

**Request for Qualifications (RFQ)
Tribal Emergency Plans:
Recovery Plan and Debris Plan
And COOP Plan Update
Requested by the Shoalwater Bay Indian Tribe**

Call for Proposals

The Shoalwater Bay Indian Tribe has been awarded funding through the FEMA Tribal Homeland Security Grant Program. Approximately \$115,000 of the award is to be used to create a Debris Management Plan, a Recovery Plan and to update our current COOP Plan.

The Shoalwater Bay Indian Tribe is seeking the services of an experienced individual, team, or firm to create a Recovery Plan, a Debris Plan, and an update to our current COOP Plan. Proposals that reflect experience working with Native American Tribes within Washington State and/or proven abilities in the areas of Emergency Management plan development and plan updates will be given the highest rating and ranking. A Certified COOP Planner with experience in working with tribal governments is preferred.

Respondents may provide a proposal to include all three projects or may submit proposals for an individual plan.

Respondents will have developed two or more emergency management related plans and/or COOP plans since FEMA's guidance change in 2010 within Region 10.

Proposal Due Date: November 1, 2016 by 3:30 p.m. Pacific Time

Confirmation of electronically submitted proposals will be provided by COB by November 4, 2016

Proposal Submission will be accepted: Via e-mail, U.S. mail (proposal must be received by November 1, 2016, post marks not accepted), other delivery services and/or hand delivery. Email submission subject line should read:
THSGP Proposal.

Proposal Address: Lee Shipman, Director
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Shoalwater Bay Indian Tribe
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Project Dates: Professional Services Contract Executed: before
December 1, 2016
Project Start Date: ***December 1, 2016****
Project Completion Date: ***April 30, 2019****

Project Description and Introduction

The Tribe will be completing our Recovery Plan and our Debris Plan and will be completing the update to our COOP Plan. We will be contracting with a qualified consultant to lead and complete the plans and the plan update.

Proposal Requirements:

Proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting proposals that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper. Proposals in excess of 20 pages will not be reviewed excluding resumes and certifications.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Client references including project type, dates, contact info and description.
4. Detailed description of approach to project including all of the requirements listed below.
5. Detailed project timeline and deliverables.
6. Statement of acceptance to perform services in compliance with Tribal Homeland Security Grant Program, Shoalwater Bay tribal policies and procedures as well as any other grant funder and/or tribal requirements.
7. Statement addressing minority, women, Native American business ownership.
8. Must meet the requirements detailed above. Proposal should clearly demonstrate how the proposer meets or exceed these requirements.

Proposal Scope-of-Work:

1. The Tribe has defined a summary of the general contracted services scope-of-work.
2. Consultants are invited to submit proposals that summarize the scope-of-work as outlined below or an alternate scope-of-work or approach.
3. We are anticipating that this project will be completed in a phased process with the general phases consisting of: organizing resources, assess the risk, update the current plan, strategy update and

development, and plan maintenance resulting in approved Recovery Plan, approved Debris Plan and an approved updated COOP Plan.

4. The Consultant will be responsible for coordinating all efforts including, but not limited to: working with tribal Emergency Management employees, working with the tribally designated project team, soliciting tribal, community and other public and external agency/entity input, staged approvals at tribal and FEMA level through final FEMA review and adoption by the Tribe.
5. Please provide the technical approach that you will follow to develop the two designated emergency management plans and/or the update to the COOP plan. Please include in your technical approach a synopsis of all phases of the plan development, and updates as well as your intended use of GIS and/or Hazus, and map production.
6. Provide three references of similar emergency management related projects.