

DRAFT

<INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> of <INSERT NAME OF STATE>

SCOPE OF SERVICES

REQUEST FOR PROPOSAL

Comprehensive Disaster Recovery,

Financial and Grant Management Support, and Pre-Disaster Cost Recovery Planning Services

RFP # <INSERT RFP NUMBER>

Issue Date: <INSERT DATE>

PURPOSE

The purpose of this Request for Proposal (RFP) is for <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> to acquire standby comprehensive disaster recovery management services including, but not limited to:

- I. FEMA Public Assistance Advisory Services
- II. FEMA Individual Assistance Advisory Services
- III. FEMA 404 and 406 Hazard Mitigation Expertise
- IV. HUD CDBG-DR, MIT, CV, ESG, and other HUD Program Support
- V. FHWA / FTA Support
- VI. Financial / Grants Management Support and Information Technology
- VII. Resilient Community Planning Program Support
- VIII. Long-Term Recovery Operations Implementation
- IX. Emergency Operation Center and Joint Field Office Staff Augmentation

SCOPE OF SERVICES

The selected contractor will assist the following <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> in strategically managing the <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> project development and administration of various Federal and State Disaster Programs related to Presidentially declared emergencies or disasters that occur during the term of this contract.

Federal Programs may include, but are not limited to: Federal Emergency Management Agency (FEMA) Public Assistance (PA); FEMA 404 Hazard Mitigation Grant Program (HMGP); FEMA Individual Assistance (IA); United States (US) Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) Mitigation (MIT), Coronavirus (CV), Emergency Solutions Grant (ESG); Federal Highway Emergency Relief Program (FHWA-ER); Federal Transit Administration Emergency Relief Program (FTA-ER); and FEMA Community Disaster Loan (CDL). The awarded firm will provide project development and grants management services for any existing, open disaster recovery effort including <DESCRIBE ANY OPEN DISASTERS> as well as any future disaster events. Examples of disaster recovery services that may be required, include:

I. FEMA Public Assistance Advisory Services

1. Provide extensive knowledge, experience, and technical competence in dealing with Federal regulations, specifically including the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), the Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA), the Sandy Recovery Improvement Act of 2013 (SRIA), and the Disaster Recovery Reform Act of 2018 (DRRA).

2. Evaluate and assist in the formulation, execution, and closeout of FEMA PA Emergency and Permanent Work Project Worksheets (PWs). This will involve expertise in cost estimating, developing detailed damage descriptions and dimensions (DDD), technical assistance, and project scopes of work (SOW), and cost estimates (CEs).
3. Meet as necessary with <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT>/State/Federal representatives in connection with the programmatic, financial, contracting, and eligibility and process issues, at the request of the client.
4. Evaluate and recommend potential alternate and/or improved projects.
5. Evaluate the appropriateness of the use of FEMA programs, including the Section 428 Public Assistance Alternative Procedures for Permanent Work and Debris Removal.
6. Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
7. Prepare first and second appeals, and arbitration, and Prepare projects for audit and respond to audit findings as requested.

II. FEMA Individual Assistance Advisory Services

1. Provide expert knowledge and technical competence in FEMA IA Programs, including Mass Care and Emergency Assistance (MC/EA), Individuals and Households Program (IHP), Disaster Case Management (DCM), Crisis Counseling and Training Program (CCP), Disaster Unemployment Assistance (DUA), and Disaster Legal Services (DLS).
2. Support community relations functions and outreach, and support efforts to provide disaster survivors with guidance on eligibility and the application process for Federal, State, and local assistance programs
3. Work as an advocate of disaster survivors and bring to the attention of FEMA any misunderstandings or problems an applicant may have involving any aspect of eligibility, funding, or the programs in general
4. Provide technical assistance related to all aspects of Federally-funded shelter and housing or home repair programs, including IHP Programs (Transitional Sheltering Assistance, Rental Assistance, Direct Temporary Housing Assistance, and Permanent Housing Construction), Sheltering and Temporary Power (STEP), and HUD Disaster Housing Assistance Programs
5. Represent Applicant in discussions with FEMA, State, and other entities related to activation and implementation of housing and individual assistance programs, time extensions, appeals, and eligibility determinations, and other related matters
6. Develop or support the development of strategies, plans, policies, and procedures related to disaster housing and human services.

III. FEMA 404 and 406 Hazard Mitigation Expertise

1. Assist in identifying, developing and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events (both Sections 404 and 406).
2. Develop hazard mitigation proposals (HMPs), and if needed benefit-cost analysis (BCA), to protect damaged elements and facilities from future damage.
3. Prepare hazard mitigation proposals, grant applications, BCA, and other services related to the HMGP, Pre-Disaster Mitigation, and other mitigation programs.

IV. HUD CDBG-DR, MIT, CV, ESG, and other HUD Program Support Services

1. Provide staff augmentation, subject matter expertise, and other support services related to HUD Coronavirus relief programs to include those funded through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Consolidated Appropriations Act, 2021, American Rescue Plan Act (ARPA), and any future legislation (e.g., American Jobs Plan, American Families Plan, and other COVID-19 related funding programs).
2. Provide knowledge, experience and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under the Federal Register allocation of the CDBG-DR funds.
3. Conduct unmet needs assessments that identify type and location of the community's disaster recovery needs especially in the three core aspects of recovery – housing, infrastructure, and the economy.
4. Provide extensive knowledge of CDBG eligible activities and national objectives particularly as they apply to disaster recovery and develop and submit Action Plans.
5. Provide technical assistance as requested including HUD level environmental reviews and clearance and other cross-cutting Federal requirements such as documentation, procurement, Federal labor standards, fair housing, accessibility, uniform administration, closeout, and monitoring and compliance.

V. FHWA / FTA Support

1. Advise and provide technical support for FHWA DR and/or FTA DR funding.

VI. Financial / Grants Management Support and Information Technology

1. Advise on Federal regulation and policy on tracking costs, including direct administrative costs (DAC) and facilitate reimbursement for all eligible costs incurred by <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT>. This includes policy developed by FEMA specific disaster recovery grants and any other guidance issued by Federal agencies.
2. Categorize, record, track, and file costs in support of the financial reimbursement process. Develop IT solutions that support such grants management.
3. Perform internal controls assessment and support compliance monitoring activities.

4. Provide expertise using systems to report information to assist in the management of the disaster recovery programs.

VII. Resilient Community Planning Program Support

1. Develop a resilience strategy and program, including goals and strategies.
2. Conduct preparedness-related services (including training design and execution) and associated pre-disaster recovery planning (e.g., disaster cost recovery, debris management, hazard mitigation).
3. Conduct preparedness-related services that support (directly or indirectly) a jurisdiction's resilience program.

VIII. Long-Term Recovery Operations Implementation Support

1. Manage the operations of the recovery structure to engage with the impacted community(ies), State and Federal agencies, and non-governmental organizations to identify community recovery needs and develop and implement strategy to support the local recovery efforts.
 - i. Support the disaster recovery coordinator and other mission support personnel to implement recovery priorities.
 - ii. Coordinate with agencies and partners, as necessary, necessary to participate within the Recovery Support Function (RSF) structure.
 - iii. Coordinate with emergency management and other agencies to determine resources to fill staffing needs.
2. Engage with the impacted community(ies) to provide technical assistance and guidance in developing a local recovery management structure, as necessary.
3. Engage with the impacted community(ies), and provide technical assistance as appropriate, to determine recovery needs and goals.
4. Identify State and Federal resources available to support local recovery goals.
5. Develop strategies for each RSF to provide technical assistance and programmatic support to meet the local recovery needs.
6. Manage cost recovery and recovery financing efforts to secure funding for identified recovery strategies.
7. Manage the implementation of the strategies, including providing technical assistance to community(ies) as needed throughout the recovery process to identify and address continuing needs. Evaluate strategies to determine effectiveness in meeting recovery needs and adapt as needed.

8. Evaluate the need for RSFs and a recovery structure throughout long-term recovery process and adapt the structure as needed through time to manage operations effectively and efficiently.
9. Provide a plan to transition recovery efforts to steady state operations and demobilizing the recovery structure. This may include providing guidance on the transition to steady state.

IX. Emergency Operations Center and Joint Field Office Staff Augmentation

1. Provide staff augmentation to the Emergency Operations Center (EOC) and/or the Joint Field Office (JFO) in support of disaster response and recovery operations.
2. Assist <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> in determining staff need and composition for the EOC and/or JFO.
3. Supply staff with the knowable and expertise to serve in the positions of chief, deputy chief, or specialists for the following sections:
 - i. Command
 - ii. EOC/ JFO Chief of Staff
 - iii. Safety Officer
 - iv. Public Information Officer
 - v. Liaison Officer
 - vi. Operation Section
 - vii. Planning/Intelligence Section
 - viii. Logistics Section
 - ix. Finance and Administration Section
4. Provide additional expertise and staffing as needed to support additional disaster response and recovery efforts.

CONTRACTOR EXPECTATIONS

The contractor will be required to track their hours and costs to facilitate reimbursement by Federal agencies, including FEMA, when applicable. Timesheets will include specific descriptions of tasks performed and results achieved.

DURATION OF CONTRACT

This agreement shall remain in effect for three years from its effective date. Thereafter there will be two additional one-year options for extension. An annual economic price adjustment will be considered each year.

PROPOSAL FORMAT

Proposers must respond in the format delineated below. This information will be presented in the order presented below, with headings that will allow <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> to understand that the information provided is in response to the requirement. Failure to submit this information will render your proposal non-responsive.

A. QUALIFICATIONS OF THE FIRM

Provide a description and history of the firm focusing on previous disaster recovery experience. Include past experience with the FEMA PA Program, and applicability of the Stafford Act, as amended, relevant Federal Regulations (including 44 CFR 206, the standards at 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards which applies to disasters declared on or after December 26, 2014 and 44 CFR 13.36 – Procurement which applies to disaster declared before December 26, 2014), and FEMA policies (the 9500 Policy Series for disasters declared prior to January 1, 2016 and the Public Assistance Program and Policy Guide for disasters declared on or after January 1, 2016) as a prime contractor.

Provide additional information to support the evaluation of firm qualifications. The qualifications of the prime contracting firm must include, at minimum, the following:

1. Ten years of experience working with the FEMA PA Program at the Federal, State or local level, including PW development, PW audit, documentation review, eligible cost reconciliation, audit checklists, the development of successful appeal/appeal responses, and closeout.
2. Experience with interpreting and administering grant SRIA and DRRA rules and programs.
3. Experience with all categories of work in the FEMA PA Program for man-made and natural disasters, with expertise in the tracking of force account labor, equipment reimbursement, supplies, donated services, mutual aid, and contracted services.
4. Experience in the application of the PA Program to the costs incurred in response to COVID-19.
5. Experience developing, reconciling, or reviewing Federal grants for multiple clients of comparable size and complexity.
6. Demonstrated experience developing and implementing innovative solutions to difficult recovery issues, including innovative uses of traditional recovery funding streams (e.g., FEMA PA and HUD CDBG-DR).
7. Prior experience in Program Conformance with pre- and post- construction projects, including but not limited to producing detailed estimates, performing quantity surveys, participating in design development meetings, and reviewing progress design documents for conformance to budgeted scope of work

8. Demonstrated experience in financial and grants management for the Section 428 Public Assistance Alternative Procedures Program for Permanent Work and Debris Removal.
9. Demonstrated experience in managing projects with at least three funding streams, including, but not limited to: Insurance; 404 and 406 Hazard Mitigation; FHWA; HUD; and FEMA.
10. Experience developing Letters of Interest (LOIs) for the FEMA 404 and 406 Hazard Mitigation Program.
11. Prior experience performing A-123 Internal Controls Review and Improper Payment Act reviews of US Department of Homeland Security (DHS) programs.
12. Experience managing the financial functions of a large-scale disaster reconstruction program.
13. Experience implementing a comprehensive financial and grant management system for the FEMA PA Program.
14. Experience administering the FEMA CDL Program.
15. Experience with programmatic disaster closeouts.
16. Proven track record proactively and successfully solving disagreements during project formulation rather than through appeals and arbitration.
17. Experience supporting the design and implementation of programs funded through grants under the CARES Act, Consolidated Appropriations Act, 2021, ARPA, or other COVID-19 relief programs.
18. Experience providing technical assistance related to disaster housing and sheltering programs and operations for Federal, State, and local clients.
19. Experience working with HUD CDBG-DR grant programs at the Federal, State or large local government level, including program design and monitoring.
20. Knowledge and understanding of HUD's Disaster Recovery Grant Reporting (DRGR) data management system including Action Plan set-up and Quarterly Reporting.
21. Knowledge of HUD's requirements for housing programs including rehabilitation, reconstruction, acquisition, buyout, relocation, and rental assistance.
22. Knowledge of HUD's requirements for infrastructure and public facilities including FEMA PA match programs; economic development activities; and HUD requirements for calculating duplication of benefits in compliance with the Stafford Act.
23. Demonstrated experience in providing staff in and EOC or JFO for a large-scale disaster recovery operation.

24. Past performance supporting after-action reports and incorporating best practices and lessons learned into plans, policies, and procedures.

25. Past experience developing pre- and post-disaster plans to support response and recovery, including Recovery Redevelopment Plans, Long-Term Recovery Plans, and Disaster Cost Recovery Plans (among others).

B. TECHNICAL APPROACH

Provide a description of your firm's approach to the project. Include information regarding start-up procedures, project management, and quality control procedures. Provide your approach to each of the scope of work areas identified in the Scope of Services.

C. QUALIFICATIONS OF PERSONNEL

Provide an organizational chart, resumes, and summary of personnel qualifications. Key personnel should include, but are not limited to:

- Project Executive (15+ years of experience with at least five years in a leadership role),
- Senior Subject Matter Expert (12+ years of experience)
- Subject Matter Expert (10+ years of experience)
- Senior Project Manager (8+ years of management experience, plus college degree),
- Project Manager (6+ years of management experience, plus college degree),
- Project Accountant (5+ years of experience, plus relevant college degree),
- Preparedness / Response / Recovery Consultant IV (10+ years of experience)
- Preparedness / Response / Recovery Consultant III (5+ years of experience)
- Preparedness / Response / Recovery Consultant II (2+ years of experience)
- Preparedness / Response / Recovery Consultant I (relevant college degree)

- Administrator (1+ year experience)

Proposer may include other labor categories and include a description describing the minimal level of qualifications. For all positions, education and work experience may be substituted on a one for one basis.

D. COMPLIANCE WITH LOCAL, STATE AND FEDERAL REQUIREMENTS

Each Proposer must be in compliance with all local, State, and Federal Requirements and be prepared to implement programs that comply with these requirements.

E. PAST PERFORMANCE REFERENCES

Provide a minimum of three references for which the firm has performed services in the past that are similar to the requirements in the Scope of Services. Provide a description of the project, the reference contact name, title, e-mail address, telephone numbers, and date of the contract/period of performance.

F. INSURANCE

Proposer shall include certificate(s) of insurance documenting policies of the following minimum coverage limits with their proposal submission.

1. COMMERCIAL GENERAL LIABILITY insurance must cover bodily injury, property damage and personal injury with limits of no less than \$3,000,000 per occurrence.
2. AUTOMOBILE LIABILITY insurance with a combined single limit of not less than \$1,000,000.
3. ERRORS AND OMISSIONS LIABILITY coverage of not less than \$4,000,000.
4. WORKERS' COMPENSATION coverage must be provided, as statutorily required for persons performing work under the resulting contract. Successful Proposer must provide <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> with proof of Employer's Liability coverage with limits of at least \$500,000. Successful Proposer shall require all subcontractors to carry the same level of Workers' Compensation and Employer's Liability coverage.
5. CERTIFICATE OF INSURANCE: The successful Proposer will be required to include <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> as additional insureds on the general liability and automobile policies and furnish a certificate(s) of insurance to:

ATTN:

<Address>

<Address>

6. CONTINUATION OF COVERAGE: The successful Proposer shall not cancel, materially change or fail to renew insurance coverages. The successful Proposer shall notify <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> of any material reduction or exhaustion of aggregate limits. Coverage shall either be occurrence based or maintained for the duration of the contractual agreement and for two years following completion of services provided.

G. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor other direct costs, including travel and lodging, will be billed to the <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> at cost without mark-up.

SELECTION CRITERIA

The following weighted criteria will be utilized to determine the consultant that provides the best value and to select the consultant to be awarded this contract:

Qualifications of the Firm	25
Qualifications of Personnel	25
Past Performance References	20
Technical Approach	20
Cost Proposal	10
<hr/> TOTAL	100

COST PROPOSAL FORM

RFP # <INSERT RFP NUMBER>

The hourly labor rates shall include all applicable overhead and profit. All non-labor other direct costs, including travel and lodging, will be billed to the <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT> at cost without mark-up.

<u>POSITION</u>	<u>HOURLY RATE</u>
Project Executive	\$ _____
Senior Subject Matter Expert	\$ _____
Subject Matter Expert	\$ _____
Senior Project Manager	\$ _____
Project Manager	\$ _____
Preparedness / Response / Recovery Consultant IV	\$ _____
Preparedness / Response / Recovery Consultant III	\$ _____
Preparedness / Response / Recovery Consultant II	\$ _____
Preparedness / Response / Recovery Consultant I	\$ _____
Administrator	\$ _____

OTHER REQUIRED POSITIONS

Proposer may include other positions that may be required to support <INSERT NAMES OF ENTITIES THAT ARE A PARTY TO THIS PROCUREMENT>. Provide hourly rates and attach a job description and required years of experience for each additional position proposed.