



RFP #820

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, MARCH 30, 2022

DUE DATE: WEDNESDAY, APRIL 20, 2022 by 1:30 pm

Request for Proposal for:

CLARK COUNTY PUBLIC HEALTH AFTER ACTION REVIEW PROJECT

SUBMIT:

One (1) Original

One (1) Electronic Flash Drive

of the Proposal to:

<u>Delivery by Shipping Method of your Choice or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

Proposals shall not be submitted via electronic submission.

****Proposals must be date and time stamped by Purchasing staff before 1:30 pm on due date.**

****DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING****

****Hand Delivery Requires Entrance to the building using the North Door on the First Floor. ****

Refer Questions to Project Manager:

Belinda Walker
Program Manager / Clark County Public Health
Belinda.Walker@clark.wa.gov
360-798-1785

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

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Clark County Public Health After Action Review Project

Part I Proposal Requirements

Section IA General Information

1. Introduction

The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this defined need at a given price.

This RFP will identify a service or need where no specific method has been chosen.

Clark County Public Health has been responding to the public health portion of the COVID-19 global pandemic as it relates to the citizens of Clark, Cowlitz, Skamania, Wahkiakum, and Klickitat counties, since March 2020. We are seeking a qualified consultant to facilitate an After-Action Review Project in compliance with the Department of Homeland Security Exercise and Evaluation Program (HSEEP) guidelines, <https://emergency.cdc.gov/training/ERHMScourse/pdf/127961885-Hseep-AAR-IP-Template-2007.pdf>.

Proposers shall respond to all sections to be considered.

Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.
2. Background

The response to the pandemic has encompassed key stakeholders across several jurisdictions, and major project efforts including' isolation and quarantine, call center triaging, wrap around services, mobile and fixed site vaccination coordination, case investigation and contact tracing, and outbreak investigation. This response is unprecedented in breadth and scope for our department. The After-Action Review Project will encompass numerous hot wash and feedback sessions, analysis, surveys, briefing sessions, an After Action Report, and corrective action plan recommendations. Clark County Public Health will use this opportunity to learn, improve our emergency plans, programmatic workplans and our response capacity within Clark County and across the region.

Clark County is a border county to Multnomah, Washington and Clackamas Counties in Oregon. Clark County Public Health is organized under the Washington State Department of Health as the lead agency for the Region IV Emergency Preparedness and Response organization. Region IV includes Clark, Cowlitz, Skamania, and Wahkiakum counties. Additionally, Clark County Public Health leads the Health Care Alliance for SW Washington which includes hospital and healthcare facilities in Region IV in addition to Klickitat County. These regions include critical partners such as emergency management, local emergency response managers, hospitals, long term care facilities and community-based organizations serving vulnerable populations.
3. Scope of Project

The scope of this project covers the initial steps of developing surveys and facilitating debrief sessions to developing formal reports and improvement methodologies. The objective of this project is to assess capabilities, improve our ability to respond to and recover from major crises, and build regional coordination and resiliency. Additionally, this project will help us meet federal requirements and improve the agency's ability to respond to subsequent phases of this pandemic or other public health outbreaks or crisis in the future by conducting an after-action review process comprised of hot-wash sessions and surveys and developing an After-Action Report (AAR) and a formal Corrective Action Plan (CAP) using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

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Key Objectives

Phase One: Initiate Project

- Contractor will develop and facilitate an Initial Meeting with the County Project Manager to identify strategies, timelines and obtain key information necessary to facilitate a Kick Off Meeting with the After Action Review Planning Team. Deliverable: Meeting Agenda, Meeting Summary, Key Contact List which includes roles, jurisdiction, names, emails and phone numbers.
- Contractor will facilitate a Pre-Initiation Meeting with the Clark County Public Health AAR Planning Team to understand the vision of the project, identify partners and stakeholders to be involved, target timelines, and identify issues/political sensitivities to be navigated.
- Contractor will gather contact information for key partners that will participate in the after-action review process provided by small group.
- Contractor will plan, design, and facilitate a Project Kick Off Meeting with Clark County Public Health AAR Planning Team to obtain approval of a Project Management Plan and discuss coordination of logistics for the overall project vision. Deliverable: Kick Off Meeting Agenda (508 compliant), Kick Off Meeting PowerPoint Slide Deck (508 compliant), and Kick Off Meeting Sign-in Sheet.

Phase Two: Data Collection

- Contractor will develop a draft survey and introduction email for approval by the Clark County Public Health AAR Planning Team for dissemination to key stakeholders. Deliverable: Approved Survey and Introductory Email.
- Contractor will develop an agenda for approval by the Clark County Public Health AAR Planning Team to conduct in person and/or online hot wash sessions with key stakeholders. Deliverable Approved Hot Wash Agenda.
- Contractor will disseminate the approved survey using the approved introduction email and will follow up with stakeholders as needed. Deliverable: Initiate Survey Process.
- Contractor will review and analyze emergency operations plans and other documents relevant to the response provided by Clark County Public Health AAR Planning Team.
- Contractor will work with Clark County Public Information Officer and other assigned staff to develop a cultural competency guide to support Contractor interviewers as they conduct individual and group interviews of partners and other organizations. Deliverable: Cultural Competency Guide for Region IV.
- Contractor will design, develop and facilitate eight virtual individual or combination of small group interviews (not to exceed six individuals per group) with individuals, agencies, and organizations to understand major events that drove response/recovery actions, critical preparedness activities that occurred before the response, self-identified areas for improvement and key strengths, and ongoing or recent improvements. Deliverable: 8 small group Hot Wash Meetings, Hot Wash Meeting Agenda (508 compliant), Hot Wash Meeting PowerPoint Slide Deck (508 compliant), and Hot Wash Meeting Sign-in Sheet.
- Contractor will coordinate and facilitate at least four virtual hot wash/debrief meetings (not to exceed 20 participants per session) focusing on the internal incident management and external partner actions and feedback on the active response. Contractor will provide two facilitators, and at least two notetakers for each meeting. Deliverables: 4 or more large

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group Hot Wash Meetings, Hot Wash Meeting Agenda (508 compliant), Hot Wash Meeting PowerPoint Slide Deck (508 compliant), and Hot Wash Meeting Sign-in Sheet.

- Contractor will provide a Hot Wash Summary to the After Action Review Project Team. The Summary will organize the survey data and hot wash feedback by jurisdiction and into recurring themes and align the themes within the capabilities for operational readiness as defined by the Centers for Disease Control <https://emergency.cdc.gov/training/ERHMScourse/pdf/127961885-Hseep-AAR-IP-Template-2007.pdf>
- Community Resilience
- Incident Management
- Information Management
- Countermeasure and Mitigation
- Surge Management
- Biosurveillance

Deliverables: Contractor will provide Hot Wash Summary the data to the After Action Review Project Team via Word and PDF formats in compliance with HSEEP templates.

Phase Three: After Action Report (AAR)

- Contractor shall produce an annotated outline of the After Action Report (AAR) based on the federal HSEEP AAR Template and the information gathered and corresponding analysis so Clark County Public Health AAR Planning Team can adjust the heading and subheading reporting format as needed. Deliverable: AAR Annotated Outline.
- Contractor will produce a first draft of the AAR for Clark County Public Health AAR Planning Team approval. Deliverable: HSEEP compliant AAR Initial Draft.
- Contractor will coordinate and facilitate up to four virtual meetings with the Clark County Public Health AAR Planning Team to review the initial draft of the AAR. Agency leaders must review HSEEP compliant AAR drafts and sign off on the final After Action Report. Deliverables: After-Action Report Meeting Agenda (508 compliant), After-Action Report Meeting PowerPoint Slide Deck (508 compliant), and After-Action Report Meeting Sign-in Sheet.
- Contractor will incorporate any adjustments determined necessary at the after-action meetings, to subsequent drafts of the AAR, with approval from the Clark County Public Health AAR Planning Team and produce the final draft AAR.
- Contractor will refine and revise the final HSEEP compliant draft AAR based on feedback from Clark County Public Health Planning Team and leadership. Deliverables: Final After-Action Report in pdf/Word formats (508 Compliant), to include AAR Executive Summary in pdf and Word formats (508 Compliant), Incident Overview, Analysis of Capabilities, Conclusion, Improvement Plan, Lessons Learned, Incident Events Summary, and Acronyms List. <https://emergency.cdc.gov/training/ERHMScourse/pdf/127961885-Hseep-AAR-IP-Template-2007.pdf>

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Phase Four: Corrective Action Planning

- Contractor will use the Final After Action Report to design and develop a first draft Corrective Action Plan with recommendations by jurisdiction noting; strengths, opportunities, and corrective actions, recommendations, and strategies for operationalizing improvement tactics. Department Leadership will assign priority levels to each gap/action identified. Deliverables: Initial Draft of Corrective Action Plan detailing action, priority, timeline, program, key stakeholders, and resources necessary.
- Contractor will design and facilitate at least 3 Corrective Action Plan Review meetings to present the first draft of the Correction Action Plan to The AAR Planning Team and Department Leadership for review and collecting feedback. Department and Regional Leadership will provide guidance on establishing priorities for the gaps/actions presented. Deliverables: Corrective Action Planning Meeting Agenda (508 compliant), Corrective Action Planning Meeting PowerPoint Slide Deck (508 compliant), and Corrective Action Planning Meeting Sign-in Sheet.
- Contractor will develop a final draft of the Corrective Action Plan by incorporating feedback, priority guidance and recommendations by the Clark County Public Health AAR Planning Team and Department and Regional Leadership. Deliverable: Final HSEEP compliant Corrective Action Plan in Word and PDF format.
- Contractor will design and facilitate at least 4 After Action Report meetings, in conjunction with Department Leadership, to present the Final After Action Report and Corrective Action Plan to Clark County managers, staff, and regional partners. Deliverables: After Action Report Meeting Agenda (508 compliant), After Action Report Meeting PowerPoint Slide Deck (508 compliant), and After Action Report Meeting Sign-in Sheet.

Phase Five: Operationalizing the Corrective Action Plan

- Contractor will meet with Clark County Public Health Improvement Planning Team to identify a Monitoring & Accountability Plan to resolve preparedness gaps or deficiencies, and which identifies the elements needed to upload the Corrective Action Plan into the Homeland Security Corrective Action Program System. Deliverables: Implementation Plan including a prioritized list of actionable steps and resources to support the actions; short, mid and long term outcomes; personnel responsible for each action/task/priority; uploading the Corrective Action Plan into the HSEEP Corrective Action Program System; and Monitoring and Accountability Plan.
- Contractor will develop and facilitate at least 4 Meetings in conjunction with Department Leadership to launch the Monitoring and Accountability Plan. Deliverable; At Least 4 Monitoring & Accountability Plan Meetings, Monitoring & Accountability Meeting Agenda (508 Compliant), Accountability and Monitoring Slide Deck (508 Compliant), and Monitoring & Accountability Sign In Sheet (508 Compliant).

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Phase	Deliverable	Proposed Timeline	Key Stakeholders
Phase 1 – Initiate Project	<p>A. Initial Meeting</p> <ol style="list-style-type: none"> 1. Meeting Agenda 2. Meeting Summary 3. Key Contact List <p>B. Project Kick Off Meeting</p> <ol style="list-style-type: none"> 1. Project Kickoff Meeting Agenda (508 Compliant) 2. Project Kickoff Meeting Sign-In Sheet (508 Compliant) 3. Project Kickoff Meeting Slide Deck (508 Compliant) 4. Project Kickoff Meeting Notes <p>C. Submit invoices for Phase 1, once all deliverables are complete and approved by the Project Manager.</p>	June 1 – 30, 2022	Clark County Public Health AAR Planning Team
Phase 2 – Data Collection	<p>A. Develop Approved Survey</p> <p>B. Develop Approved Introductory Email</p> <p>C. Develop Hot Wash Agenda</p> <p>D. Approved Survey</p> <p>E. Disseminate Survey</p> <p>F. Cultural Competency Guide for Region IV</p> <p>G. Review and Analyze Plans and Protocols</p> <p>H. Hot Wash Session Summary Document</p> <p>I. Conduct at least 8 Small Group Hot Wash Sessions</p> <p>J. Conduct at Least 4 Large Group Hot Wash Sessions</p> <ol style="list-style-type: none"> 1. Hot Wash Session Agenda (508 Compliant) 2. Hot Wash Session Sign In Sheet (508 Compliant) 3. Hot Wash Meeting Slide Deck (508 Compliant) 4. Hot Wash Meeting Notes (508 Compliant) <p>K. Hot Wash Session Summary Document</p> <p>L. Submit invoice for Phase 2 once all deliverables are completed and approved by Project Manager</p>	June 1 – Aug 31, 2022	<p>Clark County Public Health AAR Planning Team</p> <p>CCPH Stakeholders</p> <p>IMT Stakeholders</p> <p>Region IV Stakeholders</p>
Phase 3 – Develop After Action Report	<p>A. Create annotated outline of AAR in compliance with Homeland Security HSEEP AAR template for review and input which includes:</p> <ol style="list-style-type: none"> 1. Table of Contents 2. Executive Summary 3. Incident Overview 4. Analysis of Capabilities 5. Conclusion 6. Improvement Plan 7. Lessons Learned 	Sept 1 – Oct 30, 2022	<p>Clark County Public Health AAR Planning Team</p> <p>CCPH Stakeholders</p> <p>IMT Stakeholders</p>

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	<p>8. Incident Events Summary 9. Performance Rating 10. Acronyms 11. Delivery of raw data collected throughout the interview process https://emergency.cdc.gov/training/ERHMS/course/pdf/127961885-Hseep-AAR-IP-Template-2007.pdf Create first draft AAR</p> <p>B. Initial After Action Report Draft</p> <p>C. Design and Facilitate up to 4 After Action Report Meetings. 1. ARR After Action Report Meeting Agenda (508 Compliant) 2. After Action Report Meeting PowerPoint (508 Compliant) 3. After Action Report Meeting Sign-In Sheet (508 Compliant)</p> <p>D. Final HSEEP Compliant After Action Report.</p> <p>E. Submit invoices for Phase 3 once all deliverables are complete and approved by the Project Manager.</p>		Region IV Stakeholders
Phase 4 – Develop Corrective Action Plan	<p>A. Initial Corrective Action Draft</p> <p>B. Design and Facilitate at Least 3 Corrective Action Planning Meetings 1. Corrective Action Planning Meeting Agenda (508 Compliant) 2. Corrective Action Planning Meeting 3. Corrective Action Planning Meeting Sign-in Sheet</p> <p>C. Final HSEEP Compliant Corrective Action Plan in Word / PDF Formats</p> <p>D. Design and Facilitate at Least 4 Meetings to Present the Final After Action Report and the Corrective Action Plan to Department Managers, Key Program Staff, Key Stakeholders and Regional Partners 1. After Action Report Meeting Agenda (508 Compliant) 2. After Action Report Meeting PowerPoint Slide Deck (508 Compliant) 3. After Action Report Meeting Sign-In Sheet (508 Compliant)</p> <p>E. Submit invoice for Phase 4 once all deliverables are complete and approved by the Project Manager.</p>	Nov 1, 2022 – Jan 15, 2023	Clark County Public Health AAR Planning Team CCPH Stakeholders CCPH Management Team IMT Stakeholders Regional Stakeholders

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Phase 5 – Monitoring and Accountability Plan	<p>A. Develop HSEEP Compliant Monitoring And Accountability Plan that details the Corrective actions and improvement tasks, the responsible party assigned for each task, the timeline to complete along with a Monitoring methodology. Provide the plan in Word/PDF formats.</p> <p>B. Design and Facilitate at Least 4 Monitoring and Accountability Plan Meetings.</p> <ol style="list-style-type: none"> 1. Monitoring and Accountability Meeting Agenda (508 Compliant) 2. Monitoring and Accountability Slide Deck (508 Compliant) 3. Monitoring and Accountability Sign-In Sheet (508 Compliant) <p>C. Submit invoice for Phase 5 once all deliverables are complete and approved by the Project Manager.</p>	Feb 1 – March 31, 2023	<p>Clark County Public Health AAR Planning Team</p> <p>Clark County Public Health Improvement Team</p> <p>CCPH Management Team</p> <p>IMT Stakeholders</p> <p>Region IV Stakeholders</p>
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4. Project Funding

Federal American Rescue Plan Act (ARPA) grant funds will be used for this project. The anticipated cost for the services described shall not exceed \$200,000 so long as the funding is available.

The Proposers proposal shall include the Proposers true estimated cost to perform the work, for each phase, irrespective of the budgeted funds for this work. Payments shall be made when each phase is complete net 30 days upon receipt of a written invoice.

Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.

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5. Timeline for Selection

The following dates are the **intended** timeline:

Proposals Due	April 20, 2022
Proposal Review/Evaluation Period	April 21 - 29, 2022
Selection Committee Recommendation	April, 29 2022
Contract Negotiation/Execution	May 1, 2022
Contract Intended to Begin	June 1, 2022

6. Employment Verification

Effective November 1, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

Section IB

Work Requirements

1. Required Services

The contractor shall provide the services and deliverables outlined in Section 1.A.3.

2. County Performed Work

The County will provide a project lead, access to data, plans and materials as requested, access to the AAR Planning Team, Improvement Team, and key stakeholder contacts. Monitor payments and contractor performance.

3. Deliverables & Schedule

Following is a summary of deliverables and the scheduled. Please refer to Section 1.A.3. for details:

Phase	Deliverable	Timeline
Phase 1	Kickoff	June 2022
Phase 2	Survey / Debrief Sessions	June 2022 - August 2022
Phase 3	After Action Report	September 2022 - October 2022
Phase 4	Corrective Action Plan	November 2022 – January 2023
Phase 5	Monitoring and Accountability Plan	January – March 2023

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4. Place of Performance Contractor shall perform work remotely at the Contractor's facility and in person in cases where it is mutually agreed upon by both parties.

5. Period of Performance A contract awarded as a result of this RFP will be for one (1) 12-month period with the option to extend for an additional one-year period upon the mutual written consent of both parties and is intended to begin on June 1, 2022 and end May 31, 2023.

Clark County reserves the right to extend the contract resulting from this RFP for a period of one (1) additional year with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

6. Prevailing Wage (When Applicable) As of July 1, 2019, it is required that contractors meet the new requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more and completed three or more public works projects or received and completed training on prevailing wage and public works requirements.

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.

7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. Public Disclosure This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or

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Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.

9. Insurance/Bond

A. Waiver of Subrogation

All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.

B. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

C. Worker's Compensation

As required by the industrial insurance laws of the State of Washington.

D. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

E. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

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F. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

G. Umbrella Liability Coverage

Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability. All policies must have a Best's Rating of A-VII or better.

Bond: Include requirements if a bond will be required by the awarded proposer.

10. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: <https://clark.wa.gov/internal-services/purchasing-overview>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
There are no plans to conduct a pre submittal meeting.
2. Proposal Clarification
Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.

The deadline for submitting such questions/clarifications is April 15, 2022 by 2:00 pm. P.S.T.

An addendum will be issued no later than April 18, 2022 by 10:00 am P.S.T. to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <https://clark.wa.gov/internal-services/request-proposal-1>

Section IIB Proposal Submission

1. Proposals Due
Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

- 1. RFP Number and;**
- 2. TITLE and;**
- 3. Name and Address of the Proposer.**

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal
Proposals must be clear, succinct and not exceed twenty-five (25) pages, excluding resumes, E-Verify and coversheet. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

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Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet
This form is to be used as your proposal Cover Sheet.
See Cover Sheet - Attachment A

2. Project Team
Provide an organizational chart that clearly delineates responsibility, authority, and chain of command within the organization. Provide resume(s) of the key project individual(s) which demonstrates experience, education, certifications and their role in performing the proposed work.

3. Management Approach
Describe:

How your organization would plan, lead and organize, and monitor the project.

Identify the number of staff and time estimated to complete each of the five phases. Propose a time frame your organization would need to complete each phase as well as key dates. Provide a detailed list of tools, resources and systems will you use to develop materials and communicate?

4. Respondent's Capabilities
Please furnish such information and references that will help the County assess your organization's reputation within the management consulting industry. Specifically, furnish the following required information:
 - a) Organization. Provide description of legal organization stating whether it is an individual proprietorship, partnership, corporation, or subsidiary of any other corporation.

 - b) History of Service. Provide at least 3 examples of similar project experience in the past 10 years. Previous project experience must include emergency response evaluation efforts, analysis, report writing and corrective action planning. Experience in consulting experience with emergency operations or management and public health preferred. For each organization listed, provide the name, address, and phone number of a key contact for reference.

 - c) Industry Leadership. Supply evidence of leadership within the industry, including offices held in national trade organizations, awards received, publications written by your organization's personnel, contributions to published research, and other notable accomplishments.

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5. Project Approach and Understanding

Using the Scope in Section 1.A.3. and the Deliverables and Schedule in Section I.B.3 as a basic outline to start from, describe the organization's approach to managing this project. What systems, tools and communication will be used? The approach should be sufficiently broad in scope so as to accomplish the key deliverables. The County has provided a Proposed Timeline in Section 1.A.3. the organization shall confirm the ability to provide deliverables according to the timeline OR provide alternative time frames for each phase outlined in Section 1.A.3.

6. Proposed Cost

Define how you want each proposer to detail their cost of proposal.

Provide a proposed budget for each phase of this project that details: # of staff, the cost of supplies, and the total proposed cost for each phase of this project.

7. Employment Verification

Please refer to section 1A.6. – E-Verify

IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:
<https://clark.wa.gov/internal-services/purchasing-overview>

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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated. The initial screening will be Pass/Fail. Proposals with 3 or more examples of similar project experience in the past 10 years will “Pass” and advance to a review by the Selection Committee. The Selection Committee review results and recommendations may be presented to Clark County Public Health Leadership to name an apparent awardee.

2. Evaluation Criteria Scoring Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Proposal Approach / Quality / Proposed Timeline	25
Capabilities: Organization, History of Service, Industry Leadership	25
Education / Certification of Key Staff	25
Cost	15
HSEEP Compliant After-Action Report Writing Experience	10
Total Points	100

Section IIIB Contract Award

1. Consultant Selection Clark County will determine an apparent awardee based on the evaluation criteria listed. The County will commence with contract negotiations. If the County does not reach a favorable agreement with the apparent awardee, the County shall terminate negotiations and commence negotiations with the next qualified top Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.

2. Contract Development The County intends to complete contract negotiations by May 13, 2022. The contract will be a professional services agreement and may incorporate as an attachment in the final contract agreement.

The proposal and all responses provided by the successful Proposer may become a part of the final contract.

3. Award Review The public may view proposal documents by public records request at www.clark.wa.gov . After contract execution, proposers may seek additional clarification on the scores, proposals and interviews.

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4. Orientation/Kick-off Meeting Once contract negotiations are complete. The County will present the contract to the Prosecuting Attorney and the Clark County Council for review and approval. Kick Off meetings shall be scheduled the first half of June 2022.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.