAD to award a contract, or to have any obligations for costs incurred by contractors in responding to this procurement. Furthermore, AEMEAD reserves the right to accept or reject any or all proposals received as a result of the RFP. Also, AEMEAD reserves the right to negotiate with any qualified contractor or to cancel in part or in its entirety this RFP, it is determined to be in the best interest of AEMEAD.



## SCOPE:

The Puerto Rico Emergency Management Agency (also known as AEMEAD, for its acronym in Spanish) is requesting proposals to design and develop the **table top exercise "Puerto Rico Integrado"**, coordinate the arrangement of location and logistics in order to perform a table top exercise to integrate all the response levels in one emergency: Municipalities, State and Federals.

Due the nature of the information that should result of this project the Consultant will be required to sign a Confidentiality Agreement and all the data gathered will be delivered to the AEMEAD for official use only.

### **I. General objectives:**

- ❖ Demonstrate the capabilities and response capacity of the 78 Puerto Rico municipalities.
- ❖ Demonstrate the capabilities and response capacity of AEMEAD in the 12 regional areas.
- ❖ Demonstrate the capabilities and response capacity of AEMEAD in the state EOC including the interagency coordinators and voluntaries.
- ❖ Integrate to discussion all the attendants: Mayors, Municipal EM Directors, Regional EM Directors, Interagency Coordinators and Volunteers.
- ❖ Integrate all the levels including the help that came from federal level.

AEMEAD reserves the right, when necessary, to amend the proposal specifications prior to the final evaluation of the RFP. Prompt notification of such amendment shall be given by AEMEAD to all prospective Proponents who have requested or received copies of the RFP specifications. If the specifications are amended, any proponent from whom a proposal has been received prior to giving such notice of amendment will be entitled to withdraw the proposal and resubmit their proposal. After the proposals are



received and read, AEMEAD will examine the offer to determine if the proponent was responsive to the RFP and if the contractor is responsible and able to fulfill the award is presented. **The contractor must be ready to start operating 15 days after the award of the proposal.**

All proposals received must be signed by a properly authorized representative of the contractor. All proposals must be unconditional. Any attachments required in the specifications must be attached to each proposal form. Proposals which do not meet the terms of the RFP specifications or that do not include all required and properly completed and approved forms and certifications, will be considered non-responsive and will be rejected. Any corrections or cross out made on the RFP with liquid paper, tint, or any other mean will be initialized by the proponent or authorized representative on both originals and copies.

The contract award and execution is not formal until approval is received from the Director of the Puerto Rico Emergency Management Agency.

## II. Project:

### Table Top Exercise: "Puerto Rico Integrado"

#### Specific objectives:

- ❖ Demonstrate the capabilities and response capacity of the 78 Puerto Rico municipalities.
- ❖ Demonstrate the capabilities and response capacity of AEMEAD in the 12 regional areas.
- ❖ Demonstrate the capabilities and response capacity of AEMEAD in the state EOC including the interagency coordinators and voluntaries.
- ❖ Integrate to discussion all the attendants: Mayors, Municipal EM Directors, Regional EM Directors, Interagency Coordinators and Volunteers.
- ❖ Integrate all the levels including the help that came from federal level.



Required Services:

- Printed materials (handouts, forms etc.) bindings, notebooks, pens, signs and folders have to be provided by the contractor 250 ct.
- Continental Breakfast (pastries, coffee, juice, etc.) 250ct.
- Lunch 250 ct.
- Afternoon Snack 250 ct.
- The contractor shall provide AEMEAD with a written and electronically After Action Report (AAR).

**III. General Instructions and Requirements (please submit the following information):**

- 1) Organization and personal credentials and accreditations:
  - a. SPECIFY REQUIRED DOCUMENTATION / TRAININGS / REGULATION COMPLIANCE / OTHERS.
- 2) Itemized budget with justification:
  - a. Full meeting package and other services for the **PROJECT NAME**. **Note:** Please use the table format presented to the itemized budget of the project costs.

Item	Cost
Facility cost	
Audiovisual equipment	
Materials	
Meeting package	
Printed materials	
<b>OTHERS</b>	
<b>Total</b>	<b>\$</b>



#### IV. REPORTING

- The contractor shall provide AEMEAD with a written and electronically After Action Report (AAR).

#### V. CONTRACT DOCUMENTS

- ❖ The documents that will form the Contract include the "Request for Proposal", all attachments thereto, the winning Proponent's "Proposal", and the subsequent "Contract Agreement".
- ❖ Additional Required Contract Documentation
- ❖ Debarment and Suspension Negative Certification (Applicable for Federal Contracts, Refer to executive orders 12549 and 12689).

#### VI. CONTRACTOR PERSONNEL

- ❖ Upon AEMEAD request, the contractor will provide a list of names for all employees working at service sites that will perform services. We reserve the right to request any of the Contractors' employees to sign a Confidentiality Agreement.

#### VII. EVALUATION CRITERIA:

- a. Cost
- b. Credentials
- c. Access/service of facility (parking)
- d. Service to be offer
- e. Creativity to develop the project
- f. Others



### VIII. DUE DATES:

If the Contractor fails to make delivery of the required services within the specified time, or fails to perform any of the other provisions of this contract, AEMEAD has the right to terminate the contract for default. All disputes that might arise under a contract and cannot be resolved between the Contractor and AEMEAD will be handled through appropriate channels as deemed by AEMEAD and the Contractor.

- ❖ The proposal should include a timetable.
- ❖ The Puerto Rico Emergency Management Agency will be receiving proposals until April, 1 2016. Proposals must be submitted in hardcopy and electronic format (scanned documents, word documents, or CD's). The documents should be submitted to the following email: [kgonzalez@prema.pr.gov](mailto:kgonzalez@prema.pr.gov) / [kgonzalez@aemead.gobierno.pr](mailto:kgonzalez@aemead.gobierno.pr) or be delivered personally to our office.