

**Department of Environmental Protection
State Emergency Response Commission
Request for Proposal**

The CT Department of Environmental Protection (DEP), acting on behalf of the State Emergency Response Commission (SERC), is seeking to retain a contractor to update and/or revise specific sections of the Emergency Planning and Community Right-to-Know Guidance Manual for Local Emergency Planning Committees (LEPC). A contractor interested in submitting proposals must be familiar with the roles and responsibilities of CT LEPCs, communication protocols used during an emergency, techniques and styles in the field of public outreach and education, emergency response planning requirements of the Emergency Planning and Community Right to Know Act, the Hazardous Materials Emergency Planning Guide, dated July 2001, the National Incident Management System, the Incident Command System and the Unified Command System. The 2004 Chemical Emergency Preparedness and Prevention Grant from the U.S. EPA is funding this project. Copies of the full Request for Proposals may be obtained from the SERC, c/o the DEP, 79 Elm Street, Hartford, CT 06106-5127, telephone 860-424-3373. Proposals must be mailed or delivered in person to the SERC, Jean King, at the above mentioned address and must arrive no later than 4:30 p.m. on November 28, 2006.

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Statement of Objective

The CT Department of Environmental Protection (DEP), acting on behalf of the State Emergency Response Commission (SERC), is seeking to retain a contractor to provide updates and/or revisions to specific sections the Emergency Planning and Community Right-to-Know Guidance Manual for Local Emergency Planning Committees (LEPC).

All activities under this proposal must comply with the requirements of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) within the project budget of \$16,500. The funding for this project will be provided by a U. S. Environmental Protection Agency grant through the FY2004 Chemical Emergency Preparedness and Prevention (CEPP) Technical Assistance Program.

The contractor is expected to conduct thorough and extensive research and submit final photo ready documents to the DEP SERC designee as each step of the scope of services identified below is completed.

Scope of Services and Expected Outcomes

Please note any page numbers found in parentheses within this document coincide with the Connecticut Local Emergency Planning Committee September 1992 Manual (Manual) that is available upon request. It is recommended that the interested parties obtain a copy of the Manual prior to submitting a proposal.

1. **Special Needs Person Registry** (Page 12). The purpose of the LEPC Town Registry Form is to identify sectors of the population who require specialized notification of an event or emergency. The contractor shall prepare a Special Needs Person Registry Form with blank spaces for future use. The contractor will be responsible to find out what Towns currently practice a special needs person registry and provide a description of the benefits and risks associated with such a registry. Such a description shall be included in the final Manual along with the Form and procedures. The Registry Form should be targeted to residents or caretakers who wish to be on a Town LEPC registry for notification of an event or emergency. The contractor shall comply with the rules of the Health Insurance Portability and Accountability Act (HIPPA) while developing such a form. The Registry Form shall identify the manner in which a person can be alerted (e.g. house-to-house, phone, etc.). The sectors of the population for consideration for such a registry shall include, but not be limited to, the legally blind, deaf-blind, hearing or vision impaired, the senior population, physically challenged or those in need of special transportation. The contractor shall develop procedures describing or outlining the process for filing such a registry with a Town LEPC. The procedures shall include such actions as expiration, renewal, and the ability to have a name removed from the registry.

2. **Planning Guidelines with School Systems** (Page 13 and Appendix B) and **Model School Planning Annex – Appendix B**. The contractor shall provide two separate model plans that school officials may follow during a crisis, emergency or intervention. The contractor shall provide one generic model of a smaller scale school emergency operation plan and one generic model of a larger scale school emergency operation plan. Both generic models shall include by blank spaces for future Town implementation.

3. **Planning over Community and State Borders** (Page 14). The contractor shall provide a list of names of local, state and federal guidance on how to plan across community and state borders in the event of an emergency. The guidance shall include the title, date of publication, and credits. In addition to the listing, the contractor shall provide a resource checklist model to be used for future use. The resource checklist model must contain precise information and language concerning agreements, equipment, material, personnel, telephone rosters, and contacts. The checklist shall provide space to identify types of expertise, types of services provided, telephone numbers and alternative telephone numbers.

4. **Resources and Education** (Pages 31-44). The contractor shall provide a document that lists Emergency Planning and Community Right-to-Know resources including emergency preparedness planning, emergency response and training opportunities including OSHA. This document shall include specific New England regional credited training opportunities including current telephone numbers, mailing addresses, web address links and contact names. The training information shall include a brief description of the course, credits and any pertinent web links. *The training information shall not incorporate any schedules of classes or advertisements for training opportunities.*

5. **Grant Guidance**. The contractor shall provide guidance on how to conduct research, apply and write grants that deals with requests for funding for emergency preparedness training and emergency response equipment. The purpose of this guidance is to provide models that provide language for grant writers to use to acquire a better understanding of grant basics and how to use research as a part of a grant acquisition effort, through needs assessments and other program development and evaluation tools as well as online and database search tools, publications, directories and libraries. The contractor shall provide two separate **completed** generic grant application models. The intent of the models is to provide the grant writer with guidance on how to clearly define goals and objectives by conducting a needs assessment to identify the problem and solution and to provide a complete project description on what is intended to do, what resources can be contributed and steps to take. The guidance shall also include a section on preparing a budget and creating a grant checklist.

6. **Hazards Analysis Models**. The contractor shall provide three (3) separate hazards analysis models that show what steps are required to conduct a hazard analysis exercise, as defined by the NRT-1. The models shall provide both the factual basis to set priorities for planning and the necessary documentation for supporting hazardous materials planning and response efforts. All models must be generic and contain blank spaces for future town implementation. Of the three (3) models, one model must be designed for use by a town, one model designed for use by a municipality and one model designed for use by a LEPC region.

7. **National Incident Management System (NIMS)**. The contractor shall provide written guidance on National Incident Management System (NIMS), as recommended by the U.S. Department of Homeland Security and the State of Connecticut Governor's Office. Guidance shall include current web links, contacts and mailing addresses.

Standards and Procedures

1. The contractor shall be responsible for meeting with DEP SERC designee as often as necessary to clarify or obtain information needed to complete the proposed project.
2. The contractor shall prepare and deliver to the DEP SERC designee a final copy of all requested materials in the form of electronic documents and paper versions of the document that is suitable for duplication. The contract between the DEP and the contractor shall define the time period including deadlines for each of the above seven (7) deliverables.
3. The contractor shall complete all work on this project before September 30, 2007.
4. The contractor shall conduct thorough research and submit accurate and current information.
5. To ensure the quality of information submitted on behalf of the contractor, the following standards and procedures will be required:
 - a. The contractor shall coordinate and collaborate with the DEP and any other local, state and federal agencies as the project warrants.
 - b. All models submitted must be generic in nature.
 - c. The contractor shall follow the following standards and procedures to ensure the quality of data collected:
 - i. Submit only current models (up to two years old or newer), unless individually approved by the SERC.
 - ii. Identify all sources of materials including source name, contact person's name, telephone number and level of source (e.g. federal, state, local government or quasi-government body).
 - iii. Retain written permission, when required from the source, to reproduce information for this project. Provide the SERC designee with a copy of the written authorization for reproduction and use.
 - iv. Format guidance, text, forms, and models in Microsoft office 2000 Word product or a version that is compatible with the DEP, only portrait orientation and margins of 1" ½ left and 1" right is acceptable. Any other format must be approved by the SERC designee prior to submission.
 - v. Submit all models/products through e-mail to the SERC designee and submit one final photo ready paper version when each product is completed.
 - vi. Indicate any fees or costs, where applicable, regarding training opportunities.

- vii. Provide a summary of documents including document reference numbers and resources used in developing materials for submission.

Required Format for Proposals

1. Proposals must contain the following:
 - a. a written description of the approach that will be utilized;
 - b. an estimate of the time it will take to research, review and provide the end products;
 - c. a project budget showing personnel and other costs (i.e. travel, printing, supplies, misc.);
 - d. an organizational chart showing the personnel that will be assigned to the project; and,
 - e. resumes of key personnel that will be assigned to the project.
2. These proposals must also include a description of previous emergency response and preparedness planning experience and references, research experience and specific public relations initiatives dealing with outreach and education both in the printed media and mass media.
3. The submitted proposal format should adhere to a standardized system of numbering and indentation that reflects the order and hierarchy of the proposal.

Required Minimum Qualifications of the Contractor

1. Experience –having provided services or products of similar scope, magnitude and quality.
2. Special knowledge, skills or abilities – demonstrating the knowledge or understanding of the Local Emergency Response Committees roles and responsibilities, communication techniques and tools specifically dealing with public outreach avenues, mass media techniques, emergency response plan requirements of Emergency Planning and Community Right-to-Know Act, written media and how to target audience, having the capacity to carry out or perform certain tasks or responsibilities within the allotted timeframe; and shall practice or work in public relations, emergency planning, emergency response, and/or emergency preparedness activities. The contractor must also be familiar with or knowledge of the following: National Response Team documents entitled “Hazardous Materials Emergency Planning Guide” (NRT-1), National Incident Management System (NIMS), Incident Command System and Unified Command protocol.

Required format for the Cost Proposal

The cost proposal shall be submitted with the main proposal as a single unified document to ensure that all proposals present their costs information in a uniform way.

Proposal Conditions

Contractors who submit a Proposal are required to include a written affirmation in their proposals that they accept the Request for Proposal's conditions entirely and without amendment.

Standard Contract and Conditions Language

Forms and reports related to standard contract and conditions are available on CHRO's website at <http://www.state.ct.us/chro/metapages/legalprot/cc-forms.htm>

Submission Deadline for Proposals

Grant proposals that do not meet the requirements of this RFP shall be deemed by the SERC Grant Subcommittee unacceptable and ineligible for review. The requirements include:

- Meeting the submission deadline by November 28, 2006 (by 4:30 pm),
- Submitting a complete proposal and,
- Following the required format, as outlined in this RFP.

Proposals must be mailed or delivered in person to State Emergency Response Commission Official Agency Contact, Jean King, Connecticut Department of Environmental Protection, Bureau of Materials Management & Compliance Assurance, Emergency Response and Spill Prevention Division, 79 Elm Street, 4th Floor, Hartford, CT 06106-5127 and must arrive no later than 4:30 p.m. on November 28, 2006.

Inquiry Procedures

Contractors shall submit questions on minor clarifications in writing by U.S. mail, email, or facsimile. It is in the best interest of the SERC to manage the flow of information about the RFP thereby ensuring the equitable treatment of all potential contractors seeking to submit a proposal. All responses from contractors must be generated from the same RFP language. Therefore, no substantive questions will be accepted regarding this proposal. All contractors should indicate what tasks can be accomplished within the time and financial parameters set forth with this project. The SERC has established a grant subcommittee to review all bids received under this RFP. All communication about the RFP shall be referred by the DEP to the SERC Grant Subcommittee Chair.