

Safety & Security Special Events Planning and Exercise Series

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council (MARC), on behalf of the Regional Homeland Security Coordinating Committee (RHSCC), is soliciting proposals from qualified and experienced contractors to **review and update regional safety and security planning and exercises materials, design and deliver a workshop, a seminar and table top exercise and associated exercise after action reports and improvement plans** to assist local jurisdictions in preparing for special events and increasing coordination across the region. The planning team is formed, and a tentative date for the workshop has been identified and a location is being secured.

This project aims to enhance the region's **planning and exercise products supporting special event preparedness, response coordination, and public safety collaboration**. The initiative will be implemented in **five sequential activities**, each building upon the previous to ensure capability development, product refinement, and regional adoption:

1. **Review of Materials and Product Enhancement**
2. **Delivery of Workshop**
3. **Feedback and Revision**
4. **Plan and Host Seminar**
5. **Conduct Tabletop Exercise and Develop AAR/IP**

The contractor will review existing planning and exercise products, design and deliver a **4-hour Safety and Security Workshop by December 31, 2025**, and incorporate participant feedback to improve the tools. Updated materials will be presented for project lead approval and institutionalized through a **regional seminar in February 2026**, followed by a **discussion-based tabletop exercise in April 2026**.

The project will conclude with the submission of a **comprehensive Exercise After-Action Report (AAR) and Improvement Plan (IP) by May 31, 2026**. All products must be scalable, adaptable, replicable, and **ADA-compliant**, and be provided electronically in editable **PowerPoint and Word** formats.

B. SCOPE OF SERVICES

Phase 1: Review of Materials and Product Enhancement (–December 2025)

Objective: Review existing regional special event planning and exercise materials; identify initial updates and enhancements needed; and establish a delivery plan.

Tasks:

- Conduct a **kickoff meeting** with MARC and the planning team to finalize project objectives, deliverables, and schedule.
- Review existing **Special Events Toolkit, previous workshop or exercise materials, and regional safety guidance**.
- Identify strengths, gaps, updates needed, and opportunities

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- Develop a work plan confirming workshop delivery before December 31, 2025.

Phase 2: Delivery of Workshop (By December 31, 2025)

Objective: Develop and deliver a 4-hour **Safety and Security for Special Events Workshop** to strengthen jurisdictional communications and coordination and validate existing planning products and identify updates.

Tasks:

Develop materials for use during and after the workshop.

- Coordinate logistics and ensure workshop participation from regional partners.
- Facilitate the workshop, collecting real-time feedback to inform updates to the materials.

Phase 3: Feedback and Materials Revision (January–February 2026)

Objective: Incorporate feedback from the workshop into updated planning, exercise materials, and finalize the **Special Events Toolkit**.

Tasks:

- Analyze participant feedback and survey results.
- Revise and update products, aligning them with regional priorities and participant recommendations.
- Submit revised materials to MARC and the planning team for review and approval.

Phase 4: Host the Seminar (February 2026)

Objective: Institutionalize the updated products and introduce the design for the regional tabletop exercise.

Tasks:

- Conduct a **regional seminar in February 2026** to present finalized products, facilitate peer discussion, and confirm tabletop exercise parameters.
- Share planning and exercise materials to promote consistent regional use.

Phase 5: Conduct Tabletop Exercise (April–May 2026)

Objective: Validate the effectiveness of updated planning and exercise products through an **HSEEP-aligned tabletop exercise**.

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Tasks:

- Design and deliver a **discussion-based tabletop exercise in April 2026** focused on coordination for complex special events at both the local and regional level.
- Develop all supporting materials, including the Exercise Plan (EXPLAN), participant handouts, and evaluation forms.
- Conduct the exercise with multidisciplinary participants.
- Facilitate an after-action discussion and prepare a final AAR/IP incorporating findings and recommendations.

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C. PROJECT DELIVERABLES AND MILESTONES

Phase 1- Review of Materials and Product Enhancement Deliverables:

- **Planning Meeting Documentation:** Facilitate up to **five (5) virtual planning meetings** with the MARC/RHSCC planning team to design the workshop and guide product development.
- Meeting summaries capturing decisions, action items, progress, and participants.
- Enhancement framework outlining recommendations for updating planning and exercise materials.

Phase 1- Review of Materials and Product Enhancement Milestones:

- Kickoff meeting and initial planning sessions completed by **Dec 5, 2025**.
- Final enhancement framework and meeting documentation submitted by **December 15, 2025**.

Phase 2 - Delivery of Workshop Deliverables:

- **Workshop Materials:**
 - PowerPoint presentation with speaker notes (for workshop and future delivery).
 - Participant workbook and handouts.
 - Workshop feedback and evaluation survey.
- **Workshop Delivery:**
 - Conducted 4-hour regional workshop with multidisciplinary audience.
 - All deliverables provided electronically in **PowerPoint and Word** formats, fully **ADA-compliant**.

Phase 2 - Delivery of Workshop Milestones:

- Workshop developed and delivered by **December 31, 2025**.
- All materials and participant evaluation summaries submitted to MARC by **January 10, 2026**.

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Phase 3 - Feedback and Revision Deliverables:

- **Seminar After-Action Report (AAR)/Improvement Plan (IP):** Developed from workshop results, summarizing feedback, findings, and recommended improvements.
- **Finalized Special Events Toolkit:** Updated PowerPoint, participant workbook, and handouts reflecting approved revisions.
- All deliverables submitted electronically and **ADA-compliant**.

Phase 3 – Product Feedback and Revision Milestones:

- AAR/IP completed and submitted by **February 10, 2026**.
- Finalized toolkit and revised materials approved by project leads by **February 20, 2026**.

Phase 4 - Host the Seminar Deliverables:

- Seminar presentation materials and attendee summaries.
- Exercise design concept, objectives, and participant framework confirmed.
- All products delivered electronically and **ADA-compliant**.

Phase 4 - Host the Seminar Milestones:

- Regional seminar completed by **February 28, 2026**.
- Exercise design concept approved by MARC by **March 10, 2026**.

Phase 5 - Conduct Tabletop Exercise Deliverables:

- **Exercise Design Materials:** EXPLAN, participant guides, evaluation tools.
- **Tabletop Exercise Delivery:** Conducted regional exercise in coordination with MARC and RHSCC.
- **Final AAR/IP:** Submitted electronically by **May 31, 2026**, in ADA-compliant Word format.

Phase 5 - Conduct Tabletop Exercise Milestones:

- Tabletop exercise conducted by **April 30, 2026**.
- Final AAR/IP submitted by **May 31, 2026**.

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 DECEMBER 22, 2025

E. COMPENSATION AND BUDGET

The expected budget for this project is not expected to exceed \$74,060.

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Please provide a breakdown of the budget by phase, including estimated hours and cost per phase, and the total cost, separating the cost for the workshop and plan revision, and the seminar and discussion-based exercise.

Please provide a separate cost estimate for recording of the workshop and seminar for future use.

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 November 26, 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 appropriate MARC staff have received the proposal and it 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:** 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.

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- 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 include a breakdown of the budget by phase for the proposed work, including estimated hours and cost per phase, and the total cost, and a separate line-item cost estimate for recording the workshop.
3. **QUALIFICATIONS:** Proposals should indicate the qualifications of the proposer in planning and execution appropriate to this project, to include safety and security special event planning and experience with multi-jurisdictional projects. 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
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 Dec 1

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

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 a favorable disposition toward either their proposal or any other proposal submitted because of the Request for Proposal.

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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/exercise 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 relative to this RFP 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 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

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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	November 10 ,2025
Proposals Due	Nov 26, 2025 (4 pm CDT)
Interviews as needed	Week of Dec 1 (if needed)
Selection	Week of Dec 12025
Contract Execution	Immediately after contract negotiation
Workshop conduct	Before Dec 31, 2025
Discussion-based Exercise	Before May 2026
Project Completion	June 5, 2026

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 the 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.