

Metropolitan Emergency Management Committee – Regional Recovery Plan Update and Development Project

A. INTRODUCTION & PURPOSE

The Mid-America Regional Council (MARC) on behalf of the Metropolitan Emergency Managers Committee representing jurisdictions and agencies in Wyandotte, Johnson, and Leavenworth and Miami counties in Kansas and Jackson, Platte, Cass, Clay and Ray counties in Mo seeks to hire an experienced and knowledgeable contractor to conduct an inclusive planning process to review, update and further develop and finalize the regional recovery plan while harmonizing with existing municipal regulations and emergency management strategies.

B. BACKGROUND

The Kansas City metropolitan area, spanning state boundaries, faces unique challenges in disaster recovery planning due to its intricate network of jurisdictions. The bi-state regional disaster recovery plan is designed to create a cohesive and unified approach toward disaster recovery. This plan's core objective is to address the operational needs and strategic goals of emergency managers working within both county and city jurisdictions across this complex region.

Developing a holistic disaster recovery plan for the Kansas City metro region is essential to ensure efficient and effective response mechanisms when natural or man-made disasters occur. This initiative aims to bridge the gap between various local governments and to ensure that a coordinated recovery strategy is in place across state lines. By fostering collaboration and establishing clear communication channels, the plan will significantly aid emergency management officials in preparing for and mitigating the impacts of disasters, thereby safeguarding communities and enhancing regional readiness

A copy of the draft plan is located at the following link: [Regional All-Hazards Pre-Disaster Recovery Framework DRAFT 01082024a.docx](#)

C. SCOPE OF SERVICES

1. Plan Review and Assessment

The contractor is expected to meet with the planning team and then conduct an in-depth review and assessment of the existing disaster recovery plan, evaluating its strengths and identifying potential gaps. This assessment should focus on:

- **Current Compliance:** Verify alignment with local, state, and federal regulations, ensuring the plan's adherence to relevant legal and procedural frameworks.
- **Stakeholder Coordination:** Evaluate the integration of multi-jurisdictional strategies and assess the clarity of roles and responsibilities of each participating jurisdiction.
- **Resource Allocation:** Review the adequacy of resource distribution plans, such as personnel, technology, and financial assets, ensuring they are efficiently allocated across counties and cities.

2. Completion/Development of Plan Components and local template

Upon concluding the assessment, the contractor shall complete the unfinished elements of the plan. This involves:

- **Strategic Objectives:** Refining and formulating specific, measurable objectives that align with overarching recovery goals taking into account the region's range of risks.

- **Communication Protocols:** Finalizing a communication strategy that ensures timely dissemination of information among all stakeholders during recovery operations.
 - **Local and regional organizational contact information for the six recovery functions**
- 3. Integration of Lessons Learned** Incorporate recent lessons learned from local and national disasters to enhance the This includes adapting best practices and innovative recovery strategies to fit the regional context.

Throughout the process the contractor will bring recommended changes to the Regional Recovery Planning committee. The Revisions will be reviewed and approved by the Planning Team.

D. PROJECT DELIVERABLES.

1. Initial Draft of the Disaster Recovery Plan

- **Scope and Content:** The draft should encompass all critical sections of the disaster recovery plan, including strategic objectives, risk assessment, resource allocation, and communication protocols and key organizational contact information. It must reflect thorough integration of initial feedback and assessment findings.
- **Format:** A structured, coherent document divided into clear sections, each with headers and sub-headers, to facilitate readability and cross-referencing by emergency management personnel.

2. Finalized Disaster Recovery Plan

- **Scope and Content:** The final document must address all identified gaps, incorporate stakeholder contributions, and align with both legal requirements and best practices. It should include appendices with detailed action guides and necessary methodological explanations.
- **Format:** A professionally formatted document with a table of contents, glossary of terms, and index. The final version must be presented in both printed and electronic formats (PDF and editable Word document) to facilitate dissemination and archiving.

3. Reports

a. Stakeholder Feedback Summaries

- **Content:** Summarized reports of feedback obtained from workshops and meetings with local emergency management officials. These summaries should highlight consensus areas, disagreements, and proposed resolutions.
- **Format:** Concise bullet-pointed summaries highlighting key points, submitted electronically alongside interim reports.

b. Interim Reports

- **Frequency and Format:** Interim reports are to be submitted bi-weekly in a standardized format agreed upon during the project initiation phase. These reports must include updates on progress, challenges faced, and any required adjustments to the project plan.
- **Content and Scope:** Reports should detail the status of the project, highlight completed tasks, outline upcoming milestones, and provide insight into stakeholder feedback integration

E. TIMELINE

The period of performance for this project is set at two months, Key deliverables include:

- **Initial Report:** Submission of an assessment report detailing findings and recommendations within the first month.

- **Draft Plan:** A complete draft of the disaster recovery plan, incorporating feedback from initial evaluations, by the end of the sixth week.
- **Final Plan Submission:** Delivery of the final refined and comprehensive disaster recovery plan, complete with relevant appendices and action guides, at the conclusion of the eight-week period.

The result will be a strategic, actionable, and cohesive plan that fosters coordinated recovery approaches across jurisdictional boundaries.

F. COMPENSATION AND BUDGET

The level of funding for this project will be based on the scope of work and is expected to not exceed \$27,000 depending on the approach and response.

G. PROPOSAL SUBMITTAL REQUIREMENTS

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals, or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers containing descriptions of scientific and technological innovations in which it has a proprietary interest or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.

To be eligible for consideration, one electronic copy (PDF) of the proposal must be received by MARC no later than **5 PM CDT on May 30, 2025**. Late submittals will not be considered. Please submit proposals to Erin Lynch (elynch@marc.org) and John Davis (jdavis@marc.org).

It is the responsibility of the person submitting a proposal by email to ensure that the proposal has been received by the appropriate MARC staff and is not blocked by a spam filter or rejected because of large attachments. To confirm receipt, you may contact John Davis jdavis@marc.org or Erin Lynch elynch@marc.org.

The following items must be addressed in all proposals:

1. **SCOPE OF WORK:** The Regional Recovery Sub-Committee has developed a general outline of work tasks associated with the Scope of Work and objectives. Respondents must provide a scope of work including specific methodologies and/or approaches that will be used to complete this project along with
 - A. The name and address of the contracting firm, together with the name, telephone, and e-mail address of the primary contact person for purposes of this proposal
 - B. A listing of any proposed subcontractors
 - C. See Attachments A&B
2. **CONTRACT PRICE:** Proposals should indicate the cost of services to be provided broken down by milestones.

3. **QUALIFICATIONS:** Proposals should indicate the qualifications of the proposer in planning and execution appropriate to this project. A brief narrative (two pages maximum) regarding the contractor's capabilities to carry out this project, including areas of expertise to which the contractor may have access. Proposals should also include:
 - A. A listing of similar projects undertaken within the last five (5) years, by proposing contractor, showing contract amounts and description of work performed,
 - B. Resumes of key staff who will be assigned to this project.
 - C. References
4. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal the company's Affirmative Action Plan (see *Attachment A*).
5. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (*Attachment B*). "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" is a certification that the proposer is not on the U.S. Comptroller General's Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.

H. SELECTION PROCEDURE

The selection committee will review the responses received against the criteria and identify candidates for virtual or in person interviews. Interviews will be scheduled for the week following the RFP deadlines.

MARC reserves the right to negotiate a contract, including the scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure a contract for services or supplies. MARC reserves the right to accept or reject all responses received as a result of this Request or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted because of the Request for Proposal.

MARC reserves the right to suggest to any or all proposers to the Request for Proposals that such proposers form into teams of firms or organizations deemed to be advantageous to MARC in performing the Scope of Work. MARC will suggest such formation when such relationships offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter any suggested relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

I. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor will be evaluated according to the following factors, in order of priority:

- A) Specialized experience and technical competence of the contractor and assigned staff relative to the scope of work and task requirements outlined in this RFP.
- B) Understanding the nature of the project

- 1) Understanding the proposed scope of work
 - 2) Understanding the required elements
 - 3) General understanding of the regional nature of the project
 - 4) General organization and clarity of the proposal
- C) References reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.
- 1) Quality of final product
 - 2) Ability to meet work schedules.
 - 3) Responsiveness to client input
- D) Project cost, schedule of persons
- 1) Project schedule and timeliness of products
 - 2) Total project cost

J. INTERVIEW/PRESENTATION

The project selection team may require a virtual interview/ presentation from contractors submitting a proposal.

K. CONTRACT AWARD

MARC will notify the selected candidate by telephone and email. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, MARC will notify, via email, the candidates who are not selected.

L. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protests should be made immediately upon the occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receiving the protest, MARC's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

M. PROCUREMENT SCHEDULE

The following is a tentative schedule for the Contractor selection process:

Activities	Schedule
RFP issued	May 5, 2025
Proposals Due	May 30, 2025 (5pm CDT)
Interviews as needed	TBD
Selection	Week of June 1, 2025
Contract Execution	Immediately after contract negotiation
Project Completion	September 1, 2025

ATTACHMENT A: AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. The date plan was adopted.
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals.
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and ensuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and timetables)

ATTACHMENT B: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

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Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.