



WESTERN VIRGINIA EMS COUNCIL. INC.

REQUEST FOR PROPOSAL

Professional Services

FOR

ASSESSMENT OF NEED FOR STATE MEDICAL ASSISTANCE TEAM(S)

RFP NUMBER WV-2021-1

AWARD DATE: MARCH 19, 2021

This Request for Proposal has been posted on the Council's website at www.wvems.org under "Requests for Proposals".

DATE of RFP: March 4, 2021

REQUEST FOR PROPOSAL (RFP)

RFP No. WV-2021-1

Title: ASSESSMENT OF NEED FOR STATE MEDICAL ASSISTANCE TEAM(S)

Issued By: **Western Virginia EMS Council, Inc.**
1944 Peters Creek Road
Roanoke, VA 24017-1613
Phone (540) 562-3482
FAX (540) 562-3488
Email: mreece@vaems.org (Attention Morris Reece, Project Manager)

Sealed proposals will be received on or before **5:00 P.M., March 15, 2021** for furnishing the services and/or items described herein. The time of receipt shall be determined by the time or receipt at the Council's office at the above address or the time stamp on the email transmitting the proposal.

The FIRM project completion date is June 1, 2021. We realize that this is an aggressive date, and pricing may reflect the cost to provide the final deliverables in a short timeframe.

All questions must be submitted before 5:00 p.m., March 12, 2021. If necessary, an addendum will be posted to the Council's web site at www.wvems.org "Requests for Proposals".

If proposals are mailed, send directly to Morris Reece, Project Manager at the address listed above. If hand delivered, deliver to the Council's Roanoke office at 1944 Peters Creek Road NW, Roanoke VA. Roanoke, VA. If proposals are emailed, send to mreece@vaems.org – Attention Morris Reece, Project Manager.

The Council reserves the right to cancel this RFP and/or reject any or all proposals and to waive any informalities in any proposal.

This section is to be completed by the Offeror and this page must be returned with the proposal. In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful Offeror. No proposal may be withdrawn for a period of sixty (60) days after the opening of the proposal, except as provided in the RFP.

Legal Name and Address of Firm:

_____	Date: _____
_____	By: _____ (Signature in Ink)
_____	Name: _____ (Please Print)
_____ Zip: _____	Title: _____
Phone: _____	FAX: _____
Email: _____	Federal EIN _____

WESTERN VIRGINIA EMS COUNCIL, INC.
REQUEST FOR PROPOSAL
FOR
ASSESSMENT OF NEED FOR STATE MEDICAL ASSISTANCE TEAM(S)
RFP NO. WV-2021-1

INTRODUCTION

With funding received from the Assistant Secretary for Preparedness and Response (ASPR) for the Hospital Preparedness Program, the Virginia Department of Health (VDH), Office of Emergency Preparedness, through the Western Virginia Emergency Medical Services Council is evaluating the need for one or more deployable “State Medical Assistance Teams” (SMATs). The purpose of such team(s) is to provide specialized support and resources, potentially including human resources and physical assets, during times of disaster and/or public health crises that cause overt stress on the day-to-day healthcare response system.

Before committing to establishing a formal SMAT system VDH has contracted with the Western Virginia Emergency Medical Services Council (WVEMS) to conduct a statewide analysis of existing public health and healthcare preparedness and response capabilities, strengths and weaknesses in those capabilities, and associated challenges and barriers to implementation. This analysis should focus on high consequence areas including, but not limited to, the following:

- Trauma
- Burns
- Pediatrics
- Highly Infectious disease (with emphasis on COVID-19)

The successful offeror should have demonstrable experience and a proven track record in the conduct of research and development of studies in the healthcare and emergency management disciplines.

METHODOLOGY

Review existing documents and publications, including but not limited to the recent “VMAT White Paper” (available from the Project Manager), local and regional risk analyses (from Virginia’s regional healthcare coalitions, localities, hospitals, etc.), after-action reports from exercises and actual events, etc.

Interview and/or survey stakeholders from diverse areas of the emergency management and healthcare preparedness discipline, potentially including but not limited to:

- Virginia Department of Health Office of Emergency Preparedness
- Virginia Department of Health Office of Emergency Medical Services
- Virginia’s regional healthcare coalitions

- Virginia’s regional EMS councils
- Virginia Hospital and Healthcare Association
- Hospitals and Healthcare Systems
- Hampton Roads Metropolitan Medical Response System
- Virginia 1 DMAT

Analyze data and prepare a written report identifying various gaps and needs. Identify how (or whether) a deployable asset such as a SMAT could meet these needs.

Final report should include the following:

- Recommended geographical location(s) for the team(s)
- Essential and desired supplies and equipment
- Impediments to the success of such team(s)
- Necessary strategies for continued operations
- Other issues identified in the assessment

Present your results in a live virtual environment to key stakeholders identified by the Virginia Department of Health and the Western Virginia EMS Council.

INSTRUCTIONS TO OFFERORS

- A. Proposals must be submitted in accordance with the instructions and requirements contained in this RFP, including the Introduction. Failure to do so may result in the proposal being considered non-responsive and it may be rejected. An Offeror must promptly notify the Council of any ambiguity, inconsistency, or error which may be discovered upon examination of the RFP. An Offeror requiring clarification or interpretation of this RFP should contact the Project Manager (Morris Reece) at (540) 400-1144 or mreece@vaems.org.
- B. Prospective Offerors, sometimes referred to as providers, operators, contractors, consultants, or vendors, are to address the criteria below at a minimum as part of their submitted proposal.
1. Prospective Offerors should submit at a minimum the length of time in the business, strengths in the industry, business philosophy, and a description of the organizational structure of the firm; a description of the organizational structure for the management and operation of the services requested in this RFP.
 2. Any pertinent experience in providing services similar to those requested by this RFP, including names and contact information for at least three prior clients for whom you have done similar work.
 3. Names and qualifications of the primary researchers and subject matter experts who will be involved in the project will be provided as part of the proposal.

- C. The Council may request additional information, clarification, or presentations from any of the Offerors after review of the proposals received.
- G. The Council has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of Offeror.
- H. The Council is not liable for any costs incurred by any Offeror in connection with this RFP or any response by any Offeror to this RFP. The expenses incurred by Offeror in the preparation, submission, and presentation of the proposal are the sole responsibility of the Offeror and may not be charged to the Council.

TIMETABLE

Submission Deadline – March 15, 2021

Award Date – March 19, 2021

Project Completion – June 1, 2021 (firm)

MISCELLANEOUS

- A. Ownership of Material – This project is federally funded through a subrecipient agreement. All data, materials, and documentation originated and prepared for the Council pursuant to the RFP shall belong exclusively to VDH and ASPR. Trade secrets or proprietary information submitted by the Offeror shall not be subject to public disclosure unless required by law or a court. **However, the Offeror must request such non-disclosure, in writing, either before or at the time the data or other material is submitted.** The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.
- B. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections or changes of this RFP made in any other manner will not be binding and Offerors must not rely upon such interpretations, corrections, or changes. The Council or its designee will issue Addenda. Addenda will be posted on the WVEMS website and sent via email to all who are listed as having received the RFP Package.
- C. No Offeror shall confer on any Council employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

- D. The Council may make investigations to determine the ability of the Offeror to perform or supply the services and/or items as described in this RFP. The Council reserves the right to reject any proposal if the Offeror fails to satisfy the Council that it is qualified to carry out the obligations of the proposed contract.
- E. The successful Offeror shall comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
- F. Providers of any outside services shall be subject to the same conditions and requirements as the successful Offeror in regards to law, code, or regulation compliance. The Council reserves the right of approval for any subcontract work, including costs thereof.
- G. Conflict of Interest: No one currently directly affiliated with Virginia's Hospital Preparedness Program is eligible to submit a proposal or to receive compensation related to this RFP.

EXCEPTIONS

Any Offeror who wishes to make exception to any provision pursuant to this RFP may do so only in writing as part of the submission. Such exception(s) will be considered when evaluating and scoring the submission, and may be grounds to reject the submission.

PRICING SCHEDULE

The Offeror shall propose a pricing schedule whereby the Council would be invoiced for work completed based on this proposal. The proposed schedule should relate to the completion of major deliverables and/or milestones as provided in the Offeror's proposed Project Plan. (The Offeror shall include the proposed Pricing Schedule in its RFP Response Package.)

Optional components may be proposed, however the cost of such options shall not exceed fifteen percent (15%) of the base price of the contract.

EVALUATION

Proposals will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to the items referred to above and those set forth below:

- A. The background, education and experience of the Offeror in providing similar services or items elsewhere, including the level of experience in working with similar organizations and governmental entities, and the quality of services performed or items supplied.
- B. Reasonableness/competitiveness of proposed nonbinding project cost, fee and/or benefits to the Council, although the Council is not bound to select the Offeror who

proposes the lowest fees or most benefits for services. The Council reserves the right to negotiate fees and/or benefits to the Council with the selected Offeror(s).

- C. The Offeror's responsiveness and compliance with the RFP requirements and conditions.
- D. Determination that the selected Offeror has no contractual, personal or other relationships which would result in a conflict of interest with the Council's contract.
- E. The quality of Offeror's performance in comparable and/or similar projects.
- F. Whether the Offeror can provide the services and/or deliver the items in a prompt and timely fashion.
- G. Specific Plan or Methodology to be used in performing the services.

SELECTION PROCESS AND AWARD

Selection of the Offeror will be as follows:

- A. All proposals submitted in response to this RFP will be reviewed by the Project Manager or his designee for responsiveness prior to referral to a selection committee or person. A committee consisting of Council and VDH personnel and/or others will evaluate all responsive proposals, conduct the negotiations, and make recommendations to the Project Manager, or his designee, as appropriate. The award of a contract, if made, will be made to the Offeror whose proposal best furthers the interest of the Council, as determined by the Project Manager. The Council reserves the right to reject any and all proposals, to waive any informality or irregularity in the proposals received, and to make the award to the Offeror whose proposal is deemed to be in the best interest of the Council.
- B. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the selection committee or person. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are strictly at the option of the Council and may or may not be conducted.

SECTION 9. INFORMATION ON CONTRACT TO BE AWARDED.

Submission of a proposal by an Offeror will obligate such Offeror, if it is the successful Offeror, to enter into a contract containing the same or substantially similar terms and conditions as described in this RFP. Other terms and conditions, if necessary, will be negotiated with the successful Offeror.

-End-