

Request for Letters of Interest

The Withlacoochee Regional Planning Council (WRPC) is seeking proposals from qualified firms to assist the Council and local governments in the region in their plan development and the delivery of training and exercises related to identify a Contractor of Record to provide these services on an "as-needed" basis. The following represents a range of potential responsibilities:

1. Integration of the National Incident Management System (NIMS) in existing plans and procedures.
2. Deliver emergency preparedness training
3. Development and implementation of Exercises in areas such as hazard materials (HAZMAT) and weapons of mass destruction (WMD).
4. Comprehensive Facility Vulnerability Surveys and Homeland Security Comprehensive Assessment Model (HLS-CAM).
5. Comprehensive Emergency Management Plans (CEMPs)
6. Other related studies such as behavioral studies or surveying.

Proposal documentation shall include (at minimum): Firm's experience in emergency management planning, specifically COOPs, CEMPS, Terrorism Annexes, NIMS Compliance; Exercises and Training; Facility Surveys; credentials of principals and key staff and references. Proposals should not exceed 20 pages.

Selected firms will be required to provide proof of insurance and other usual and customary documentation upon contract execution. Proposals should be returned by 4:00 p.m. EDT, September 6, 2011 to Withlacoochee Regional Planning Council, 1241 S.W. 10th Street, Ocala, FL 34471-0323.

Any question(s) regarding the proposals should be directed to marnold@wrpc.cc. All questions must be received in writing by 4:00 p.m. EDT, August 30, 2011. Responses to all questions received will be posted on the Council's webpage (www.wrpc.cc) in the "Documents" section with the title of "LOI Questions and Responses" no later than 4:00 p.m. EDT, September 1, 2011. This LOI is for future work and no specific project(s) are identified at this time and is contingent upon future funding. WRPC reserves the right to reject any and all proposals.