

**REQUEST FOR PROPOSAL  
FOR REQUIRED ICS 100/200 AND IS 700 NIMS/SEMS TRAINING  
FOR THE  
COUNTY OF INYO**

**A. INTRODUCTION**

The County of Inyo is soliciting proposals from qualified consultant(s) with a minimum of fifteen years experience in utilizing the SEMS/NIMS principles as a supervising first responder in the law enforcement, fire fighting, or public works professions. The consultant must have actual experience as an Incident Commander in a unified command/multi-jurisdictional large-scale incident to effectively provide training for ICS 100/200, and IS 700 series. This training is mandatory and federally required for all County employees. All training must be complete by February 28, 2010.

**B. REQUIRED SERVICES**

*Proposals submitted should address the following services:*

**ICS 100 TRAINING – (ONE CLASS OF THIRTY STUDENTS)**

1. Course, Objectives, and hours must conform to the “NIMS: 5-Year Training Plan (2008)”
2. The course must be compliant with California’s Standardized Emergency Management System (SEMS)
3. Course must be certified by the California Commission on Peace Officer Standards and Training (POST)
4. Course must be approved by the Department of Homeland Security’s National Integration Center: Incident Management Systems Integration (IMSI) Division
5. Must include a minimum of four table-top exercise scenarios written specifically for Inyo County including its cities/jurisdictions.
6. Instructors must have a minimum of fifteen years experience in utilizing the SEMS/ICS principles as a supervising first responder in the law enforcement, fire fighting or public works professions
  - a. At least one instructor must have actual experience as an incident commander in a multi jurisdiction/unified command incident within California
7. Contractor must provide class participants with the following instructional materials:
  - a. Participant’s Manual
  - b. Slide Guidebook
  - c. ICS Forms Guidebook

- d. Course Exam
  - e. Course Certificate of Completion (to be issued on last day of each course)
8. Contractor must provide for all presentation equipment, supplies and materials
  9. Training for ICS 100 must be completed by February 28, 2010.

**ICS 200 TRAINING – (ONE CLASS OF THIRTY STUDENTS)**

1. Course, Objectives, and hours must conform to the “NIMS: 5-Year Training Plan (2008)”
2. The course must be compliant with California’s Standardized Emergency Management System (SEMS)
3. Course must be certified by the California Commission on Peace Officer Standards and Training (POST)
4. Course must be approved by the Department of Homeland Security’s National Integration Center: Incident Management Systems Integration (IMSI) Division
5. Must include a minimum of three table-top exercise scenarios written specifically for Inyo County, including its cities/jurisdictions.
6. Instructors must have a minimum of fifteen years experience in utilizing the SEMS/ICS principles as a supervising first responder in the law enforcement, fire fighting or public works professions
  - a. At least one instructor must have actual experience as an incident commander in a multi jurisdiction/unified command incident within California.
7. Courses must be team taught for the majority of instruction and include a course coordinator to liaison with Inyo County emergency management project manager
8. Contractor must provide class participants with the following instructional materials:
  - a. Participant’s Manual
  - b. Slide Guidebook
  - c. ICS Forms Guidebook
  - d. Course Exam
  - e. Course Certificate of Completion (to be issued on last day of each course)
9. Contractor must provide for all presentation equipment, supplies and materials
10. Training for ICS 200 must be completed by February 28, 2010.

**IS-700- TRAINING – (ONE CLASS OF THIRTY STUDENTS)**

1. Course, Objectives, and hours must conform to the “NIMS: 5-Year Training Plan (2008)”
2. Course must be certified by the California Commission on Peace Officer Standards and Training (POST)
3. Course must be approved by the Department of Homeland Security’s National Integration Center: Incident Management Systems Integration (IMSI) Division
4. Modules should cover the following topics:
  - a. Introduction to NIMS
  - b. NIMS Compliance
  - c. NIMS Components
  - d. Communications & Information Management
  - e. Resource Management
  - f. Command and Management
  - g. Ongoing Management & Maintenance
5. Course must include a series of Table-Top Exercises to provide participants with practical application opportunities tailored specifically to Inyo County and surrounding jurisdictions
6. Instructors must have a minimum of fifteen years experience in utilizing the SEMS/ICS principles as a supervising first responder/EOC in the law enforcement, fire fighting, emergency management or public works professions
  - a. At least one instructor must have actual experience as an incident commander or EOC Director in a multi jurisdiction/unified command incident within, California
7. Contractor must provide class participants with the following instructional materials:
  - a. Participant’s Manual
  - b. Slide Guidebook
  - c. ICS Forms Guidebook
  - d. Course Exam
  - e. Course Certificate of Completion (to be issued on last day of each course)
8. Contractor must provide for all presentation equipment, supplies and materials
9. Training for Emergency Operations Center must be completed by February 28, 2010.

### **C. FUNDING AND CONTRACTING**

Funding for ICS 100/200 and IS 700 is encumbered within the 2008 Homeland Security Grant. All services and fees will be inclusive off all materials, travel, lodging, per diem, and overhead rates. Successful respondents will be required to enter into Inyo County Standard Contract 113, which is attached.

#### **D. SUBMITTAL REQUIREMENTS**

*Proposals shall include the following information or considerations relating specifically to public finance:*

1. A statement summarizing the most important skills and attributes your firm would utilize in providing the Required Services.
2. An identification of the roles and experience of the key individual or individuals that will be providing the required services.
3. Detailed outline of scope of services provided and methodologies used as defined under the Required Services Section. In addition, highlight any innovative techniques and/or approaches that you have introduced and used in the past.
4. Outline of the philosophy followed/used to working with a diverse group of people and interests in providing the Required Services.
5. A brief description and list of similar training projects previously worked on by your firm, highlighting work done for California counties.
6. A list of references (name, address and telephone number) of persons who may be contacted to verify qualifications and previous performance.
7. Cost of services to the County will be broken down by the following:
  - a. ICS 100 Training, cost per class based on 30 students
  - b. ICS 200 Training, cost per class based on 30 students
  - c. IS 700 Training, cost per class based on 30 students
11. Firm should also be prepared to enter into the County's Standard Contract for Professional Services (attached for your information) and adhere to all the requirements thereof.
12. A time-line must be submitted for completing all of the Required Services by identified deadlines.
13. Three (3) copies of the proposals must be received by the Inyo County Sheriff's Office **by 4:00 p.m. on Monday, November 23 2009**, at P.O. Drawer S, Independence, CA 93526 (Attention: Bill Lutze, Inyo County Sheriff).

#### **E. SELECTION PROCESS**

*The selection committee, comprised of the Sheriff and the County Administrator, will evaluate the proposals according to the following criteria:*

1. Nature and extent of experience, particularly in providing the Required Services with rural counties in California (15 points);
2. Organization, presentation and content of the proposed training programs as called for in the Required Services Section (50 points);
3. Proven ability to successfully train persons in measures identified in the Required Services Section, including the use of innovative techniques and/or approaches to meet the unique needs and/or challenges facing rural counties (20 points); and
4. Ability to enter into and comply with the County's Standard Contract (15 points).

In addition, the selection committee reserves the right to schedule conference calls and/or request interviews to evaluate the proposals further.

**G. INYO COUNTY CONTACT PERSON**

Inyo County Sheriff, Bill Lutze  
County of Inyo  
P.O. Drawer S  
Independence, CA 93526  
(760) 878-0326