

Special Event Workshop for Local Jurisdictions

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council, on behalf of the Regional Homeland Security Coordinating Committee, is seeking a proposal from interested and qualified contractors for the development and facilitation of a 4-hour special event workshop for host jurisdiction delivery, including the development of workshop materials and a special events “toolkit” for workshop attendees to deliver the program within their own jurisdiction. The design and structure of the workshop should allow participants to utilize the “toolkit” to deliver the workshop to their respective jurisdiction or organization.

This workshop will need to be developed in accordance with U.S. Department of Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and will result in the delivery of HSEEP-compliant exercise documentation.

B. SCOPE OF SERVICES AND PROJECT DELIVERABLES

Workshop Details: Contractor will develop a Special Event Workshop for local jurisdictions in the Kansas City region. The workshop should be designed to increase communication, coordination, and preplanning amongst organizations with a safety and security role for special events, including but not limited to the 2026 World Cup. Representatives from other jurisdictions and organizations (public and private sectors) may also be in attendance to observe the workshop and learn so they can use the materials and deliver the workshop to their jurisdiction.

The workshop should be designed to test local jurisdictions’ ability to coordinate and respond to complex scenarios involving large-scale gatherings with an emphasis on operational readiness and interagency coordination. The workshop will be designed to validate existing plans, protocols, and structures for special events; assess decision-making processes, emergency communication flows, resource management, and identify gaps in the common operating picture, resource typing, and mutual aid agreements. Other objectives include evaluating coordination with private sector security, law enforcement, and event control centers; exercising public messaging, warning, and rumor control during high-profile events.

Target Audience: Target audience includes event organizers from the public and private sector; jurisdictional staff including operations-level staff from fire, police, EMS, and emergency management; venue safety managers and event operators; transportation, utilities, and public health personnel; communications and public information officers, planning/zoning and codes enforcement, public works; Kansas City Regional Fusion Center and intelligence analysts; regional mutual aid representatives and federal liaisons.

Milestone 1: Initial Meetings and Research

Task 1.1: Conduct an initial meeting to finalize objectives and strategy for workshop development.

Task 1.2: Review existing planning documents, including prior special event planning materials (to be made available to the successful contractor) and regional Safety and

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Security Measures for Special Events, as well as host jurisdiction regulations and requirements for special events.

Task 1.3: Develop a workshop approach and timeline.

Milestone 2: Design and Conduct the Workshop

Task 2.1: Workshop design. In coordination with the workshop planning team, plan and design the workshop, including the following tasks:

- a. Assist in the identification of the planning team.
- b. Facilitate initial planning meeting, mid-term planning meeting, final planning meeting, and After-Action Meeting.
- c. Develop workshop documentation to include workshop PowerPoint presentation, participant handouts, and workshop feedback and evaluation survey.
- d. Develop Special Events Toolkit for use by attendees during the workshop.
- e. Identify logistical requirements for workshop delivery, including the plan for recording (audio and video) of the workshop for future use/delivery.

Task 2.2: In coordination with the planning team, conduct the workshop to include the following tasks:

- a. Provide personnel with subject matter and workshop expertise to serve as facilitator(s) / evaluator(s) to help guide the workshop.
- b. Identify any strengths and areas for improvement in the workshop materials and delivery.

Milestone 3: Facilitate the After Action and Improvement Planning Process

Task 3.1: Gather information and feedback on improvements.

Task 3.2: Prepare an After-Action Report/Improvement Plan from the workshop.

Task 3.3: Finalize the Special Events Toolkit, incorporating improvements gathered from the workshop.

C. PROJECT DELIVERABLES

- Facilitate Planning Meetings: Facilitate up to five (5) planning meetings (virtual) with the local planning team to plan and design the workshop.
- Develop Special Events Toolkit:
 - Develop a PowerPoint with speaker notes for workshop and future delivery,
 - Participant workbook and handouts,
 - Workshop feedback and evaluation survey.
- After-Action Report - Develop an After-Action Report/Improvement Plan from the Workshop to include feedback and improvements.

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- Finalize the Special Events Toolkit: Update the PowerPoint presentation, workbook, and handouts to align with feedback. All deliverables should be provided electronically as a PowerPoint or Word document and be ADA-compliant.

D. TIME OF PERFORMANCE

Term - Consultant shall begin performing the Services on EXECUTION OF CONTRACT and shall work diligently to complete the project to the satisfaction of MARC, in accordance with the terms provided herein, NO LATER THAN SEPTEMBER 30, 2025.

E. COMPENSATION AND BUDGET

Please provide a quote for the proposed work, including estimated hours, total cost, and a line-item cost for recording the workshop.

F. 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 quote must be received by MARC no later than **4 PM CDT on August 21, 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:

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1. **SCOPE OF WORK:** MARC staff has developed a general outline of work tasks associated with the Scope of Work and objectives. Respondents must provide a brief scope of work including methodologies and/or approaches that will be used to complete this project.
 - 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. See Attachments A&B
2. **CONTRACT PRICE:** Proposals should indicate the expected number of hours and the total cost for the outlined scope of work.
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 include:
 - A. Resumes for staff who will be assigned to this project.
 - B. References, if available.
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.

G. SELECTION PROCEDURE

The selection committee will review the responses received against the criteria and determine if follow-up telephone interviews are desired and decide to conduct follow-up interviews. If follow-up interviews are warranted, they will be scheduled for the week of August 25, 2025.

MARC reserves the right to negotiate a contract, including a 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 or 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.

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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.

H. PROPOSAL EVALUATION CRITERIA

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

- A. Planning experience / 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
 - 5. Ability to meet timeframes
- C. References reflecting previous work experience and satisfactory accomplishment of contractor responsibilities.
- D. Project cost.

I. INTERVIEW/PRESENTATION

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

J. 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.

K. 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

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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 section 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.

L. PROCUREMENT SCHEDULE

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

Activities	Schedule
RFP issued	July 31, 2025
Proposals Due	August 21, 2025 (4 pm CDT)
Interviews as needed	Week of August 25, 2025 (if needed)
Selection	Week of August 25 ,2025
Contract Execution	Immediately after contract negotiation
Project Completion	September 30, 2025

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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 the 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)

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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 the 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

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.