Collaborating Agencies’ Disaster Relief Effort

Request for Qualification No. 20-001

Emergency Planning, Training and Community Resilience

Date Issued: February 26, 2020

Questions Due: March 2, 2020 by 5:00 p.m.

Proposal Due: March 17, 2020 by 5:00 p.m.
I. GENERAL

Collaborating Agencies’ Disaster Relief Effort (CADRE), the Voluntary Organizations Active in Disaster (VOAD) for Santa Clara County is seeking Statements of Qualifications in order to establish a list of organizations or individuals pre-qualified to provide Emergency Planning, Training and Community Resilience services for nonprofit and government organizations in Santa Clara County. Respondents pre-qualified under this RFQ are not guaranteed a contract. CADRE, in its sole and absolute discretion, may award contracts to multiple vendors. CADRE shall award funds through the execution of an agreement.

Funding is currently available, up to $65,000 for FY19 with performance period ending June 30, 2021. Additional funding may be secured and awarded via contract to those entities qualified under this RFQ for related work with different or future performance timelines.

II. OVERVIEW

CADRE is a 501(c)3 non-profit corporation and is not organized for the private gain of any person. It is organized under the California Non-profit Public Benefit Corporation Law exclusively for charitable purposes.

Purpose. CADRE’s purpose is to facilitate a coordinated disaster response, of non-profit and faith-based organizations, to support local government and the community. CADRE also encourages organizational preparedness planning and relationship building amongst its members in non-disaster times through training and exercises.

Mission. CADRE is the official Voluntary Agencies Active in Disaster (VOAD) for Santa Clara County under Northern California’s State VOAD. The mission of CADRE is to strengthen coordination of the disaster response and recovery efforts of non-profit, faith-based, government, private and other disaster relief entities in Santa Clara County, through partnerships, planning, training, exercises and emergency activation.

Vision. CADRE envisions a community wherein all sectors – government, non-profit, faith-based and private industry – work together effectively and efficiently to meet the post-disaster needs of Santa Clara County residents.

To that end, all CADRE member organizations, and others, work together to develop and test disaster preparedness plans that clearly articulate potential roles, responsibilities and relationships necessary to achieve integrated, coordinated response and recovery efforts for all Santa Clara County communities.
III. GEOGRAPHIC AREA SERVED

Work is to be primarily performed in Santa Clara County, however some meetings or liaison work may involve travel throughout the greater San Francisco Bay Area. Development of curriculum, marketing, outreach and strategic planning and symposium design work may be done remotely by qualified entities as needed or desired by the CADRE Board of Directors.

IV. SCOPE OF WORK

CADRE Workshops

Develop curriculum and deliver workshops to support CADRE agency staff and emergency manager training and education on the functions, roles and processes used by CBOs/FBOs in a disaster. The workshops typically provide a forum for sharing ideas and delving deeper into topics like function-based planning, mass care, organizational emergency equipment/supply caches, schools planning, children in disasters, active shooter and more. Workshops routinely have 30-60 attendees. Due to turnover in the governmental and community-based sectors, these ongoing workshops are essential in keeping people informed and connected.

CADRE Community Collaboration Symposium

Design and deliver a Workday/Symposium. Based on workdays and conferences provided over the past ten+ years, the CADRE Symposium brings together community-based, faith-based, private sector and local government resources to exercise and enhance planning efforts and collaborative working protocols. The objective of the workday is to foster ongoing working relationships and understandings between nonprofit social services providers in Santa Clara County with local government agencies and leaders to facilitate more effective and efficient community response, relief and recovery activities should an emergency or disaster effect any or all portions of Santa Clara County’s Operational Area. CADRE Leadership and emergency managers from throughout the county are invited to engage in the planning efforts, delineate desired deliverables and work together towards the execution of a highly interactive day of community collaboration, team building and education.

Workshop Marketing, Promotion and Follow Up

Ongoing documentation updates include use of the CADRE website (WordPress), contact database (Excel), and functional resource list (Word) to be used for coordination during emergency planning, response, and recovery. Website is to be updated with training dates, training documents are uploaded, new workshop attendees are added to current distribution list, etc.
Technical Assistance

Provide mentoring to individual organizations related to agency emergency planning, training and exercise development/delivery, relationship building with local government for disaster readiness and operational coordination.

Liaison

Work may include attendance at government emergency planning meetings to provide CADRE subject matter expertise. May also participate in government EOC exercises and activations and regional coordination discussions and community resilience planning.

V. SUBMISSION

Submissions are due by 5:00 p.m. on March 17, 2020. RFQ approval is contingent on funding availability. Please submit an electronic application to admin@cadresv.org with the subject line: “FY 2019-20 CADRE Emergency Planning, Training and Community Resilience”.

Proposal Format and Organization
The proposal should be organized and indexed in the following format and should contain, at a minimum, all listed items in the sequence indicated:

Section 1: Letter of Transmittal
Section 2: Proposer’s Corporate Information and Contact Information
Section 3: Firm and Staff Qualifications.
Section 4: Resume(s) and/or brief bios for proposed project staff demonstrating experience and ability to accomplish the deliverables
Section 5: Prior Projects and References. Including a brief description of each, total project or contract amount, deliverables, dates of service and reference information including name, title, organization, phone and email address
Section 6: Fee Schedule
Section 7: Statement or proof of ability to provide Proof of General Liability insurance $1,000,000 per occurrence.
VI. EVALUATION CRITERIA

Submissions will be evaluated by the Evaluation Committee members who will independently evaluate, and rate submissions based on criteria listed below. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation Committee member.

1. Ability to meet the technical and business requirements; 50 points
2. Past experience with Implementation, project management, training and on-going support; 40 points
3. Corporate strength, experience, references; and reputation of proposer 10 points

100 total points

Please direct all questions to:
Marsha Hovey, Co-Chair
CADRE
408-722-1210
admin@cadresv.org