

Scott County Facility and Support Services Department  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030  
Phone: (563) 326-8793  
Fax: (563) 328-3245  
E-Mail: [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

**REQUEST FOR QUOTATION**

**Scott County Requisition No. 18986**

**Bidders need to complete and submit this form.**

<b>Submission Date: 01/07/2013</b>	<b>No Later Than: 3:00pm</b>
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Qty	Description
	Iowa L.E.I.N Region 6 Consultant
	Scope of work attached
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 12/10/2012

Time: 4:30pm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

\_\_\_\_\_  
Date

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

# **REQUEST FOR PROPOSAL**

**Scott County, Iowa**

**Iowa L.E.I.N. Region 6 Information Sharing Office**

**December 2012**

## **SECTION 1- BACKGROUND**

### **Introduction**

This agreement provides Federal Grant Assistance to the Scott County Board of Supervisors (Subgrantee) from the Homeland Security Grant Program (HSGP). The SUBGRANTEE, acting in behalf of LEIN Region 6 Information Sharing Office, will receive grant funding the State Homeland Security Program (SHGP) to perform the scope of work for the investments described in the Initial Strategy Implementation Plan (ISIP) and the budgeted investment plan that has been approved by HSEMD.

Specific to Law Enforcement Information Network regions funded under the Critical Infrastructure/Key Resource protection, the recipient (LEIN RISO 6) the eastern Iowa county of Scott intends to contract with a qualified consultant to complete six (6) assessments and 20 Asset Management Questionnaires (AMQ) and enter the data into the Automated Critical Asset Management Systems (ACAMS) during the performance period.

Interested individuals may express interest in this project by responding to this RFP, as described and outlined herein.

### **Form of Contract**

Scott County intends to issue a Purchase Order that references this RFP document and addenda issued (if any) along with a brief letter agreement that similarly references this RFP. Those three (3) documents shall comprise the contract documents for this effort. Should the consultant possess and /require their own standard form of contract, the submission should reflect that request. Scott County reserves the right to review and suggest modifications to any consultant provided or suggested contract document.

### **Dispute Resolution / Legal Home**

Any disagreements, claims, or legal actions resulting from a finalized agreement for services between the Consultant and Scott County must be filed and litigated in the county of the client, (Scott County, Iowa). All parties agree to first use of alternate dispute resolution in the form of licensed mediation services in said county to resolve the dispute prior to the filing of initiation of any formal legal action.

## **Selection Criteria**

The selection team will consider the following criteria with weighted importance as the successful consultant is selected:

- Protected Critical Infrastructure (PCII) certified. This is to be done on a yearly basis.
- Certified and trained in the use of the Automated Critical Asset Management Systems (ACAMS)
- Have a reasonable familiarity with the geographic area of LEIN Region 6
- Must be in possession of a valid driver's license and a good driving record
- Must pass a criminal history check to include convictions on the National and Iowa Sex Abuser Registry
- Must be a High School graduate or have a GED
- Must be a United States citizen.

## **Selection Process**

A selection team comprised of persons representing LEIN RISO 6 will meet to review the proposals and select the successful consultant. The selection committee will utilize the selection criteria as an initial evaluation and assessment tool to help quantify the selection process. However, the committee will also use an interview process to assist in finalizing the selection(s).

Each proposer may be asked to attend an interview with the selection team. Proposers with scheduled interviews must make arrangements in advance for any specific needs during the interview (access for power, power point presentations, etc.) and should discuss same with the project contact person.

The decisions of the selection team are final and not subject to appeal. By making submissions to this RFP, each submitter acknowledges that the selection process is inherently subjective and that intangible factors can and do influence the selection process. Further, by making submissions to this RFP, each submitter waives all rights to appeal or litigate the decisions and processes of the selection team as well as those of the Scott County Board of Supervisors regarding this selection and solicitation.

## **Project Tentative Timeline (subject to change)**

December 10, 2012	RFP Released
January 7, 2013 @ 3:00pm	Submissions Due
January 9-11, 2013	Review and Interview
January 14 – February 1, 2013	Approval and Award
February 3, 2013	Project Begins
December 31, 2013	Final Reports Due / Project Ends

The project timeline may be adjusted to meet the needs of the selection team and the respective County government organizations.

## **SECTION 2 – SUBMISSION INSTRUCTION**

### **Proposal Submittal Requirements**

Proposer must submit according to the instructions contained herein; All submissions must be submitted to the project contact as the indicated email address before the deadline date and time. Scott County is not responsible for delays caused by internet interruptions, server problems or other technical issues. It is the submitter's responsibility to provide ample time for email delivery. Receipt verification may be requested from the project contact via email or telephone. Receipt verifications indicate receipt of a submitted file only and does not indicate completeness of content nor compliance with the submission requirements.

### **Proposal Submission Deadline**

All proposals must be received no later than 3:00pm CST on January 7, 2013. Submissions received after the deadline will be rejected.

### **Submittal Format**

All submittals must be sent electronically, via email to the Project Contact at the email address indicated herein. The submission of hard copies is not required and is discouraged. All submission materials should be sent in one (1) file, in Adobe PDF format to the project contact before the deadline. The size limit for the submission is five (5) MB as measured at the project contacts email in-box. Submissions larger than the five (5) MB size limit may be rejected. All pages of the PDF submission file should be formatted to print in standard 8.5 x 11 inch format.

### **Project Contact**

The project contact for this solicitation is:

Dave Donovan  
Facility and Support Services Director  
600 W. 4<sup>th</sup> St.  
Davenport, IA. 52801  
563-326-8228  
[ddonovan@scottcountyiowa.com](mailto:ddonovan@scottcountyiowa.com)

Simple questions, inquiries, or clarifications may be addressed via telephone or email. Depending on the nature of the inquiry, the project contact may require the information to be submitted in writing via email to document the correspondence or for the inclusion in a proposal addendum.

## **SECTION 3 – PROPOSAL REQUIREMENTS**

### **General**

Proposal must address the project scope of work (see below) and the requirements outlined in this document. Further, all proposals must outline the submitters capability, capacity, and expertise to deliver the services described herein. Proposals must give specific examples of similar work completed for similar clients. Any proposals failing to fully meet these requirements may be dismissed and not receive further consideration.

### **Required Proposal Information**

- a) Project Approach- describe how the consultant would approach the work requirements outlined in this document. This information may include the organization of the work, specific work processes, analysis techniques, etc.
- b) Proposed project timeline- provide the consultants timeline for the major stages of the project and indicate if compliance with the desired time frame is possible, feasible and realistic.
- c) Examples of work- proposer may include complete or partial examples of completed work as an indication of their expertise or their ability to perform.
- d) Proposal must be signed and dated.

## **SECTION 4 - PROJECT GOALS AND SCOPE OF WORK**

### **Project Goals**

Participate in IAHLSEM Regions 5 & 6 meetings and exercises. Shall attend scheduled monthly Law Enforcement, Fire, Medic, and Bankers Security meetings. Increase membership in the Fusion Alerting System in both public and private sector to allow sensitive information to be transmitted securely. Continued outreach to critical infrastructure sites within the region ensuring that our stakeholders are prepared and aware of the NIPP as well as of area criminal/terrorist threats. Increase information exchange and infrastructure protection collaborations with neighboring states. Participate in Regional training to expand skill sets to include asset/infrastructure protection and response expertise. Engage Region 5 & 6 first responders and county EMA in developing procedures for sharing information related to critical asset/infrastructure protection in real time.

## **Scope of Work**

This agreement provides Federal Grant Assistance to the Scott County Board of Supervisors (Subgrantee) from the Homeland Security Grant Program (HSGP). The SUBGRANTEE, acting in behalf of LEIN Region 6 Information Sharing Office, will receive grant funding the State Homeland Security Program (SHGP) to perform the scope of work for the investments described in the Initial Strategy Implementation Plan (ISIP) and the budgeted investment plan that has been approved by HSEMD.

Specific to Law Enforcement Information Network Regions funded under the Critical Infrastructure/Key Resource protection, the recipient (LEIN RISO 6) agrees to complete six (6) assessments and 20 Assets Management Questionnaires (AMQ) and enter the data into the Automated Critical Asset Management System (ACAMS) during the performance period.

Develop and participate in training exercises focused on homeland security incidents in order to enhance collaboration and cooperation with other partners. Participation and/or sponsorship of continued Public/Private Sector Partner meetings. Train additional Region 6 personnel in ACAMS assessments, Increase the participation of Region 6 Public/Private Sector participants in the Fusion Alerting System. Ensure sensitive information is submitted to State and Federal partners in accordance with the National Information Sharing Plan. Train area law enforcement, fire personnel, emergency managers, and asset managers on vulnerability assets, ensuring they are included in the Fusion Office mission and are aware of the NIPP.

## **Section 5 – COMPENSATION**

Compensation to Consultants can change annually and is dependent upon the yearly Grant Award amount set by Iowa HSEMD.

Consultants must submit monthly invoices. All invoices must be accompanied by progress reports which supports the invoice.

Consultants will provide their own equipment including but not limited to transportation and supplies to complete work. Consultants must pay for all travel expenses incurred in connection with this project, including but not limited to, any and all assessment and training requirements.