

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. **19429**
Bidders need to complete and submit this form.

Submission Date 3/26/2019	10:00 a.m.
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Sty	Description
	Scott County is seeking a firm to develop a Continuity of Operations Plan/ Continuity of Government Plan
	Project #FSS 2019-0201
	Scope of Work is attached; Including background information, submission details and instructions and additional requirements.
	Submit responses to www.publicpurchase.com
	Electronic and Hard Copies as instructed
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	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, www.scottcountyiowa.com

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: 2/19/2019

Time: 3:30 p.m.

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.”



Facility & Support Services

600 West Fourth Street

Davenport, Iowa 52801

(563) 326-8738 (Voice) (563) 328-3245 Fax

~ Our Promise: Professional People, Solving Problems, High Performance

REQUEST FOR PROPOSALS Continuity of Operations Plan / Continuity of Government Plan Development PROJECT #FSS 2019-0201

Scott County Board of Supervisors intends to contract with a qualified firm to develop a Continuity of Operations Plan / Continuity of Government Plan (COOP/COG) for local government core functions and services. Firms may express interest and request consideration for this project by making submittal as outlined herein.

BACKGROUND INFORMATION

Scott County is a unit of local government headquartered in Davenport, Iowa. Scott County government is governed by a five member Board of Supervisors, elected at-large to staggered four year terms. The Board of Supervisors adopts county ordinances, sets county policy, has local property taxing authority, sets operational and capital budgets, and approves expenditures for all components (offices and departments) of Scott County government.

In addition to the Board of Supervisors, Iowa law calls for five elected offices, each serving and providing for a distinct service area within county government. Those offices and a brief description are as follows:

- County Attorney - serves as chief prosecutor for the State of Iowa in Scott County and corporate counsel for the Board of Supervisors;
- County Auditor - serves as clerk to the Board of Supervisors, the commissioner of elections, processes accounts payable and payroll;
- County Recorder - serves as document recorder for real estate and other official records, processes and maintains vital records (marriage, death and birth) for the county, processes applications for state conservation permits and licenses;
- County Sheriff - serves as the chief law enforcement officer in the county, manages the county jail, performs criminal investigations, street patrol, serves civil papers and provides security to the courts and county buildings;
- County Treasurer - serves as property tax collector for all taxing authorities in the county, collects motor vehicle taxes for the State of Iowa, and processes accounts receivable for the county.

Scott County also includes ten (10) other departments led by appointed Department Heads. These departments report to the Board of Supervisors through the appointed County Administrator. Of these ten departments, four have appointed advisory boards to set policy and determine direction. Scott County departments include:

- County Administration
- Community Services (Veteran's Affairs Board)
- Conservation (Conservation Board)
- Facility and Support Services
- Health Department (Board of Health)
- Human Resources
- Information Technology
- Juvenile Detention
- Planning and Development (Planning and Zoning Commission, Zoning Board of Adjustment)
- Secondary Roads/County Engineer

Within the Scott County campus there are eight (8) tenant agencies that are not directly part of county government. These tenant agencies include:

- Iowa Department of Corrections - Correctional Services
- Iowa Department of Human Services
- Davenport City Assessor's Office
- Scott County Assessor's Office
- Scott County Decategorization Program
- Scott County District Court, the 7th Judicial District, Clerk of Court, Juvenile Court Services and the Court Administrator
- Scott County Emergency Management Agency
- Scott Emergency Communications Center

The above outlined offices, agencies and departments primarily occupy buildings in downtown Davenport, Iowa in a cluster of buildings commonly referred to as the county campus. In addition, several remote sites house a number of county functions:

- County General Store located in Davenport- remote satellite location for the County Treasurer's Office
- Scott County Parks - park, camping, educational and recreational locations throughout Scott County operated by the Conservation Department
- Secondary Roads Facility located in Eldridge, Iowa- location of all Secondary Roads personnel, includes all county road maintenance activity and fleet service activities
- Sheriff's Patrol Headquarters located in Eldridge, Iowa – primary location of all patrol deputies. Investigative and Command staff are housed on the Scott County Campus
- Scott Emergency Communications Center (SECC) located in Davenport- combined Davenport, Bettendorf, Scott County and MEDIC EMS dispatch center. This building also houses Scott County Emergency Management Office Space and the Scott County Emergency Operations Center (EOC)
- Tremont Warehouse Facility – includes general warehouse space and functions, storage of election equipment, defensive tactics training space, jail program space, and storage of evidence and historical records
- SECC Storage Building – primarily for storage of emergency vehicles, work area for build out of emergency vehicles, some warehouse storage
- Downtown Storage Facility- Primary downtown storage for Facility & Support Services

SCOPE

The Scott County Continuity of Operations Plan / Continuity of Government Plan Selection Team and the Scott County Board of Supervisors intend to contract for services to study, facilitate discussion and develop a comprehensive COOP / COG plan for Scott County. The objectives of this project include:

1. Gather information and present quantitative and qualitative data as well as subjective interpretation identifying business critical County functions and services.
2. Interview elected and appointed office holders, department heads, and other individuals as needed to obtain information necessary for the study, facilitation and development of the COOP / COG Plan.
3. Meet with key persons individually or as part of a group in the context of the Implementation Team to gather information and discuss strategies and direction.
4. Identify and interpret strengths and weaknesses of current service delivery methods and the potential continuity thereof.
5. Use consensus and team building models to lead the COOP / COG Implementation Team toward a cohesive, comprehensive COOP / COG plan which identifies and addresses short-term emergency mode through prolonged recovery efforts.
6. Ensure the proposed solution(s) and plan meets the current demands and needs of Scott County and readies Scott County to deal with potential events from a position of strength and proactive preparedness.
7. Investigate and present COOP / COG strategies in the areas of information technology, service delivery, communications, facilities, critical infrastructure and public relations. Identify, investigate, and present strategies for other pertinent areas.
8. Prepare a comprehensive COOP / COG plan document for Scott County use. Plan should include minimally: an executive summary for leadership use; readiness measures for implementation; a detailed implementation plan, including budgetary recommendations; and a response plan for varying types of disaster events as identified in the Scott County Hazard Mitigation Plan.
9. Prepare and recommend a COOP / COG plan review and test process to ensure on-going plan feasibility and readiness.
10. Deliverables should include printed copies (5 copies each) of all final reports, executive summaries, appendices and background data, timelines, readiness guides, etc. prepared as part of this study process. In addition, all documents shall be delivered in digital formats that allow for ease of future editing/printing as required for the exclusive use of Scott County.
11. On site presentation to Board of Supervisors on summary recommendations
12. Provide alternate cost for development of a COOP/COG plan for Scott County Emergency Management Agency.
13. Provide alternate cost for development of a COOP/COG plan for Scott Emergency Communications Center.

SUBMISSION INSTRUCTIONS

Proposals shall be made based on the information contained in this Request for Proposal document. Minimally, the proposal should address the following elements:

- Project approach
- Recommended Scope of Work
- Resume information of project management staff that will be assigned to this project
- Proposed level of effort required to accomplish the Scope of Work
- Anticipated timeline for completion of the Scope of Work

- Estimated Cost of the project
- Any exceptions to the Request for Proposal requirements including areas that may be subject to negotiation.

SUBMISSION OF ADDITIONAL INFORMATION

Additional information concerning the submitting firm may be submitted. Information may include references, brochures, educational information, organizational information, and summaries of previous work, etc. This information may assist as proposals are considered. It is requested that this information be kept brief and concise. Please keep in mind that there may be size limitations of uploads to the County Vendor System, www.publicpurchase.com.

SUBMISSION REQUIREMENTS

RFP submissions must be via Public Purchasing at www.publicpurchase.com. Registration is required, however Scott County does not require you to select a subscription service of any type, nor will Scott County be responsible for any costs incurred if the submitting firm opts for any type of subscription other than the "free" selection. Questions regarding Public Purchasing should be directed to them through their [chat](#) feature. Additionally, ten hardcopies must be submitted by the due date and time. These must be clearly marked COOP/COG Proposals. Hardcopies should be sent to the following address:

Scott County Purchasing
COOP/COG PROPOSAL
600 W 4th Street
Davenport, IA 52801

Verification of receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp! Submittal and verification should be made well in advance of the deadline to avoid late delivery.

QUESTIONS REGARDING THIS PROJECT

Questions regarding this RFP should be submitted through www.publicpurchase.com so that all vendors may view questions and answers. Questions must be submitted no later than March 5, 2019 at 10:00 am (Central Time). Responses will be posted no later than March 12, 2019 at 10:00 am (central time).

PROJECT SUBMISSION DEADLINE

Submissions must be received by www.publicpurchase.com, **no later than March 26, 2019 at 10:00 a.m. central time**. Proposals received after the deadline will not be considered. Incomplete proposals that do not fully address this RFP will be considered non-responsive and will not be considered. Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interruptions, computer failure, strikes, weather delays, etc.

SELECTION PROCESS

The COOP / COG Selection Team intends to evaluate all submissions, through the review of qualifications, experience, expertise, project approach, implementation approach, project timeline and overall plan cost. The goal of the evaluation process will be to select a finalist firm (s) best capable of performing the requirements of the project and of meeting the needs of Scott County. Interviews may be requested to assist in making the final selection. Interview date is scheduled for April 23, 2019. Any costs incurred for the interview process shall be the cost of the submitting firm and will not be reimbursed by Scott County.

Anticipated award date is May 17, 2019.

All decisions and selections of the Scott County Board of Supervisors and the Selection Team are final and are not subject to appeal.

INAPPROPRIATE CONTACT PROHIBITED

Do not attempt to contact or respond to any staff or officials of Scott County, outside of this RFP selection process. Any attempt to circumvent or influence the selection outside this process, whether intentional or incidental will be considered as grounds for disqualification of the submission.