

SECTION 1 – DEFINITIONS

SECTION 2 – OVERVIEW

2.1 **Introduction**

As a coordinating public safety agency for the City of New Orleans, the Office of Homeland Security and Emergency Preparedness (NOHSEP) is responsible for administering the City's crisis and consequence management program. NOHSEP coordinates crises – both natural and man-made – through “all-hazards” planning, information sharing, situational awareness, public safety support and mitigation strategies and programming. Our initiatives build New Orleans' capacity to prevent, protect against, respond to, and recover from major emergencies and disasters.

2.2 Background

In preparation of the 2023 hurricane Season, the Emergency Preparedness Branch of NOHSEP administers the City's crisis and consequence management system, including developing and maintaining plans for emergencies and special events. The branch also coordinates training and exercises with stakeholders, maintains and operates the City Emergency Operations Center (CEOC), provides public safety GIS capabilities, and provides a 24/7 Duty Officer for major incidents, intends to hire a firm to help

with the design, facilitation, implementation, and evaluation of HSEEP compliant trainings and exercise as well as to provide EOC staffing as needed during extended emergencies

2.3 Purpose

The City seeks proposals from qualified firms and/or individuals who are experienced in providing services in the fields of homeland security and emergency management primarily supporting Emergency Management initiatives, which include but are not limited to; preparedness planning, training, HSEEP compliant exercises, EOC Support, and technical assistance.

The contractor will be charged with the design, facilitation, implementation, and evaluation of HSEEP-compliant exercises. This project will include, but will not be limited to, seminars, workshops, table-top exercises, drills, and full-scale exercises. Finally, the selected consultant will also be asked to provide experienced and qualified EOC staff as needed. Please see list below of emergency management and homeland security services that may be requested:

- Regional Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Reports (SPRs)
- Gap Analysis/Capabilities Assessment
- Response Plans
- Hazard Mitigation Plan
- Flood Response and Resiliency Plan
- EOC Position Specific Checklists
- Evacuation Planning
- Development and delivery of customized emergency management training
- FEMA APS Courses
- All Hazard Incident Management Team courses
- Tabletop Exercises
- Functional Exercises
- Full Scale Exercises
- Provide experienced and qualified EOC or AHIMT personnel to support City Emergency Operation Center during activations

The consultant will be responsible for tracking and monitoring time and effort spent by project, as allowable under the provisions of Federal guidance for administrative and project management costs. Task Orders or Purchase Orders will be provided to the contractor, which clearly outline the parameters of assigned project work. Task Orders or Purchase Orders will include a detailed scope of work and maximum budget amount allocated for each project.

The hourly rate for each position shall include all overhead costs, including costs associated with expected travel. Please note that scope of this project requires extensive travel for assigned personnel throughout New Orleans, surrounding Parishes and State of Louisiana. The contract type will be a Time & Materials (T&M) contract-based Task Orders.

SECTION 4 – ANTICIPATED TIMETABLE

Prospective respondents also have the option to attend the pre-submittal conference via teleconference call, the dial in information is as follows:

<https://meet332.webex.com/meet332/j.php?MTID=m31b9e0e3f575d65c982f6df0>

[Calendar - City of New Orleans \(nola.gov\)](#)

SECTION 4 – RESPONSIVENESS AND SELECTION COMMITTEE

SECTION 5 – EVALUATION

Proposers must demonstrate their ability to provide the services at a sufficient level of technical proficiency

Proposers shall provide a list of personnel meeting the requested positions, with resumes attached. Project Manager certifications and credentials are met.

Proposers shall provide an outline of their corporate experience along with references from at least three government public safety organizations for which they provided a similar level of service as described in this procurement.

- The rate for the personnel, as stated in the Proposal

SECTION 6 – NOTIFICATION AND CONTRACT

<https://www.nola.gov/city-attorney/public-records-requests/>

SECTION 7 – SUBMISSION

SECTION 8 – GENERAL INFORMATION

8.1. Legal Authority

8.2. Effect

<https://www.nola.gov/getattachment/Purchasing/Forms/No-130-Procurement-Protest-Policy.pdf/>

8.5. Debriefing

8.6. Code of Ethics

8.7. BRASS

<https://nola.gov/purchasing/brass/>

8.8. Direct Deposit Electronic Payment Program

8.9. Waiver of Administrative Informalities

8.10. Errors and Omissions in Submission

SECTION 9 – STATEMENT OF NO RESPONSE

<https://forms.office.com/Pages/ResponsePage.aspx?id=hfTLCLccAkqalQ3ZtFuf90s12RkxNB5KnaGW8hYN33NUMjZBN05YS1U0UVY4N0tXOFdEMEVHQTFXNi4u>

SECTION 10 – ATTACHMENTS

The contractor will be charged with the design, facilitation, implementation, and evaluation of HSEEP-compliant exercises. This project will include, but will not be limited to, seminars, workshops, table-top exercises, drills, and full-scale exercises. Finally, the selected consultant will also be asked to provide experienced and qualified EOC staff as needed. Please see list below of emergency management and homeland security services that may be requested:

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1) Estimated Costs/Fees:

Please provide the hourly rate for each position listed below. The hourly rate for each position shall include all overhead costs, and include estimated costs associated with travel. Final task order costs will be requested during task order negotiation process specific to each task or project. Please include this table below or spreadsheet with this estimated hourly rate information in this section.

	Position	ALL INCLUSIVE HOURLY RATE FOR DURATION OF CONTRACT
<input type="checkbox"/>	Project Manager	\$
<input type="checkbox"/>	Subject Matter Expert	\$
<input type="checkbox"/>	Senior GIS Analyst	\$
<input type="checkbox"/>	Senior Instructor	\$
<input type="checkbox"/>	Senior Planner	\$
<input type="checkbox"/>	Senior Exercise Planner	\$
<input type="checkbox"/>	Planner	\$
<input type="checkbox"/>	EOC Command & General Staff Member	
<input type="checkbox"/>	Admin Staff	\$

ARTICLE 1 – Minimum Insurance Requirements

Except as otherwise noted, at all times during this Agreement or the performance of work required by this Agreement, the Contractor will maintain the following insurance in full force and effect for the duration of the work under this Agreement. Evidence of coverage shall be provided prior to the start of any activities/work, in conjunction with the Contractor's scope of work under the Agreement.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City:

Minimum Requirements:

Workers' Compensation & Employers Liability Insurance in compliance with the Louisiana Workers' Compensation Act(s). Statutory and Employers Liability Insurance with limits of not less than \$1,000,000. Commercial General Liability Insurance including contractual liability insurance, products and completed operations, personal & advertising injury, bodily injury, property damage, and any other type of liability for which this Agreement applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate.

Automobile Liability Insurance with a combined single limit of liability of not less than \$500,000 per accident for bodily injury and property damage. Insurance shall include all owned, non-owned and hired vehicles.

Professional (Errors & Omission) Liability - As professional services are required under the contract, insurance appropriate to the contractor's profession, to include but not limited to armed security guard services, with limits of liability of not less than \$1,000,000 per occurrence or claim / \$2,000,000 policy aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement.

Policy shall be kept in force and uninterrupted for a period of three (3) years beyond policy expiration. If coverage is discontinued for any reason during this three (3) year term, Contractor must procure and evidence full extended reporting period (ERP) coverage.

Contractors shall be able to meet the above referenced specific policy limits of liability through a combination of primary and umbrella /excess coverage.

Important: The obligations for the Contractor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor from any liability incurred as a result of their activities/operations in conjunction with the Contractors obligations and/or Scope of Work.

Additional Insured Status: The Contractor and all Subcontractors (where applicable) will provide, and maintain current, a Certificate of Insurance naming the City of New Orleans, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as "Additional Insureds" on the CGL policy with respect to liability arising out of the performance of this agreement, General liability insurance coverage can be provided in the form of an endorsement to the Contractors insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). Contractor shall require and verify that all Subcontractors maintain insurance and coverage limits meeting all the requirements stated herein or the Sub-contractor liability shall be covered by the Contractor. The Certificate of Insurance, as evidence of all required coverage, should name the City of New Orleans Risk Manager as Certificate Holder and be delivered via U.S. Mail to **(User Department Mailing Address)**,

with a copy forwarded to Risk Management Division, 1300 Perdido Street, 9E06 – City Hall, New Orleans LA 70112.

The Additional Insured box shall be marked “Y” for Commercial General Liability coverage. The Subrogation Waiver Box must be marked “Y” for Workers Compensation/Employers Liability and Property.

Primary Coverage: For any claims related to this agreement, the Contractors insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to the Contractors coverage.

Claims Made Policies: If applicable, the retroactive date must be shown and must be before the date of the agreement or the beginning of work. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of 3 years after the termination of this agreement.

Waiver of Subrogation: The Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this agreement.

Notice of Cancellation: Each insurance policy required above shall not be canceled, expire, or altered except without prior notice to the City of no less than 30 days.

Acceptability of Insurers: Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the City.

Notice: The Contractor will provide the City’s Risk Manager (at City of New Orleans Attn: Risk Manager, 1300 Perdido Street, Suite 9E06, New Orleans, LA 70112- Ref.: CEA) the following documents, within 10 calendar days of the City’s request:

Copies of all policies of insurance, including all policies, forms, and endorsements:

Substitute insurance coverage acceptable to the City within 30 calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement.

Special Risks or Circumstances: The City of New Orleans shall reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer coverage, or other circumstances.

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contract or City financial assistance
agreement (a) extending from one
calendar year into the next or (b) with a
term of longer than one year, inclusive
of any renewal terms or extensions,
shall require the Covered Employer to
pay the Covered Employee an Adjusted
Living Wage, accounting for the annual

Consumer Price Index adjustment. The indexing adjustment shall occur each year on July 1st using the Consumer Price Index figures provided for the calendar year ended December 31st of the preceding year, and thereafter on an annual basis.

**THE TAX CLEARANCE AUTHORIZATION IS ATTACHED
SEPARATELY TO THIS RFQ ON THE SUPPLIER PORTAL**

WHEREAS, the Contractor submitted a proposal dated **DATE OF PROPOSAL**, and the City has selected the Contractor to perform the professional services described in the RFP.

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