

# Request for Proposal

RFP No. 2023-07-001

Consulting Services for Updating the Emergency Operations Response Plans

Issue Date Monday, July 17, 2023

ASSIGNED BUYER

ADRIANA B. JIMENEZ TELEPHONE #: (713) 348-4071 E-MAIL: [adriana.bjimenez@rice.edu](mailto:adriana.bjimenez@rice.edu)

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## ATTACHMENTS

- Attachment I - Insurance Requirements
- Attachment II - Professional Services Agreement
- Attachment III - Standard Terms and Conditions to Rice University Purchase Orders

## 1. INTRODUCTION

Rice University is seeking to select a qualified firm with experience in updating Emergency Operations [Response] Plans, Hazard Mitigation Plans, and Continuity of Operations plans (EOP/ERP, HMP, COOP) in compliance with the Emergency Management Accreditation Program (EMAP) guidelines.

Specific services, although not all-inclusive, are to be performed as follows:

- Utilize guidance documents provided by the Emergency Management Accreditation Program (EMAP), the Scope of Services/Work, and other relevant sources to aid in the planning process.
- Collaborate with the Rice Emergency Management Committee to obtain guidance and assistance, and generate frequent progress reports.
- Involve the Rice Emergency Planning Team and selected others in the process.

Please note that submitting a proposal or participating in presentations or contract negotiations does not obligate Rice University to award a contract or pay any associated costs. Rice University will retain all proposals and related materials.

You can find the RFP documents on Rice University's website at <https://controller.rice.edu/solicitations>. We suggest checking frequently for amendments and other information. Questions or comments about the RFP will be received via e-mail on July 26, 2023, at [adriana.b.jimenez@rice.edu](mailto:adriana.b.jimenez@rice.edu).

## 2. DEFINITIONS

**Addendum:** Written clarification or revision to this RFP issued by Rice University.

**Contractor:** Proposer awarded a contract resulting from this RFP.

**Firm:** An individual or business entity that operates on a for-profit basis and participates in selling goods or services.

**May:** Denotes that which is permissible, not mandatory.

**Proposer:** An individual or business entity submitting a proposal in response to this RFP.

**Shall/Must:** Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a proposal as materially non-responsive.

**Should:** Denotes that which is recommended, not mandatory.

**State:** State of Texas.

### 3. GENERAL OVERVIEW

#### 3.1 Purpose and Intent

Rice University is issuing this Request for Proposal on behalf of the Rice Crisis Management Department to obtain proposals from qualified, experienced, responsible, and financially sound firms to update the current Emergency Operations Response Plans.

**Purpose:** This Request for Proposal (RFP) is to solicit proposals for Consulting Services that will enhance the current Emergency Operations Response Plans to be rendered to Rice Emergency Management Department located at 6100 Main Street, Houston, TX 77005.

**Intent:** Rice University is seeking to award a contract to the proposal that best meets the requirements outlined in this RFP, considering both price and other factors. Rice University may independently procure necessary, specific requirements throughout the contract term, should it be deemed in its best interest. All work performed following this RFP must adhere to the Emergency Management Accreditation Program (EMAP) regulations, policies, and guidance. Any qualified firm must possess all necessary licensing.

**Terms:** Please note that all contracts or purchase agreements for Rice University will be subject to the Terms & Conditions outlined in Attachment II and III. These terms should be read alongside the terms and conditions in this Request for Proposal, unless otherwise specified in the RFP.

#### 3.2 Schedule

Below is the anticipated schedule for this project.

July 17, 2023	Issuance of Request for Proposal
July 19, 2023	Questions submission due
July 24, 2023	Responses to received questions
August 4, 2023	Proposal submission due
August 11, 2023	Notification to final Vendors
August 14-16, 2023	Presentations (optional)
August 17-18, 2023	Review of proposals
August 21, 2023	Award notification to the successful proposer

Dates are subject to change. All changes will be reflected in the Addendum to the RFP, which will be posted on the "Solicitation Opportunities" webpage.

### 3.3 Additional Information

**Addenda:** If any changes or clarifications are needed for this RFP, they will be included in an Addendum posted on the "Solicitation Opportunities" webpage. All addenda will be considered part of the RFP and any resulting Contract.

**Proposer Responsibility:** It is the proposer's responsibility to ensure that their proposal meets this RFP's requirements. Proposers are solely responsible for the costs associated with submitting their proposal. Failure to acknowledge all the RFP's requirements may result in disqualification, and no special consideration will be given after proposals are opened.

**Cost Liability:** Please note that Rice University cannot be held responsible for any expenses incurred by a proposer during preparing and submitting a response to this RFP.

**Contents of Proposal and Confidentiality:** Rice University will privately review proposals submitted in response to this RFP. By submitting a proposal, proposers are waiving any claims to copyright protection.

**Validity of Proposal:** Proposals that are submitted will be valid for 90 days. This ensures enough time for evaluation and the contract to be awarded.

**Right to Cancel:** Rice University has the discretion to cancel this RFP, in part or entirely, for any reason and without obligation.

## 4. SCOPE OF WORK

### 4.1 Scope of Services

The contractor will be responsible for assisting the Rice Crisis Management in updating the All Hazards Emergency Operations Plan (AH-EOP) and current annexes, and Hazard Mitigation Plan (HMP). To accomplish this, the contractor must provide specialized skills, industry knowledge, and subject matter expertise, as well as work plans for the Emergency Response Plan, Hazard Mitigation Action Plan, and Continuity of Operations Plan.

To update Rice University's emergency plans, the contractor must prioritize the university's existing capabilities and pinpoint any areas that need improvement while meeting the planning requirements set by the Emergency Management Accreditation Program (EMAP).

To create an effective Emergency Operations Plan (EOP), the contractor must gather necessary information, organize planning meetings with department representatives, and document the planning process.

The Rice Crisis Management department will guide and supervise the contractor to complete the following tasks within 6 months. The proposal should outline the methods, milestones, and timelines for achieving these tasks.

1. Work with Rice Crisis Management to assess current organizations and operational capabilities.
2. Collaborate with departmental representatives to ensure all relevant information is obtained.
3. Develop and deliver all-hazards, capabilities-based EOP with annexes, HMP plans addressing all critical emergency functions.
4. Coordinate with the EMAP standard to ensure the newly developed EOP meets their guidelines for approval.
5. Submit HMP to the state of Texas mitigation division for approval.

The Emergency Operations Plan (EOP) will be given in Word 2016 format and will be owned by Rice University. Rice will provide access to current content management systems as well as emergency response software so that plans and updates can be incorporated into the systems.

## 5. PROPOSAL REQUIREMENTS

### 5.1. General

It is highly recommended for the proposer to carefully review and adhere to all instructions provided in this RFP when preparing and submitting their proposal.

### 5.2. Proposal

To ensure consideration, please submit your proposal via email to [adriana.b.jimenez@rice.edu](mailto:adriana.b.jimenez@rice.edu) on or before the deadline specified in the RFP. When emailing your proposal, please use the RFP identification number and name as the subject line.

### 5.3. Deliverables

To respond to this RFP, you must complete and include the following requirements in the same order as the questionnaire. Your responses should be listed with the question first, followed by your answer. Proposals must be submitted in Adobe Acrobat Document format and identified as "RFP #2023-07-001 - Consulting Services for Updating the Emergency Operations Plan". Proposers will be evaluated based on the clarity, thoroughness, and content of their responses to the items below.

To submit a proposal, please organize it into the following segments:

- A. Professional Qualifications (10 points)**
- B. Past Experience with Similar Projects (20 points)**
- C. Proposed Plan (30 points)**
- D. Fee Proposal (30 points) Fee proposal should break down costs by EOP/annexes update cost and HMP update cost.**
- E. Client References (10 points)**

Make sure to include all necessary information and prioritize the segments accordingly.

#### **A. Professional Qualifications – 10 points**

- Name, title, and contact details (address, email, and phone number) of the sole point of contact.
- Contact information for the authorized executive and professional who will receive and sign any resulting contract.
- A brief overview of your firm's history, including any mergers or acquisitions, year founded, ownership structure, biographies of principals, and percentage ownership by current employees.

#### **B. Past Experience with Similar Projects – 20 points**

- Provide a brief overview of your company's experience and track record in providing consulting services for Disaster Recovery Plans.
- Please list the firm's professional staff that you perceive to be assigned to this engagement and an estimated timeframe for completion.
- Please provide information on the firm's revenue over the last five years.
- How many Disaster Recovery consulting engagements did the firm conduct in 2022 and 2023? Describe the services delivered.

#### **C. Proposed Plan – 30 points**

Detailed and comprehensive description of how the firm intends to provide the services requested in this RFP. This discussion shall include, but not be limited to:

1. How the project(s) will be managed and scheduled.
2. How and when data will be delivered to Rice University.

3. Communication and coordination.
4. The working relationship between the consultant and Rice University's staff.
5. In addition, the company's general philosophy in regards to providing the requested services.

**D. Fee Proposal – 30 points**

The University is requesting a fixed-price bid for updating all Emergency Operations Response Plans . Please provide a list of project leads and the number of hours they will dedicate to this project each week. Additionally, please provide the names of other consultant support and the anticipated number of hours per week for each plan.

While overall cost is not the most crucial aspect of the proposal, it will still be considered during the evaluation process. Proposals should treat each plan as a distinct and separate project that could potentially be awarded separately. The prices proposed by the Supplier must remain fixed and firm for the duration of the contract, unless mutually agreed upon for changes or additional services/goods. Both parties must agree to any negotiated terms before proceeding or receiving payment.

**E. Client References – 10 points**

Please provide three references from engagements that your firm has conducted in the last two years. By providing these references, you authorize Rice University to contact them to inquire about your services.

## 6. SPECIAL TERMS AND CONDITIONS

### 6.1 Contract

The University aims to award a contract to one Firm through this solicitation. The agreement will commence upon signing the University Contract and end 6 months after the execution date. The University has included a renewal option, which is subject to its discretion. The University's Sample Contract (Professional Service Agreement), found in this solicitation's "Files" section as Attachment II, will govern the services provided under this award. Suppliers must submit any proposed edits or exceptions to this contract and a detailed reason for each requested modification. The University may not accept standalone supplemental agreements from the Supplier and will negotiate with the awarded Supplier in good faith on a final contract. The University suggests that the Supplier propose minimal edits and may use it as an additional means to determine the final award. It is crucial to note that the contract resulting from this solicitation will not grant the successful Supplier an exclusive privilege to furnish the University with any or all of the services subject to this contract.

Please note that this Request for Proposal does not constitute a contract. Nevertheless, we may select one or more proposals submitted in response to this request as a starting point for negotiating an agreement with the proposer. Any resulting contract is likely to include the terms and conditions specified in Attachments I, II, and III, as well as any mutually agreed upon terms from the proposal. Please be aware that Rice University retains the right to negotiate modifications to both the sample agreement and the terms proposed by the proposer.

It is important to note that specific provisions in the sample agreement are non-negotiable. Therefore, proposers must express their willingness to negotiate and execute the Professional Services Agreement or something similar in their written proposal. Proposers who object to Rice University's standard terms and conditions during contract negotiation will no longer be considered. The contract for this project is with Rice University, and the proposers accept that Rice University has the right to review and modify any terms or definitions used in the final contract. The intended award may be canceled if they cannot agree on acceptable contract definitions or terms.

## 6.2 Contract Term and Extension Option

The term of this Agreement will start on the date it is signed and last for 6 months, unless it is terminated earlier.

Rice University cannot be held responsible for obligations beyond the initial contract period. The university can extend the contract or a portion of it. During the extension period, all terms, conditions, and specifications of the original agreement will remain in effect. The contractor must negotiate prices with Rice University if an extension is granted. However, the university reserves the right to re-bid if an agreement cannot be reached.

## 6.3 Contractor Responsibilities

The contractor is accountable for delivering high-quality, accurate, and timely services, commodities, and deliverables as specified in the contract. The contractor must rectify any errors,

omissions, or deficiencies in their services and deliverables without any added payment. Rice University's approval, acceptance, review, or payment for the services provided by the contractor does not waive any rights that the university may have concerning the contractor's performance under the contract.

#### 6.4 Change of Circumstance

Where the needs of Rice University significantly change, or the contract is otherwise deemed no longer to be in Rice University's best interest, Rice University may terminate the agreement upon 30 days written notice to the contractor.

#### 6.5 Rice University's Option to Reduce Scope of Work

Rice University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under the contract. In such an event, Rice University shall provide advance written notice to the contractor.

#### 6.6 Compliance with Law

As part of the contract, the contractor must follow all relevant University policies and federal, state, and local laws, regulations, codes, orders, and requirements while providing the Service/Materials. This includes, but is not limited to, complying with all non-discrimination, equal employment opportunity, and affirmative action laws.

#### 6.7 Insurance and Indemnification

See Attachment I – Insurance Requirements

## 7. PROPOSAL EVALUATION

### 7.1 Proposal Evaluation Committee

Proposals may be evaluated by a committee composed of members of Rice University's Department responsible for managing the service, Rice University's Procure to Pay Office and other Rice University employees.

## 7.2 Pre-Evaluation Review

All proposals will be reviewed to confirm if they include all the necessary documents as specified in this RFP. Only submissions that provide all the required information in the designated format will be accepted.

## 7.3 Evaluation Criteria

The Proposal Evaluation Committee will evaluate proposals that meet the pre-evaluation criteria. Rice University will assess several factors in the decision-making process, without any specific ranking, and will base its decision on the best value for the project. While fees will be taken into account, they will not be the sole determining factor.

Proposals will be assessed on the following criteria:

- Comprehension of the requested services.
- Qualifications, approach, and plans to execute the required services, which include but are not limited to experience and references.
- Proven experience in successfully fulfilling contracts of a similar size and scope.
- Qualifications of the assigned staff.
- Proposed deliverables.
- The quoted price and all other associated expenses to be borne by Rice University.
- Any additional services.

As part of the evaluation process, proposers may be asked to provide additional information or clarify any details in their proposal. However, no proposer will be allowed to make changes or add new information after the submission deadline, except for information specifically requested by Rice University.

Finalists will be invited to attend one or more oral presentations or interviews with the Proposal Evaluation Committee. Please note that not all proposers may be asked to participate. Finalist interviews will last approximately one hour and may be conducted in person at a designated location or via teleconference, at the discretion of the Proposal Evaluation Committee. Please note that Rice University will not cover any expenses associated with interviews or Board

presentations. Once finalists are selected, fees may be subject to a "best and final" offer process, which will be determined at the discretion of Rice University.

#### 7.4 Rejection of Proposal

Rice University reserves the right, in its sole discretion, to reject any or all proposals, or to accept a proposal completely or in part, if deemed to be in the best interest of Rice University to do so.

#### 7.5 Negotiation and Best and Final Offer (BAFO)

After receiving proposals, Rice University can negotiate various aspects of the proposed contract, such as technical services, terms and conditions, and fees. They may also request a best and final offer (BAFO) from one or more proposers.

Rice University will review all proposals and select proposers to negotiate or request a BAFO based on their evaluation of which proposals best meet the evaluation criteria and RFP requirements and which are most advantageous to Rice University, considering price and other factors. Not all proposers may be contacted for further negotiation or to submit a BAFO.

If Rice University requests to negotiate, proposers must make sure to meet all mandatory RFP requirements. However, they may enhance their original technical proposal in any revised technical proposal. If any revised technical proposal fails to meet the mandatory requirements, it will not be considered. The original technical proposal will be used for further evaluation according to a specific procedure.

If Rice University requests for a BAFO, proposers may submit a revised fee proposal that is equal to or lower in price than their original proposal while still meeting the mandatory requirements. If a revised fee proposal is higher than the original, it will not be considered, and the original proposer will be used for further evaluation.

Once the negotiation and/or BAFO results are received, Rice University will evaluate and award the responsible proposer(s) whose proposal, meeting all RFP requirements, is most beneficial to Rice University, considering price and other factors.

#### 7.6 Oral Presentation and/or Clarification of Proposal

Proposers will be required to give an oral presentation to Rice University concerning its proposal. Rice University may also require proposers to submit written responses to questions regarding the proposal. The purpose of such communication with proposers, through either an oral presentation or a letter of clarification, is to provide an opportunity for proposers to clarify its proposal. However, original proposals submitted cannot be supplemented, changed, or corrected in any way.

### 8. CONTRACT AWARD

## 8.1 Multiple Awards

Rice University reserves the right to award a contract as a result of this RFP to more than one proposer.

## 8.2 Award Notice

The proposer(s) deemed successful will receive an email notification regarding their status. Following this, a contract may be negotiated, involving terms and conditions outlined in the Rice University contract. All proposers will be informed on the Procurements "Solicitation Opportunities" webpage that a winning proposal has been selected. The Award Notice is expected to be released on or around August 21, 2023.

## 9. FEE PROPOSAL

Please submit a flat fee for the requested services for each plan individually or as a lump sum. Provide a detailed scope of the services to be provided under the proposed engagement and include quotes for any additional services.

### 9.1 Fee

Fee for updating the Emergency Operations [Response] Plan and accompanying annexes and Hazard Mitigation Plan as described herein.

### 9.2 Expenses

When planning for on-site consulting work, please make sure to factor in all relevant expenses in your fee proposal. This includes costs for communication devices like phones, fax machines, and internet, as well as computer usage, postage, delivery, copying, travel expenses (such as transportation, lodging, food, and per diem), and any additional clerical or overtime fees.