



GOVERNMENT OF PUERTO RICO
PUERTO RICO EMERGENCY MANAGEMENT AGENCY
AEMEAD-RFP-2016-006

AEMEAD-2-11-2016-kmg

INVITATION TO RFP

Dear Sirs:

The **PUERTO RICO EMERGENCY MANAGEMENT AGENCY** (also known as **AEMEAD**, for its acronym in Spanish) will be considering proposals until **May, 25 2016**, at **3:30 p.m.** Proposals must be submitted to our office located Road # 1, Km 25.4 Quebrada Arenas, San Juan, P.R. 00919. The required services for the **“Hurricane Season 2016 Table Top Exercises & Full Scale Exercise”** shall be in accordance with the following conditions (see attached documents).

Cordially,

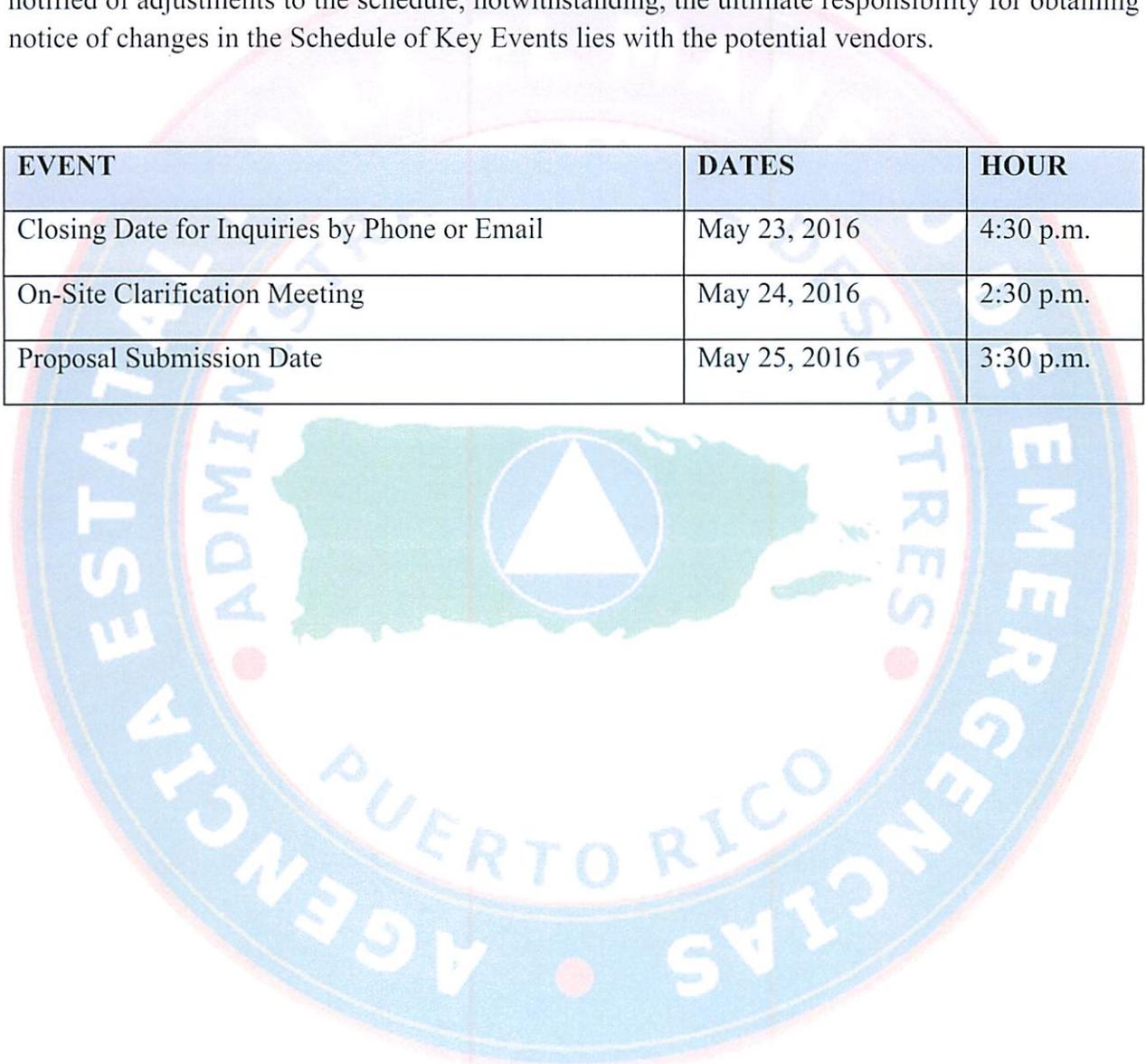
Angel A. Crespo Ortíz
Executive Director



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	HOUR
Closing Date for Inquiries by Phone or Email	May 23, 2016	4:30 p.m.
On-Site Clarification Meeting	May 24, 2016	2:30 p.m.
Proposal Submission Date	May 25, 2016	3:30 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, P.R. 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-2016-006**

Hurricane Season 2016 Table Top Exercises & Full Scale Exercise

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 perform the services of **Hurricane Season 2016 Table Top Exercises & Full Scale Exercise**.

Questions may be directed to:

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

Proposals will be accepted until **3:30 p.m.** on **May 25, 2016**, in the AEMEAD Offices located at Road # 1 Km 24.5 San Juan, PR 00919.

If delivered to the Agency, proposals must be sealed and clearly marked with the RFP Proposal Project Name **Hurricane Season 2016 Table Top Exercises & Full Scale Exercise**. The delivery must be made on time and received in the AEMEAD offices and or by email. Any proposals submitted after the established date and time will 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.

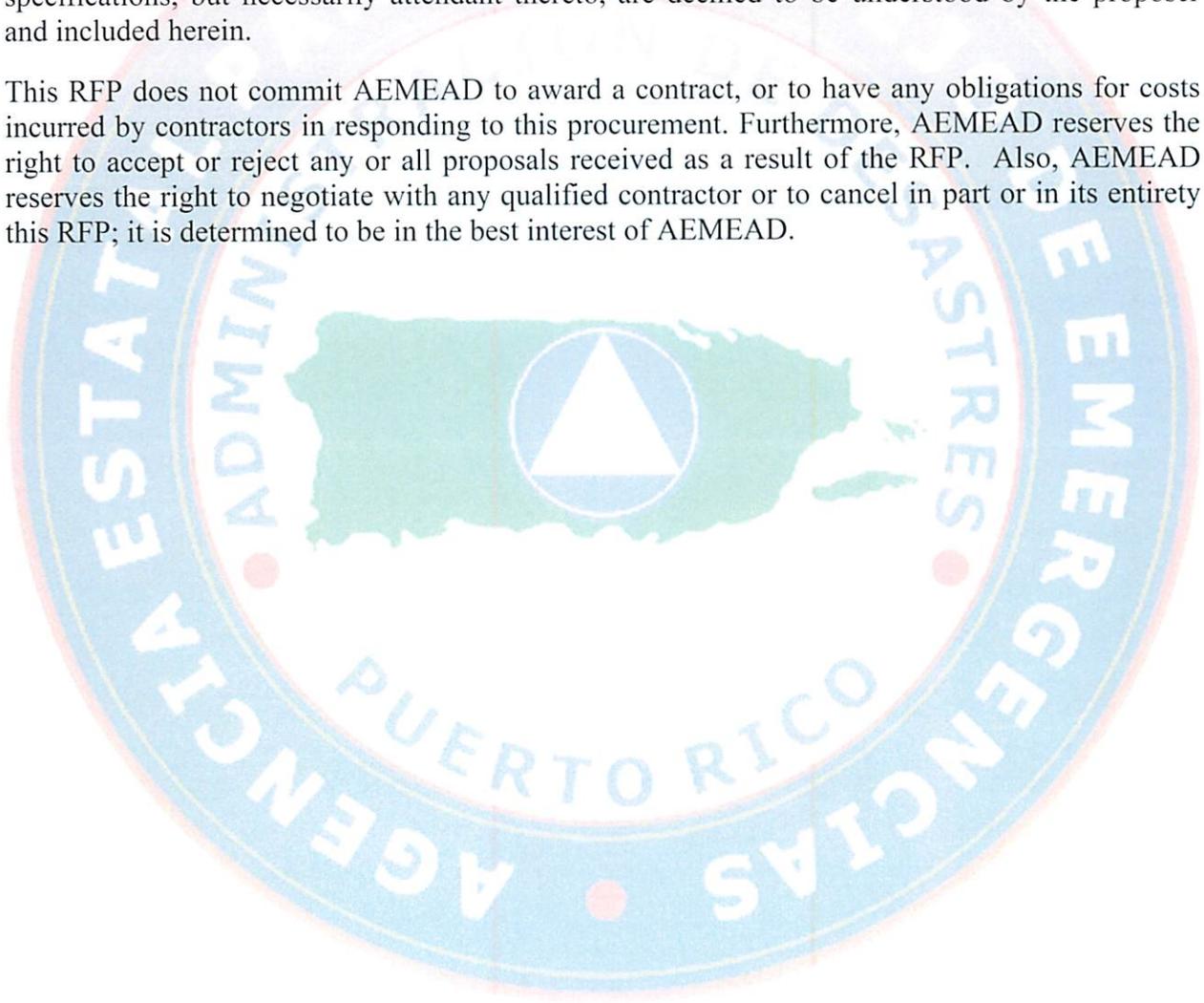
Failure to include all required submission materials may render the proposal non-responsive, as determined by AEMEAD. AEMEAD reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as



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 for a **Hurricane Season 2016 Table Top Exercises & Full Scale Exercise** that will be executing several task required by the Agency as stated on the objectives area. Due the nature of the information that shall result of these activities, the Consultant will be required to sign a Confidentiality Agreement. All the data gathered from activities performed must be delivered to the AEMEAD for official use only.

I. General Objectives:

- Integrate and demonstrate the Government Agencies, 12 Regional Zones response capacity in order to assure all risk that shall emerge from the exercise are understood, supported and managed correctly according to the state and federal regulations.
- Demonstrate the resource and knowledge capabilities and response capacity of the Agency in the state EOC including the interagency coordinators and volunteers.
- Enforce and support the discussion of all participants, focusing on the integration of all levels of response (Local, State and Federal).

II. Specific Objectives

- Design a Hurricane Table Top Exercise and Full Scale Exercise for different jurisdictions (Local, State and Federal).
- Assure that all Agencies and Departments are fully aware of their roles, responsibilities and actions required to support the response for a hurricane emergency.
- Apply timelines and required actions for specific hurricane scenarios
- Methodology Required THIRA, COOP Plans and Resources Typing.
- Provide tools for emergency planning and an open forum for discussing and developing emergency plans

III. Required Services

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



- Contractor shall provide a report on the Hot Wash performed.
- Contractor shall provide Resource Typing Templates for Agencies and Municipalities.
- Others

IV. Timeline of TTX & FSE

- TTX Activity #1: Presentation of Agencies (Capability and Needs)
 - ❖ June, 1, 2016 (Approximate 60 participants)
- TTX Activity #2: Hurricane Scenario Exercise (Response Phase)
 - ❖ June, 8, 2016 (Approximate 60 participants)
- TTX Activity #3: Hurricane Scenario (Recovery Phase)
 - ❖ June 15, 2016 (Approximate 60 participants)
- TTX Activity #4: Hurricane Scenario (Regional Responses and Recovery)
 - ❖ June 22, 2016 (Approximate 50 participants)
 - ❖ June 29, 2016 (Approximate 50 participants)
 - ❖ July 6, 2016 (Approximate 50 participants)
 - ❖ July 12, 2016 (Approximate 50 participants)
- FSE Activity #5: Hurricane Scenario (Island wide Full Scale Exercise)
 - ❖ August 2016 (To be determine)

V. General Instructions

- Organization and / or personal credentials must be included in the proposal documentation.
 - ❖ Homeland Security Exercise and Evaluation Program (HSEEP) Certification is required.
- Itemized budget with description and justification.

Item	Description	Cost
Materials		
Meeting Package		
Printed Materials		
Others		
Total		\$

VI. Reporting

- The contractor shall provide AEMEAD with a written and electronically Report of every Activity (Project Plan of TTX).
- The contractor shall provide AEMEAD with a written and electronically Resources Typing of State Agency and Municipal.



- The contractor shall provide AEMEAD with a written and electronically After Action Report (AAR).
- Contractor shall provide a report on the Hot Wash performed and recommendations.
- The contractor, at the end of the contract, shall provide AEMEAD a list of all the personal trained and certified.
- The contractor shall provide a complete report of Resource Typing from the information gathered (Agencies and Municipalities)

VII. Contract Documents

- Documents that will form the contract shall include the following:
 - ❖ Request For Proposal, all attachment 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).

VIII. Contractor Personnel

- Upon AEMEAD request, the contractor will provide a list of names for all employees working on the project that will be performing services. We reserve the right to request any of the Contractors employee to sign a Confidentiality Agreement

IX. Evaluation Criteria

- Cost of services
- Credentials
- Service to be offer
- Creativity to develop the required service

X. Due Dates:

If the Consultant 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 Consultant and AEMEAD will be handled through appropriate channels as deemed by AEMEAD and the Consultant.

- The Puerto Rico Emergency Management Agency will be receiving proposals until May, 25 2016.
- Proposals must be submitted in hardcopy and/or in electronic format (scanned documents, word documents, or CD's).
- The documents should be submitted to the following email: kgonzalez@prema.pr.gov or be delivered personally to our office.