

**REQUEST FOR PROPOSAL
FOR NIMS SECTION SPECIFIC EMERGENCY OPERATIONS CENTER
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 NIMS Section Specific Emergency Operations Center Training. This training will be provided for command staff, general staff, and management staff.

B. REQUIRED SERVICES

Proposals submitted should address the following services:

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 training for:
 - a. Operations Section
 - b. Planning Section
 - c. Logistics Section
 - d. Finance Section
 - e. Management and Section Coordinators
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 Section Specific Emergency Operations Center to be completed by October 1, 2010.

C. FUNDING AND CONTRACTING

Funding for Section Specific Emergency Operations Center Training is encumbered within the 2009 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. Section Specific Emergency Operations Center Training, cost per class based on 30 students.
8. 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.
9. A time-line must be submitted for completing all of the Required Services by identified deadlines.
10. Three (3) copies of the proposals must be received by the Inyo County Sheriff's Office **by 4:00 p.m. on May 7, 2010**, 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
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Independence, CA 93526
(760) 878-0326

