



REQUEST FOR PROPOSALS
For
North Central Texas Disaster Recovery Plan
RFP # 2019-028

Sealed proposals will be accepted until **3 PM CT, March 15, 2019** and then publicly opened and read aloud thereafter.

The North Central Texas Council of Governments (“NCTCOG”) Emergency Preparedness Department is seeking proposals for the necessary planning, design, development, and coordination of a Disaster Recovery Plan Framework, Recovery Toolkit, Summit and Workshop.

Legal Name of Proposing Firm

Contact Person Title

Telephone Number E-Mail Address

Street Address of Principal Place of Business City/State Zip

Complete Mailing Address City/State Zip

Acknowledgment of Addenda: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

By signing below, your company agrees that they have read and agreed with the General Terms and Conditions, Instructions to Respondents and the solicitation requirements. Failure to submit all requested information may result in rejection of your company’s proposal as non-responsive.

Authorized Signature

SECTION 1: OVERVIEW

1.0 NCTCOG OVERVIEW

The North Central Texas Council of Governments (hereafter NCTCOG) is a voluntary association of, by, and for local governments and was established to assist local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development.

NCTCOG serves a 16-county metropolitan region centered on the two urban centers of Dallas and Fort Worth. Currently the Council has 236 members, including 16 counties, 168 cities, 23 independent school districts, and 29 special districts. The area of the region is approximately 12,800 square miles, which is larger than nine states, and the population of the region is over 7.0 million, which is larger than 30 states.

1.2 PURPOSE

The NCTCOG Region includes the following 16 counties: Dallas, Tarrant, Collin, Denton, Rockwall, Kaufman, Wise, Johnson, Hood, Erath, Hunt, Navarro, Ellis, Somervell, Palo Pinto, and Parker, which cover approximately 12,800 square miles. As individual projects are defined these boundaries may be expanded or contracted at the sole discretion of NCTCOG.

The Emergency Preparedness Department of the NCTCOG coordinates with local, State and Federal agencies in an effort to establish systems and processes to prepare for, respond to, and recover from disruptive events. NCTCOG therefore seeks proposals for the development and implementation of a Disaster Recovery Plan for the North Central Texas region. NCTCOG will work with the selected contractor to establish a Recovery Framework that will subsequently be used to develop a regional Recovery Toolkit to meet the project deliverables contained within this solicitation document. Pricing and planning is further requested for the ability to host a Recovery Summit and Training Exercise.

The Disaster Recovery Plan (DRP) presently in place is based upon the Seattle model. Emergency Preparedness desires to mimic this effort in what will become the North Texas Model. The purpose of this request for proposal (RFP) is two-fold. The **first purpose** (Recovery Framework and Toolkit) is to receive proposals for the selection of a contractor/s to provide Professional Services and Data as to formulate the necessary planning, design, development, and coordination of a Disaster Recovery Plan Framework, Recovery Toolkit, Summit, and Workshop, or Disaster Recovery Plan curated for the North Central Texas Region.

The main Recovery Support Functions and components desired by this plan will focus on Infrastructure Systems, Housing, Health and Social Services, Community Planning and Capacity Building, and Natural and Cultural Resources.

The main recovery Core Capabilities will focus on Planning, Public Information and Warning, Operational Coordination, Economic Recovery and Health and Social Services.

The **second purpose** of this RFP (SHARE Proposal) is to receive proposals for the selection of a contractor/s to provide Implementation of the Recovery Toolkit as part of the SHARE program. Under the SHARE program, any public entity **NATIONWIDE** can use the SHARE contract and its selected Contractors and pricing to pursue their own projects. This offers a unique advertising advantage for Contractors to promote their services. The core components of the SHARE Proposal are the same as the Disaster Recovery Plan.

For those interested in responding to this RFP, please see **Section 2.1** for a Scope of Services that details the required project components and **Exhibit A** for pricing submittal information.

This RFP does not constitute an actual contract for services. All submitted proposals will become the property of NCTCOG and will not be returned. NCTCOG will not be responsible for any costs incurred while responding to the RFP.

For proposal purposes, a comprehensive and detailed list of expectations can be found under **Section 2: Specifications**.

1.3 QUESTIONS

Questions arising subsequent to the issuance of this solicitation should be submitted to Cjohnson@nctcog.org prior to **5 PM, February 28, 2019**. Questions received after this time may not be answered in a timely manner. Please reference the solicitation number and name when submitting questions. Questions and answers of a material nature will be consolidated and provided to plan holders of record and on Public Purchase, at the conclusion of the inquiry period.

1.4 SOLICITATION SCHEDULE

The schedule for the RFP process and the work is given below. All times indicated are Central Standard Time (CST). NCTCOG may change this schedule at any time through the addenda process. It is each Proposer's responsibility to check the website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract. (www.nctcog.org/aa/RFP.asp).

The anticipated schedule is as follows:

| | | |
|-----------------------------------|--------------------------|-------------------------|
| RFP Issued | February 15, 2019 | |
| Pre Proposal Conference | February 21, 2019 | At 1:00 p.m. CDT |
| Inquiry Period Ends | February 28, 2019 | At 5:00 p.m. CDT |
| Proposal Due Date | March 15, 2019 | At 3:00 p.m. CDT |
| Interviews (If Applicable) | Early April, 2019 | |
| Anticipated Award Date | April 25, 2019 | |
| Anticipated Start Date | April 29, 2019 | |

1.5 PRE-PROPOSAL CONFERENCE

NCTCOG will hold a Pre-Proposal Conference at NCTCOG Offices, Centerpoint Three, 600 Six Flags Drive, Arlington, TX 76011, **Fourth Floor Conference Room** on, February 21, 2019, at 1:00 p.m. CDT. The purpose of this conference is to discuss the RFP and the services required with Proposers and to allow them to ask questions arising from their initial review of this RFP.

A conference line will be available for Proposers unable to attend in person. Email Cjohnson@nctcog.org for conference line information.

During the conference Proposers shall have the opportunity to ask questions. Oral answers will not be binding. Proposers must follow instruction provided in Section 1.3 of this RFP to submit and receive formal, binding answers to their questions.

Attendance at the Pre-Proposal Conference is a prerequisite to submitting a Proposal.

1.6 SHARE COOPERATIVE PROGRAM EXPLANATION

NCTCOG intends to make the contract resulting from this procurement available to other governmental entities through its SHARE cooperative purchasing program. Contractors realize substantial efficiencies through their ability to respond to a SHARE solicitation that will increase their sales opportunities, and reduce the need to repeatedly respond to public agency Requests for Proposals. From these efficiencies, Contractors pay an administrative fee to SHARE calculated as a percentage of sales processed through the SHARE contracts awarded and held by the Contractor. This administrative fee is not an added cost to SHARE participants. This administrative fee covers the costs of contract marketing and facilitation and offsets expenses incurred by SHARE.

1.7 CONTRACT MANAGEMENT AND REPORTING

The Contractor will be required to track and report to SHARE on activities relating to the Master Contract. The Contractor will be required to provide management reports to NCTCOG on a quarterly basis with the submission of the administrative fee outlined herein. Examples of management reports include, but are not limited to:

- Participating Entity’s name; pricing option chosen; total fee charged. NCTCOG and Contractor will agree to form and content of reports after award of contract.

1.8 ADMINISTRATIVE FEE

NCTCOG will utilize an administrative fee, in the form of a percent of cost that will apply to all contracts between awarded contractor and NCTCOG or participants resulting from this solicitation. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The remuneration fee for this program will be 2% on sales.

1.9 PROPOSAL SUBMISSION

Please submit one (1) hard copy and one (1) electronic copy (on a USB flash drive) of your response to:

By UPS, FedEx: North Central Texas Council of Governments
 Attn: Craigan Johnson
 616 Six Flags Drive, Centerpoint II
 Arlington, TX 76011

By mail: North Central Texas Council of Governments
 Attn: Craigan Johnson
 PO Box 5888
 Arlington, TX 76005-5888

IMPORTANT: Mark SEALED PROPOSAL with the RFP Number, Name, and Due Date on the outside of the shipping package. Failure to do so may result in a misdirected package. Faxed, emailed or late proposals will be ineligible and not accepted for consideration.

It is the responsibility of the respondent(s) to ensure that the proposals is received at the NCTCOG address as described above by the designated due date and time. NCTCOG assumes no responsibility for delays caused by postage, mail courier, email, package misdirection or any other form of delivery. Late proposals will be not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

Proposals received will be publicly opened after the response submission deadline at NCTCOG offices. Persons wishing to attend the opening should notify the receptionist upon arrival. A staff member will

escort attendees to the opening location prior to the opening. Only the names of the Contractor submitting the proposal will be read aloud. No other information will be disclosed at that time.

Proposal information is restricted and not publicly available until after award of a contract. All documents associated with the proposal submitted, unless the respondent indicates a portion of the proposal is proprietary, may be subject to public inspection in accordance with the Public Information Act. All information obtained in the course of this solicitation will become property of NCTCOG.

SECTION 2: SPECIFICATIONS

2.1 SCOPE OF WORK

This project will result in the creation of a regional framework for North Central Texas, based upon the Department of Homeland Security's National Disaster Recovery Framework, State, Local (Urban and Rural) recovery documents, such as Playbooks/Checklists/Guides, Best Practices, After Action Review/Improvement Plan documents, which will allow Jurisdictional Emergency Operation Centers (EOC) to return to a healthy state following a disaster. An examples include: FEMA Hurricane AAR/IR and Governor Greg Abbott's Report of the Governor's Commission to Rebuild Texas "Eye the Storm". The overall goal is that, through research and workshop, North Central Texas (NCT) will establish opportunities (working groups, committees, etc.) to foster positive relationships between local, state, and federal emergency management and other disciplines in an effort to establish systems and processes to prepare for, respond to, and recover from disruptive events.

NCTCOG seeks a firm with proven expertise in, and the ability to deliver, the following services:

Deliverable 1: Disaster Recovery Plan Framework

- Develop a detailed Disaster Recovery Plan Framework that outlines how to mitigate and/or respond to disruption to critical functions.
 - Identify universal critical recovery functions that are standard practices regardless of the size of the organization. Functions must also include specifics to the North Texas Region, interviews with local jurisdictions, private non-profit agencies, and/or other recovery resources are encouraged. Identify events that may occur during an incident that may compromise organization functions.
 - Through recovery planning, establish a standard acceptable recovery timeline of short term to long-term progression in the recovery phase. Example, the recovery continuum in the National Disaster Recovery Framework (Preparedness, Short-Term, Intermediate, and Long-Term recovery).
 - Partner with the Regional Emergency Management Working Group or other subcommittees to identify recommendations that local jurisdictions could assist and or support in all phases in the Recovery Support Functions and Core Capabilities.
 - Recovery Support Functions includes:
 - Infrastructure Systems
 - With an emphasis of water utilities
 - Housing
 - Health and Social Services
 - Community Planning and Capacity Building (CPCB)
 - Natural and Cultural Resources
 - Recovery Core Capabilities includes:
 - Planning
 - Public Information and Warning
 - Operational Coordination
 - Economic Recovery
 - Health and Social Services
 - Create a Recovery Framework summary for elected officials.
 - Should be in an understandable, easy to use and maintain, digital format.
- [EH1]
- Research and identify speakers from affected areas to serve as subject matter experts at the workshop (Detailed in Phase 3).

Deliverable 2: Create a recovery toolkit with easily accessible materials that can be used in local organizations and with Elected Officials.

- Recovery toolkit will correlate with the newly developed Disaster Recovery Plan Framework for emergency managers to develop jurisdiction-specific plans for recovery:
 - Recovery toolkit materials must include (specifically for emergency managers) jurisdiction-specific plans for recovery:
 - Definition of recovery.
 - Identify best practices to help reduce recovery time. Recovery processes should be scalable and based on recovery demonstrated recovery needs. For example, diving deeper from the Disaster Recovery Plan Framework timeline, establish a standard acceptable recovery timeline playbook/checklist specific to Emergency Operation Centers (EOC) in the North Texas Region of short-term to long-term progression in the recovery phase.
 - Develop recovery checklists for each function and job aids to be used in an EOC.
 - Develop job aids on how to reach out and foster relationships with local stakeholders.
 - Provide materials in a digital format (thumb drive, website, CD) for workshop participants.

Deliverable 3: Regional Recovery Summit

- Create, coordinate, and conduct a Regional Recovery Summit for emergency management and recovery professionals to include:
 - Consult with representatives from Subject Matter Experts (SMEs), the Emergency Management Working Group (EMWG), NCTCOG EP staff, and other stakeholders, to identify potential functional and/or discipline-specific recovery speakers and topics.
 - Plan, develop, and deliver a single-day conference for no more than 250 attendees to include a presentation area, multiple break-out/collaboration areas, and an equipment display area.
 - NCTCOG EP Staff will locate and secure a venue that will accommodate the summit. EMWG leadership and NCTCOG EP Staff will identify a date for the summit during the month of July 2019.
 - Manage all aspects of conference delivery leading up to and the day of the event. Including but not limited to:
 - Registration, refreshments, signage/branding, speaker and room scheduling, audio/visual, sponsors, Contractors, donations, and attendee handouts.
 - Implement real-time polling/engagement activities to enhance attendee feedback and participation.
 - Conduct outreach activities to solicit attendance to include flyers and email.

Deliverable 4: Exercise

- Create, coordinate, and conduct a Recovery exercise for emergency management and recovery professionals to implement the Disaster Recovery Plan and toolkit.
 - Discussion based exercise.

Deliverable 5: SHARE Cooperative Purchasing Program – Toolkit Implementation

It is the goal of the NCTCOG to make the implementation of the North Texas Disaster Recovery Plan Toolkit available as an ILA contract via the North Texas SHARE Cooperative Purchasing Program, for the benefit of all public entities that wish to utilize it.

Presently, entities among the NCTCOG region utilize a Disaster Recovery Plan that uses the Seattle model. However, the Seattle model considers recovery using the Recovery Support Functions (RSF) [as outlined in the National Disaster Recovery Framework (NDRF)] and develops questions regarding each RSF. Some entities may desire custom questions and/or separate Recovery Core Capabilities (RCC) and RSFs. The awarded Contractor/s will work with departments within SHARE Entities to answer these questions and formulate a framework for the implementation of the Disaster Recovery Toolkit for their own needs.

- The main RSFs and RCCs of this plan may include any of the following:
 - i. **Recovery Support Functions (RSF) includes:**
 1. Infrastructure Systems
 2. Housing
 3. Health and Social Services
 4. Community Planning and Capacity Building (CPCB)
 5. Natural and Cultural Resources
 6. Disaster Recovery Centers
 - ii. **Recovery Core Capabilities (RCC) includes:**
 1. Planning
 2. Public Information and Warning
 3. Operational Coordination
 4. Economic Recovery
 5. Health and Social Services
- The selected Contractor will work with all departments within SHARE Entities to identify their recovery process as well as identifying interdependencies required to achieve a successful recovery. Concurrently, the Contractor will work with departments to identify business processes vital to recovery that may be altered or suspended to facility recovery. Contractor will also examine other recovery issues such as damage assessment, debris management, security and re-entry, in order to develop these issues into annexes to the Disaster Recovery Plan Toolkit; but each with standalone plans of their own right.
- The Contractor will further be able to make available any Recovery functions or services not anticipated by this RFP via the SHARE Cooperative Purchasing Program as a catalogue option. Contractor shall provide additional Recovery products and/or services as options, with 'List Less' or 'Cost Plus' percentages for pricing. A copy of services should be included with response.
- An example of what a desired Action Plan that SHARE Participants may submit is attached to this document as **Exhibit B**. No response is necessary for this item.

2.2 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified Contractor(s) based upon the qualifications of the respondent and the categories of services it is able to provide. However, NCTCOG anticipates exploring any viable alternative for providing these services and may decide, after reviewing Proposals submitted, not to enter into any agreement.

The selected Proposer will enter into a one (1) year initial Contract for services with NCTCOG. At the end of the initial one (1) year contract, and at the discretion of NCTCOG, the Master Contract may be extended with four (4) one (1) year renewals. The total term of the Master Contract shall not exceed three (5) years. Any extension beyond the initial one (1) year period will be subject to NCTCOG approval.

Because the resulting contract(s) will be on an as needed basis, there will be no guarantee of any expenditure on any of the resulting Master Contract(s).

2.3 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist respondents in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested respondents with sufficient basic information to submit Proposals meeting minimum requirements, but is not intended to limit a submission's content or to exclude any relevant or essential data there from. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this solicitation.

2.4 ADDENDA

Addendums to this solicitation will be emailed only to plan holders of record. Addendums will also be posted on www.publicpurchase.com. However, it is the Contractor's responsibility to check for any addenda that may be issued for this solicitation. Please acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP.

2.5 INSTRUCTIONS FOR PROPOSERS

Your proposal must be concise and in an outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:

Tab A LETTER OF TRANSMITTAL. The letter of transmittal will consist of:

- I. The completed page 1 of this solicitation document.
- II. A brief statement of the respondent's understanding of the work to be done and a summary of its qualifications.

Tab B EXECUTIVE SUMMARY. An executive summary will briefly describe the firm's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the firm.

Tab C KEY PERSONNEL. Attach resumes for all **managers, supervisors, and all other team members** who will be involved in the delivery of goods or services under this RFP. Identify any subcontractors or third party services that are utilized in the performance of fulfilling this RFP. Provide a general explanation and chart which specifies project leadership and reporting responsibilities, and how the team will interface with NCTCOG and Participating Entities project management and team personnel. Designate specific contact person(s) for the following: project management, negotiating potential contracts, conducting presentations/interviews, reporting, and who will be the primary point of contact for receiving Requests for Services from Participating Entities.

Tab D TECHNICAL PROPOSAL. This section should constitute the major portion of the submittal and must contain a narrative in specific response to the specifications outlined in **Section 2.1 –Scope of Work**.

This section should constitute the major portion of the proposal and must contain a specific response to each criteria listed in **Section 2.1, Scope of Work and Section 3.4, Proposal Evaluation Criteria. Indicate specific examples of how Proposer can meet each criteria.** Failure to provide written response to items indicated in this RFP will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function.

Tab E REFERENCES. Include at least three recent references for customers (preferably public agencies) for whom you have provided the goods or services similar to those requested in this solicitation. Please include the organization's name, address, contact person, phone number, and email address for each reference. NCTCOG reserves the right to contact or visit any of the respondent's current and/or past customers to evaluate the level of performance and customer satisfaction.

Please submit any copies of work performed for the references that your firm supplies that are similar in nature to those requested in this solicitation.

Tab F REQUIRED DOCUMENTS. Please include signed copies of all ATTACHMENTS (beginning with ATTACHMENT I) appended to the back of this solicitation document.

Tab G COST PROPOSAL. Respondents should furnish a cost proposal for the service they propose. For more information, please refer to **Exhibit A**. The Cost Proposal shall be completed and submitted in a **separate sealed envelope**. Examples of a preferred pricing format for this RFP are included with **Exhibit A**.

SECTION 3: EVALUATION AND AWARD

3.0 TIME FOR EVALUATION

All proposals of qualification submitted shall remain valid for a minimum of 90 calendar days after the due date to allow adequate time for evaluation and award.

3.1 EVALUATION PROCESS

All submissions in response to this solicitation will be evaluated in a manner consistent with the NCTCOG and all applicable rules and policies.

A proposal review committee will be assembled to perform the evaluations. In the initial phase of the evaluation process, the evaluation committee will review all proposals that have been received before the solicitation due date. Nonresponsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent. NCTCOG reserves the right to disqualify any submission that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this solicitation.

Once proposals have been submitted, the NCTCOG evaluates the proposals and determines which of those are determined to be reasonably qualified for award. Those so determined will be reviewed and scored. Best and final offers ("BAFO") for those reasonably qualified may be obtained by allowing the submission of a BAFO before the final decision is made to award a contract.

NCTCOG reserves the right to be the sole judge as to the overall acceptability of any submission or to judge the individual merits of specific provisions within competing offers.

3.2 INTERVIEWS

NCTCOG reserves the right to require an interview, including a presentation by the firm, to supplement their written submission. These presentations will be scheduled, if required, after Proposals are received and prior to the award of the Contract.

3.3 AWARD OF THE CONTRACT

Upon completion of the evaluation process, NCTCOG may award the contracts to one or more respondent(s) whose submission is determined to be the most advantageous to NCTCOG.

3.4 PROPOSAL EVALUATION CRITERIA

The criteria to be used to evaluate submissions are as follows:

| Criteria Factors | Proposal Section | Description | Percent |
|--|---|--|----------------|
| Executive Summary | Tab B & Consideration of Tab A | Points will be awarded for required components of response for the sections identified, with 5% as a maximum total possible percentage points. | 5% |
| Experience, References, Key Personnel | Tabs C and E | Points will be awarded for required components of response for the Reference sections identified, with 25% as a maximum total possible percentage points. | 25% |
| Technical Proposal | Tab D | Points will be awarded for description of required components of project deliverables, and overall project plan in the Scope of Services, with 40% as the maximum total possible percentage points. | 40% |
| Cost Proposal | Tab G | Points will be awarded based upon responses to the Cost Proposal, with 20% as a maximum total possible percentage points. Cost Proposals will be reviewed after consideration of all other requirements. | 20% |
| Overall Quality | Entire Document & Consideration of Tabs F and HUB Status | Points will be awarded on the basis of the quality of writing, quality of responses to required items, overall proposal presentation, and adherence to Tab F, Required Documents, with 10% as a maximum total possible percentage points. Additional points will be awarded in this section to Historically Underutilized Businesses, Minority, or Women-Owned or Disadvantages Business Enterprises (HUB). | 10% |

SECTION 4: GENERAL TERMS AND CONDITIONS

4.0 TERMS

The following terms and conditions apply to this solicitation.

- 4.01 NCTCOG is exempt from Texas limited sales, federal excise and use tax, and does not pay tax on purchase, rental, or lease of tangible personal property for the organization's use. A tax exemption certificate will be issued upon request.
- 4.02 NCTCOG reserves the right to accept or reject any and/or all submissions or to cancel this notice at any time.
- 4.03 A response to this solicitation does not commit NCTCOG to a purchase contract, or to pay any costs incurred in the preparation of such response.
- 4.04 Unless the respondent specifies in the proposals, NCTCOG may award the contract for any items/services or group of items/services in the solicitation and may increase or decrease the quantity specified.
- 4.05 NCTCOG reserves the right to hold and accept any proposals received by the submission deadline for a period of ninety (90) days after the deadline if a determination has not been made for an award.
- 4.06 NCTCOG reserves the right to negotiate the final terms of any and all purchase contracts with respondent(s) selected and such contracts negotiated as a result of this solicitation may be re-negotiated and/or amended in order to successfully meet the agency needs.
- 4.07 NCTCOG reserves the right to waive any defect in this procurement process or to make changes to this solicitation, as it deems necessary. NCTCOG will provide notifications of such changes to all respondents recorded in the official record (Distribution Log/Receipts Record) as having received or requested solicitation.
- 4.08 NCTCOG reserves the right to contact any individual, agencies, or employers listed in a submission, to contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- 4.09 NCTCOG reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior to, or subsequent to, the award of a purchase contract. Misrepresentation of the respondent's ability to perform as stated in the qualification submittals may result in cancellation of the purchase contract award.
- 4.10 NCTCOG reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not available.
- 4.11 Respondent shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of NCTCOG for the purpose of, or having the effect of, influencing favorable disposition toward their own submission or any other submitted hereunder.
- 4.12 No employee, officer, or agent of NCTCOG shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, exists.
- 4.13 Respondent shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's bid to be rejected. This does not preclude joint ventures or subcontracts.
- 4.14 All proposals submitted must be an original work product of the respondent. The copying, paraphrasing, or other use of substantial portions of the work product of others and submitted hereunder, as original work

of the respondent is not permitted. Failure to adhere to this instruction may cause the proposal submission(s) to be rejected.

- 4.15 The only purpose of this solicitation is to ensure uniform information in the selection of proposals and procurement of services. This solicitation is not to be construed as a purchase contract, or as a commitment of any kind, nor does it commit NCTCOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by NCTCOG.
- 4.16 The contents of a successful proposals submission may become a contractual obligation, if selected for award of a contract. Failure of the respondent to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful respondent as a basis for release of proposed services at stated price/cost. Any damages accruing to NCTCOG as a result of the Respondent's failure to contract may be recovered from the respondent.
- 4.17 A contract with the selected respondent may be withheld at the sole discretion of NCTCOG if issues of contract compliance or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by NCTCOG if resolution is not satisfactory to NCTCOG.
- 4.18 NCTCOG is the responsible authority for handling complaints or protests regarding the selection process. This includes, but is not limited to, disputes, claims, protest of award, source evaluation or other matters of a contractual nature. Respondent agrees, to the extent possible and not in contravention of any applicable State or Federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this process informally through voluntary mediation, arbitration or any other local dispute mediation process, including but not limited to dispute resolution policies of NCTCOG, before resorting to litigation.
- 4.19 At all times during the term of a contract resulting from this procurement, the contractor shall procure, pay for, and maintain, with approved insurance carriers, the minimum insurance requirements set forth below, and shall require all contractors and sub-contractors performing work for which the same liabilities may apply under this contract to do likewise. The contractor may cause the insurance to be effected in whole or in part by the sub-contractors or sub-subcontractors under their contracts. NCTCOG reserves the right to waive or modify insurance requirements at its sole discretion.
 1. Workers' Compensation: Statutory limits and employer's liability of not less than \$100,000 for each accident.
 2. Commercial General Liability:
 - a. Minimum Required Limits:
\$1,000,000 per occurrence;
\$3,000,000 General Aggregate
 - b. Commercial General Liability policy shall include:
 - i. Coverage A: Bodily injury and property damage;
 - ii. Coverage B: Personal and Advertising Injury liability;
 - iii. Coverage C: Medical payments
 - iv. Products: Completed operations
 - v. Fire Legal Liability
 - c. Policy coverage must be on an "occurrence" basis using CGL forms as approved by the Texas State Board of Insurance
 - d. Attachment of Endorsement CG 20 10- additional insured
 - e. All other endorsements shall require prior approval by the NCTCOG.
 3. Comprehensive Automobile/Truck Liability: Coverage shall be provided for all owned hired, and non-owned vehicles. Minimum Required Limit: \$1,000,000 combined single limit.
 4. Professional liability:
 - a. Minimum Required Limits:
\$1,000,000 Each Claim
\$1,000,000 Policy Aggregate

- 4.20 Contractor shall defend, indemnify, and hold harmless NCTCOG, NCTCOG's affiliates, and any of their respective directors, officers, employees, agents, subcontractors, successors, and assigns from any and all suits, actions, claims, demands, judgments, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees and court costs) (collectively, "Losses") arising out of or relating to: (i) Services performed and carried out pursuant to the contract; (ii) breach of any obligation, warranty, or representation in the contract, (iii) the negligence or willful misconduct of contractor and/or its employees or subcontractors; or (iv) any infringement, misappropriation, or violation by contractor and/or its employees or subcontractors of any right of a third party; provided, however, that contractor shall have no obligation to defend, indemnify, or hold harmless to the extent any losses are the result of NCTCOG's gross negligence or willful misconduct.
- 4.21 It is expressly understood and agreed by both parties that, if the performance of any provision of a contract resulting from this procurement is delayed by force majeure, defined as reason of war, civil commotion, act of God, governmental restriction, regulation or interference, fire, explosion, hurricane, flood, failure of transportation, court injunction, or any circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of the contract to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated herein, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the period of time applicable to such requirement shall be extended for a period of time equal to the period of time such party was delayed. Each party must inform the other in writing within a reasonable time of the existence of such force majeure.
- 4.22 The Texas Legislature has adopted House Bill 1295. In summary, the law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to our agency prior to the award of certain contracts. The disclosure of interested parties needs to be completed electronically and submitted through the Texas Ethics Commission website. NCTCOG will provide a specific contract number associated with the award for inclusion in the submittal. Once submitted, an email confirmation of submittal must be sent to NCTCOG. For more information about the process, please visit the following website: https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html.
- 4.23 **Equal Employment Opportunity.** Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 4.24 **Davis-Bacon Act.** Contractor agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.
- 4.25 **Contract Work Hours and Selection Standards.** Contractor agrees to comply with all applicable provisions of 40 USC § 3701 – 3708 to the extent this agreement indicates any employment of mechanics or laborers.
- 4.26 **Rights to Invention Made Under Contract or Agreement.** Contractor agrees to comply with all applicable provisions of 37 CFR Part 401.
- 4.27 **Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** Contractor agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.
- 4.28 **Procurement of Recovered Materials.** Contractor agrees to comply with all applicable provisions of 2 CFR §200.322.

4.29 **House Bill 89 Certification.** Contractor agrees to comply with all applicable provisions of House Bill 89, Texas Government Code, Section 270.001, does not boycott Israel currently and will not boycott Israel during the term of the contract.

SECTION 5: ATTACHMENTS

5.0 Attachments. Please complete and submit with your proposal the attachments that follow.

**ATTACHMENT I:
INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance must be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 4 - General Terms and Conditions.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT II:
CERTIFICATIONS OF OFFEROR**

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, _____ (typed or printed name) certify that I am the _____ (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as offeror and respondent herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT III:
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT IV:
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT V:
DRUG-FREE WORKPLACE CERTIFICATION**

The _____ (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the _____ (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT VI:
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

“No employee of the contractor, no member of the contractor’s governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents”.

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

Amended 01/13/2006

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date

**ATTACHMENT VII:
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT VIII:
CERTIFICATION OF GOOD STANDING
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

- Type of Business (if not corporation):
- Sole Proprietor
 - Partnership
 - Other

IRS Tax Number: _____

(Printed/Typed Name and Title of Authorized Representative)

Signature

Date: _____

**ATTACHMENT X:
House Bill 89 Certification**

I, _____ (name), the undersigned representative of _____ (Company or Business name), hereafter referred to as Company, being an adult over the age of eighteen (18) years of age, certify that the Company named above, under the provisions of Subtitle F, title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

Exhibit A

Cost Proposal

The Contractor shall furnish a pricing model for their services. It is asked that respondents provide separate pricing for Deliverables 1-4 and a pricing table for the SHARE portion. Pricing should be provided in a **separate sealed envelope with your proposal**.

For Deliverables 1-4:

Please provide total pricing for **each separate deliverable** identified in this RFP. An overall total cost is encouraged to be included, but an individual total for each deliverable **is required**.

When providing price for Deliverables 1-4, provide an itemized, detailed pricing model for the planning focuses described in the Scope of Service, Section 2.1.

Consider the following in your time/cost proposals:

- I. Direct labor
- II. Indirect costs
- III. Equipment or Material Costs
- IV. Travel or Per Diem Rates, if any
- V. Other (identify)
- VI. Proposed Compensation Arrangement Including: Invoice Method/Timing;
- VII. Pricing List Including Incremental Cost for Additional Services.

For Deliverable 5, SHARE Cooperative Purchasing Program:

Please provide hourly-rate pricing for individuals required to perform an implementation of the Disaster Recovery Plan Toolkit resultant of this RFP for SHARE Participating Entities, as referenced in **Section 2.5, Tab C**.

For scalability purposes, SHARE Entities may request quotes for Recovery Implementation Services based upon the total time required of these individuals to complete a Recovery Implementation.

Contractors are encouraged to offer any additional recovery products or services as catalog options, with 'List Less' or 'Cost Plus' percentages for pricing. A copy of these services should be included with their corresponding response.

Please refer to the following format examples of how NCTCOG would prefer your pricing structure be submitted, (cont'd).

Preferred cost proposal submission format for **Deliverables 1-4**. This is not an exact requirement for proposal purposes but should be considered to ensure a timely scoring of proposals. Submit a separate table for each Deliverable.

| Pricing Format Request Example for Deliverables 1-4 | | Procurement No.: | NCT 2019-028 |
|---|---|------------------|--------------|
| Proposer Name: | | | |
| Notes: | 1. Each Deliverable is to be Independently Priced. 2. Include Subtotal for each deliverable listed. 3. Provide a total for all deliverables 1-4. 4. Detail any additional information or line-items that are necessary for each deliverable. 5. Price Proposal is not to be a duplicate of the content of Tab D, but only the price proposed to accomplish it. 6. Use as many lines as needed. | | |
| Deliverable 1 - Disaster Recovery Framework | | | |
| Item | Description | Offered Price | |
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| | | Subtotal: | |

Preferred cost proposal submission format for **Deliverable 5**. This is not an exact requirement for proposal purposes but should be considered to ensure a timely scoring of proposals.

| Pricing Format Request Example for Deliverable 5 | | Procurement No.: | NCT 2019-028 |
|---|--|------------------|--------------|
| Proposer Name: | | | |
| Notes: | 1. This pricing sheet is for Deliverable 5 - SHARE Cooperative Purchasing Program only. 2. Please provide hourly rates for all staff required to complete a DRP Implementation. 3. Use as many lines as needed. 4. Detail any additional information necessary. 5. Proposers are encouraged to offer additional Recovery functions or services as a catalog option. Please provide any additional options with 'list less' or 'cost plus' percentages for pricing. A copy of any catalog services should be included with this response. | | |
| Deliverable 5 - SHARE Cooperative Purchasing Program | | | |
| Item | Description | Offered Price | |
| | Position Title | per hour | |
| | Position Title | per hour | |
| | Position Title | per hour | |
| | Position Title | per hour | |
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| | Contractor shall provide additional Recovery goods or services at cost plus: | % | |

Exhibit B

Action Plan Anticipated from SHARE Entity Example (No response necessary)

The following Action Plan is an example of what a SHARE Entity may submit for services under Deliverable 5 of this RFP. This example is provided to allow Contractor to plan how they would respond to requests for Disaster Plan Implementation services under the SHARE Cooperative Purchasing Program. Contractor should anticipate that any request may include but is not limited to the following items:

GENERAL GOALS:

Identify & Provide leadership in recovery planning and prioritization of goals.

Determine need, responsibilities, and authorities of a Local Disaster Recovery Manager or equivalent.

Coordinate with relevant regional planning organizations that provide resources and/or planning expertise.

Promote partnerships between nonprofit organizations, faith-based organizations, the private sector or other relevant organizations and nontraditional and underserved populations throughout the recovery process.

Review pre-existing plans, policies and procedures within the City and cross-check against post-disaster planning priorities.

Lead an inclusive and accessible planning process, facilitating practices that comply with applicable laws, including civil rights mandates.

Implement, coordinate and manage awareness and outreach efforts to individuals with disabilities, individuals with limited English proficiency, seniors, children, and other members of underserved populations.

HOUSING:

Identify strategies and options that address a broad range of disaster housing issues such as those dealing with planning, zoning, design, production, logistics, codes and financing.

Encourages rapid and appropriate decisions regarding land use and housing location in the City and Region.

Identify and coordinate resources that address local disaster recovery housing needs.

Development of current and post-disaster requirements that are integrated into the organizations at the City that perform land and community planning and building code administration.

Local, State, Tribal and Federal programs, industry and construction options for addressing post-disaster housing needs are in place.

Development of local and regional-led housing task forces to address disaster housing issues.

Timely construction of housing that complies with local building codes, including accessibility standards.

Loss of historic buildings and resources is minimized.

INFRASTRUCTURE:

Identify relevant statutory and/or regulatory programs, potential capabilities and/or limiting factors pertaining to recovery support for infrastructure systems.

Participation in damage and community needs assessments as appropriate to ensure infrastructure considerations integrate into the post disaster public and private sector community planning process.

Deconfliction across jurisdictional lines, resulting from the competition for key resources essential to infrastructure systems recovery.

Develop a schedule and sequenced time structure for future infrastructure recovery projects.

Promotes rebuilding infrastructure in a manner which will reduce vulnerability to future disasters impacts.

Resilience, sustainability and mitigation are incorporated as part of the design for infrastructure systems and as part of the community's capital planning process.

Infrastructure systems are fully recovered in a timely and efficient manner to minimize the impact of service disruptions.

The capacity of all infrastructure systems is adequately matched to the community's current and projected demand on its built and virtual environment.

ECONOMIC RECOVERY:

Integration of the private sector to facilitate early and productive engagement and recovery implementation.

Incorporate mitigation measures into redevelopment following a disaster to build the community back stronger to minimize future risk.

Work closely with local community leadership during disaster recovery to provide technical assistance and data related to economic development.

Engage workforce development system as a means of helping residents return to work with the appropriate support, accommodation and retraining (if necessary).

Workforce development initiatives are in place; jobs are created and retained.

Identify Entrepreneurial and business development initiatives

Develop economic recover strategies with input from regional economic recovery entities.

Develop strategies for quickly adapting to changed market conditions, reopening businesses and/or establishing new businesses.

HUMAN SERVICES:

Identify long-term mental and behavioral health concerns for children and adults in relation to traumatic events induced or exacerbated by the disaster.

Long-term housing including housing that recognizes the need for accessibility and affordability.

Provide comprehensive case management.

Ensure children's access to schools and child care settings.

Assist with affordability of home repairs or insurance deductibles.

Identify accessible financial assistance, including low interest loans for credit-challenged individuals.

Access to information and communications technologies including internet, voice and broadcast technologies.

Restore the capacity and resilience of essential health and social services to meet ongoing and emerging post-disaster community needs.

Encourage behavioral health systems to meet the behavioral health needs of affected individuals, response and recovery workers, and the community.

Promote self-sufficiency and continuity of the health and well-being of affected individuals; particularly the needs of children, seniors, people living with disabilities whose members may have additional functional needs, people from diverse origins, people with limited English proficiency, and underserved populations.

Assist in the continuity of essential health and social services, including schools.

Reconnect displaced populations with essential health and social services.

Protect the health of the population and response and recovery workers from the longer-term effects of a post-disaster environment.

Promote clear communications and public health messaging to provide accurate, appropriate and accessible information; ensure information is developed and disseminated in multiple mediums, multi-lingual formats, alternative formats, is age-appropriate and user-friendly and is accessible to underserved populations.