

Request for Proposals
Multi-jurisdictional Virtual EOC/Information Sharing System Platform

Issued September 6, 2022

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Closing Date and Time for Proposals – September 30, 2022, 4 pm CST
Contact Information –
John Davis Fiscal Administrator Jdavis@marc.org

MARC Organizational Structure and Activities

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. It is a public, non-profit agency. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte, and Ray counties in Missouri; and Johnson, Leavenworth, Miami, and Wyandotte counties in Kansas.

MARC was formed in 1972 and is governed by a 33-member board of directors composed of city and county elected officials. In addition to the board, MARC has dozens of policies, technical and advisory committees and decision-making entities overseeing its work and providing important and diverse stakeholder involvement.

The Board and committee activities are supported by a professional staff headed by an executive director who is appointed by the Board. MARC services are funded by a variety of sources including contributions by member governments; formula and discretionary grants from Missouri, Kansas, and the federal government; and contributions for specific programs from private foundations and civic organizations.

Objectives

MARC on behalf of the Metropolitan Emergency Management Committee comprised of area emergency managers and other emergency services agencies is interested in discovering options and costs for a virtual bi-state regional collaboration emergency operations center multi-level information sharing platform for bi-directional exchange of critical information during times of emergency and disaster across the nine-county area and 100+ jurisdictions in the bistate Kansas City region. The multiple levels include department, jurisdiction, and cross-jurisdiction.

A list of required and desired features is provided in this RFP.

Required Features for the System

The following is a list of required features and functionalities for the system. **Features that have an asterisk are desired but not a minimum requirement.**

- The ability to document and display Activity Logs/Key Events
- The ability to view and indicate EOC Status
- Ability to create and share Situation Report – customizable
- Provide full regional situational awareness
- The system must have multiple Layers of Accessibility - Separate boards currently exist for regional, county, city, and departmental activity logging.
- Dashboard view - Dashboard – customizable for personal preferences * The platform should have the ability to collect from field and input, separate by category, categorize the damage, and store critical infrastructure sites (tier II sites, for example) to provide a quick snapshot of relevant information.
- Damage assessment pages that include local and regional views and ability to connect/integrate damage assessment with other systems (ESRI, etc.) *
- Significant weather report*
- File library*
- Fillable/printable NIMS Incident Command System forms*

- Able to complete forms within the platform to be used for creating IAP incident action plans *

The system functionality must include:

- Mapping - the ability to locate address on a map, fillable map (show roadblocks, barricades, incident command posts staging, etc.)
- The system must be able to fuse or interface with the two states' WebEOC applications
- Application for mobile devices - The platform must be usable from a cell phone/tablet.
- Ability to print logs, forms, reports, other information, etc.
- The system must be reliable (works 24/7/365) with rapid technical support
- Usability - The platform must be easy to learn/train/use, and easy to access from any computer.
- Security - Particularly if cloud-based, it must be secure utilizing multi-factor authentication and provide secure use from any device.
- Maintenance 24/7 - How often is the platform updated,
- The ability to distinguish between regular and occasional users and to add/remove occasional users conveniently and efficiently depending on the need
- Administrators - ability to have and distinguish privileges levels for different users based on need
- Inclusion of Community Lifelines as defined by FEMA - Are they considered and what is the format for displaying and manipulating the related information? *

Proposal Requirements

The proposal must include

- Company Information & Qualifications
 - List your company's legal name, address, and telephone number.
 - Number of years in business
 - Three references for similar projects including multi-jurisdictional projects
- Product Requirements
 - Provide a spreadsheet of the "Required" and "Desired" features included in this RFP and describe how your proposal meets those requirements.
 - Specify how the product meets requirements for various cybersecurity frameworks (i.e., CIS, NIST)
 - Provide information about your backup and recovery procedures.
Describe the security measures in place to protect the application
- Implementation Service
 - Provide a proposed timeline for implementation
 - Explain details of the implementation plan. How much time is required for training and familiarity?
- Provide a list of any included warranties
- Pricing Structure
 - Include pricing for: Startup cost, reoccurring costs, cost for professional services, and basis for the costs (hourly, per user, lump sum, etc.)

- Include if there is a different cost for the desired requirements
- What are any additional costs, and what is the cost difference between hosted vs. owned on a local server? The cost for the number of users and the difference between regular vs occasional users. Include if there is the capability to increase the number of users at the time of an incident or event and if so the associated pricing

Proposals must also include:

- **Disadvantaged Business Enterprise (DBE) Requirements and Participation:** MARC’s DBE policy requires that qualified DBE’s be afforded an equitable opportunity to participate in contracts. Proposers are encouraged to involve DBEs in subcontracts or joint ventures. DBE proposers should submit, with their proposals, Intent to Perform as A Disadvantage Business Enterprise (DBE), Appendix A, for each proposed DBE contractor, subcontractor, or joint venture. Certification of DBEs will be made in accordance with MARC’s Disadvantage Business Enterprise Program.
- **Affirmative Action Checklist:** If applicable, proposers must complete and enclose with their proposal company’s Affirmative Action Plan (see Appendix B Affirmative Action Checklist).
- **Certification Regarding Debarment:** Each proposer is required to certify by signing the “Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion” (Appendix C). “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.
- **Certification Regarding Lobbying:** See Appendix D.
- **E-VERIFY:** See Appendix E, if applicable.

I. Proposal Evaluation Criteria

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

- A. Functionality (50%) – Ability of the proposed solution to achieve all required elements of functionality with a preference for those proposals that achieve the desired functionality, too.
- B. Project costs (30%)
 - a. Competitive cost model that devotes adequate persons-hour commitment to achieve project schedule and timeliness of projects
 - b. Predictable and affordable sustainment costs
- C. Qualifications and Experience (20%)
 - a. Specialized experience and technical competence of the proposer as demonstrated by the following:
 - i. firm’s history

- ii. experience of the assigned staff
- iii. verification from references of ability to meet project deliverables, adhere to work schedule, and respond to client input
- b. Understanding the proposed scope of work
- c. Capacity of the vendor to meet the core requirements
- d. General organization and clarity of the proposal
- e. Level of DBE participation

The selection team may require an oral presentation of the firms selected. Presentations will be held at MARC or a site designated by MARC.

Project Schedule

RFP Issued – September 6, 2022

Deadline to submit questions – September 16, 2022

Addendum Issued with Responses to Questions (if applicable) – September 21

Proposals Due – September 30, 2022, 4:00 PM

Finalists Selected – October 7, 2022

Interviews (if applicable) – week of October 10, 2022

Notification of preferred vendor – October 17, 2022

Contract negotiations – week of October 17

MARC Board of Director’s approval – October 25

Notice to proceed – October 26

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.”

Questions

All questions regarding this Request for Proposals (RFP) should be directed to John Davis (JDavis@marc.org) and CC Erin Lynch (ELynch@marc.org) via email by September 16, 2022.

600 Broadway, Suite 200
Kansas City, Missouri 64105-1659

816-474-4240
816-421-7758 FAX
marcinfo@marc.org
www.marc.org



Response Requirements

Responses to this Request for Proposals should be directed to John Davis at JDavis@marc.org, NO LATER THAN 4 p.m. CDT on September 30, 2022. Responses must be submitted in electronic formats.

Note: It is the responsibility of the vendor to verify the receipt of proposals or any related electronic communication by MARC staff as there is always the possibility of emails getting blocked by MARC's firewall/spam filter.

Engagement

This Request for Proposals does not commit MARC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received because of this request if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations, and to submit such price, technical or other information as may be needed to finalize a particular engagement for services.

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**Appendix A
 Intent to Perform as an MBE/WBE**

Project Title and Description: _____

The undersigned intends to perform work in connection with the above project as:

	Check one:	State Name of Prime Contractor or Joint Venture Partner:
Prime Contractor		
Subcontractor		
Joint Venture		
Other (please specify)		

The status of the undersigned is confirmed by an MBE/WBE Certification from one or all of the following (please provide copy of current Certification Certificate):

	Check one:
MRCC (Missouri Regional Certification Committee)	
KDOT	
MoDOT	
City of Kansas City Missouri	
Other (please specify below) – MARC may require additional certification documentation	
•	

The undersigned is prepared to perform the following described work in connection with the above project (attach additional sheet in needed),

 Name of MBE/WBE Firm

By _____
 Signature of MBE/WBE Firm's Authorized Representative

 Date

 Print Name of Authorized Representative

Appendix B
Affirmative Action Checklist:

Federal regulations require that any firm 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. 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, of 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)

Appendix C

Certification Regarding Debarment and Suspension

The respondent to this proposal certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three-year period preceding this proposal 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 statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the respondent is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

Appendix D

Certification Regarding Lobbying

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, U S Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of above Official)

(Date)

**APPENDIX E - E-VERIFY
MID-AMERICA REGIONAL COUNCIL
NOTICE TO VENDORS**

Section 285.525 – 285.550 RSMo – Effective January 1, 2009

Effective January 1, 2009 and pursuant to the State of Missouri’s RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition of the award of any contract or grant in excess of five thousand dollars (\$5,000.00) by the state or a political subdivision of the state (e.g., MARC) to a business entity, . . . , the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services (RSMo 285.530 (2)).

Those Contractors providing service to **MARC over \$5,000** shall comply with Sections 285.525 through 285.550 RSMo.:

- Submit a completed, notarized copy of AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 RSMo., ET SEQ. For Contracts over \$5,000.00 the Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted service, and
- Provide documentation evidencing current enrollment and participation in a federal work authorization program (e.g., electronic signature age from E Verify program’s Memorandum of Understanding (MOU)).

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available from the following:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

If you have any questions, please contact Rita Parker at 816-246-5083 or by email to rita.parker@kcrpc.com .

Per MARC policy 2011

9.1 Employment Eligibility Verification

Pursuant to Section 285.530.1 of the Revised Statutes of Missouri (RSMo.), no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition of the award of any contract or grant in excess of five thousand dollars (\$5,000) by the state or a political subdivision of the state to a business entity, the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. MARC is not a political subdivision of the state for the purposes of Section 285.530.2 of the Revised Statutes of Missouri because Section 285.525(8)

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defines political subdivision as “an agency or unit of this state which now is, or hereafter shall be, authorized to levy taxes or empowered to cause taxes to be levied.” Because of this definition, MARC does not require [E-verify](#) of its contractors unless enrollment in the federal work authorization program is required by the grantor agency providing the funds covering the Contractor expense.

Every contractor shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services (Section 285.530.2, RSMo.).

REQUEST FOR PROPOSALS

Multi-jurisdictional Virtual EOC/Information Sharing System Platform

SAMPLE MEMORANDUM OF UNDERSTANDING

Company ID Number: _____

The foregoing constitutes the full agreement on this subject between the SSA (Social Security Administration), DHS (Department of Homeland Security) and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU (Memorandum of Understanding) on behalf of the Employer and DHS respectively.

To be accepted as participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at (888) 464-4218.

Employer	
Name (Please Type or Print	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print	Title
Signature	Date