**REQUEST FOR PROPOSAL**

Two day Search and Rescue Exercise – Task Force 4

**INTRODUCTION:**

The North Central Regional Planning Commission, 109 N Mill Street, Beloit, Kansas 67420, acting as fiscal agent for the Southeast Regional Homeland Security Council, wishes to invite vendors to create an exercise program to provide training for Task Force 4 Regional Search and Rescue. The North Central Regional Planning Commission thus invites all consultants interested in developing and delivering such a program to submit written proposals in accordance to the following information and instructions.

**PRINCIPAL ISSUES AND PROJECT GOAL:**

Search and Rescue Task Force 4 responders face the unknown of every emergency call. This is the nature of their job, but it requires them to sometimes operate in very fluid situations and to make decisions based on the information at hand.

The purpose of this exercise is to develop an exercise program for Task Force 4 first responders that prepares them for the dangers they will face during emergency scene activations and deployments. The target audience includes members of Task Force 4 Search and Rescue with assistance from the Kansas Task Force K-9 (KSTFK9), Four state Search and Rescue, Local Fire, Law and EMS agencies and Kansas Department of Emergency Management (KDEM).

**SCOPE OF SERVICES AND RESPONSIBILITIES OF CONSULTANT:**

Consultants are to propose a program that prepares Task Force 4 first responders for such situations.

This exercise should provide instructions that cover a variety of Search and Rescue scenarios. It should involve a mix of potential critical incidents that teach the participants how to assess each situation and how to make appropriate decisions that address the situation at hand.

Due to the nature of the multiple exercises that will be taking place simultaneously and the safety of the participants, the consultants shall provide a minimum of five (5) instructors for this exercise. There will be a maximum of 50 participants total participating in the two (2) day exercise. It is expected that there will be approximately 15-20 students per day.

Proposals shall include the following information:

* A detailed agenda for both training and exercises
* Highlight of critical points of exercises
* Description of classroom activities
* Description of field environment
* Description of training and exercise scenarios

The consultants will deliver a one-day training exercise, two (2) days in a row to accommodate all working shifts of those involved.

The exercise will be in Humboldt, Kansas in the Camp Hunter / Neosho River area at the approximate address of 1100 S First Street, Humboldt, Kansas 66748.

The exercise will take place on March 30-31, 2022

NOTE: Times are estimates only and the consultant that is awarded will define the actual times for the events as part of the design and planning of the exercise.

**Operations Agenda:** To be completed on each of the scheduled days of the exercise.

Morning session (08.00-11:00)

* Rendezvous at Camp Hunter, Humboldt, Kansas. Rendezvous point is pre-established including travel plans. Medical check will be completed prior to arrival.
* Simulated mobilization and deployment from each department within Task Force 4
* TF4 leaders are to meet for debriefing and to outline tasks to be completed.
* TF4 leaders’ assignment of personnel and teams.
* A Recon Team will be sent to working area to identify structures, victims, hazards, etc. This should incorporate mapping and GIS tracking with assistance from KDEM.
* Depart Rendezvous location to travel to exercise location
* TF4 personnel to establish Base of Operations (BoO) with associated equipment.
* TF4 personnel to prepare equipment for deployment on scene.
* We will begin working on various exercise components simultaneously depending on team assignment. Multiple teams will be working at this location completing different tasks which should include a wide variety of shoring, high angle rope systems, patient care and packaging, search operations, forcible entry, confined space and rescue and recovery

Lunch (11:00-12:00)

* Lunch will be provided as a separate funding request and is NOT the responsibility of the consultant

Afternoon session (12:00-16:00)

* Work will resume at various stations
* Once an evolution is completed, the teams will then tear down all equipment used, return it to the cache and prepare for the next assignment.
* Teams will begin work on the next assignment, following this rotation, all teams will have completed every assignment

NOTE: The BoO will remain established overnight to test capabilities and needs for future night operations.

* The Consultant will be responsible for previewing the structures, acquiring the necessary equipment and or sub-contractor to prepare these structures for the exercise.
* It will be the responsibility of the consultant to maintain the safety of the TF4 members at all times during the exercise.
* The stations will be as follows:

Station #1: Base of Operations Set-up – An overview and set-up of what is required for running a successful BoO including showers, toilets, sleeping and command area.

Station #2: Wide area Search- Search operations requiring the use of GPS and or Survey 123 if available

Station #3: Rope Rescue Systems – This area needs to have capabilities to demonstrate rope systems for both highline and confined space evolutions

Station #4: Confined Space - This area needs to focus on setting up a system for confined space rescue and recovery including patient packaging and care.

Station #5 and #6- This exercise needs to be designed to test the logistics capabilities to get the requested equipment resources to the incident locations

* Air quality monitoring and medical care (before and after extrication) will be an essential part of each station and must be incorporated into each stage of the exercise.

Evening session (16:00-18:00)

* Once the evolutions are completed, the team members will be responsible for wrap up and prepare for demobilization.
* After all caches are returned to a deployable state, the instructors will conduct a “Hot Wash” and critique of team performance and outline any short comings that may need improvement.

**MATERIALS AND RESPONSIBILITIES TO BE PROVIDED BY CONSULTANT**

* The Consultant is to provide all training materials and handouts that are necessary for the exercise and necessary documentation
* The Consultant is to provide all necessary wood materials for shoring and building of necessary props
* The Consultant is to provide replacements for any saw blades that may be consumed by damage or otherwise rendered inoperable during this exercise.
* The Consultant needs to ensure that this exercise is designed to integrate local first responders and potential new rescue team members.
* The Consultant will be responsible for providing any machinery used and the manpower to operate said equipment
* Any consumables provided by the Consultant are to be left onsite and cleared away by TF4 personnel
* The Consultant will be responsible for previewing the structures, acquiring the necessary equipment and or sub-contractor to prepare these structures for the exercise
* The Consultant will be responsible for providing liability insurance for any equipment, structures and props used in the exercise
* The Consultant will be responsible for providing insurance for all instructors/evaluators involved in the exercise
* The Consultant will be responsible for a minimum of two preplanning meetings with the TF4 Working Group prior to the exercise
* The Consultant will be responsible for travel and/or out of pocket expenses (lodging, meals, mileage etc.) and expenses for their instructors.
* The Consultant will provide all of the necessary documentation that is required from the North Central Regional Planning Commission and the Kansas Highway Patrol.

**SELECTION CRITERIA AND INTERVIEW PROCESS**

A project committee of at least three (3) members of the TF4 Working Group, with a representative of the North Central Regional Planning Commission acting as facilitator, will be created to review all submitted proposals. The Consultant will be awarded based on the following criteria:

1. Consultant’s knowledge of the subject
2. Evidence of adequate staff capacity and capability to perform the task desired
3. Evidence of having performed similar task in the past
4. Positive and constructive reference reports

The project Committee will expect the consultant to provide detail as to background experience

The project committee will rank the proposals based on the documents submitted. The North Central Regional Planning Commission will then engage the top ranked Consultant into an agreement

**BUDGET AND CONTRACT**

The North Central Regional Planning Commission, acting as Fiscal Agent to the Southeast Regional Homeland Security Council will enter into a contact with the selected consulting firm. All Consultants are hereby informed, however, that the contract document must be reviewed by the Kansas Highway Patrol prior to final execution.

The contract will require the Consultant to agree to and abide by the following details in order to ensure contact compliance with programmatic requirements.

* A set not to exceed bid amount
* Providing the North Central Regional Planning Commission with the following items:

1. A copy of the overall program description
2. A copy of the finalized daily agenda
3. A copy of the registered participants
4. A copy of the daily sign-in-sheets for each class
5. Copies of all certifications issued awarding continuing education credits
6. After Action Report summarizing the events and training

**DIRECTIONS FOR SUBMISSION OF RFP**

Interested individuals, firms and/or organizations are to submit their proposals to the following address:

Lisa Peters

North Central Regional Planning Commission

109 N Mill Street, PO Box 565

Beloit, KS 67420

Such proposals must show the respondent holds appropriate qualifications and or credentials reflecting the services needed, illustrate they have provided services similar to those specified herin, and at a minimum, include the following information:

1. Consultant’s name and address
2. Brief history of operation and range of service capabilities
3. Name and resume of Project Director
4. Resumes of all principals and professional support staff involved, demonstrating qualifications and related experience and expertise
5. No less than three (3) references, including contact information and a brief description of the project services provided.
6. Description of training proposed that includes the anticipated timeliness for each day including the anticipated agendas
7. Proposed cost of all services to be delivered

Questions concerning technical aspects of the training should be submitted in writing to Lisa Peters at [hlscoordinator@ncrpc.org](mailto:hlscoordinator@ncrpc.org). Answers to all such questions will be posted on the North Central Regional Planning Commission website at [www.ncrpc.org](http://www.ncrpc.org). The RFP will be posted on our website at [www.ncrpc.org](http://www.ncrpc.org) and on the KS Register.

All persons awarded and/or entering into a contract with the North Central Regional Planning Commission shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Opportunity and Affirmative Action.

**Bids must be received by Friday, February 11th at 10:00 am Central Time.**