Collaborating Agencies’ Disaster Relief Effort

Request for Qualification No. 20-002

Administrative Support

Date Issued: February 28, 2020

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

Proposal Due: March 13, 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 Administrative Support to 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 $15,000. 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. Support 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

Administrative Support

Update website language and documents (WordPress), prepare newsletters, draft grant proposals, send emails to members to share information and promote events, work with our team to manage logistics for Workshops/Symposiums/Fundraising activities, update databases, update manuals, secure training venues, prepare promotional materials, compile event feedback, conduct research, support Board Members, process membership applications, address correspondence, maintain a CADRE presence on Facebook and Twitter, archive documents

V. SUBMISSION

Submissions are due by 5:00 p.m. on March 13, 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 Administrative Support”.

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