



---

## **Company Background and Staff Qualifications**

1. **Company Background and Staff Qualifications:** Please upload a complete response to this section Company Background and Qualifications. Please note responses do not need to restate anything specifically requested. Please label document as “**Company Background and Staff Qualifications**” and state the Exhibit subsections below and then provide the response. If there are multiple documents, please make sure each document is clearly labeled “**Company Background and Staff Qualifications**” and state the Exhibit subsections. Please see page two for sample format.
2. **Company Background:** Proposals will be considered only from Proposers who can demonstrate to the Broward County Sheriff's Office a professional ability to perform the type of work specified within this Solicitation:
  - 2.1. Proposer should provide Prior Work Experience. Proposer shall have a track record of providing quality and reliable services with a high level of performance while maintaining cost efficiencies; must have satisfactorily performed similar services for similar scope of services; and must be completely knowledgeable in all aspects of work required for services listed in this Solicitation. Proposer should be actively engaged for a period of three (3) years or longer in providing similar scope of services and demonstrate experience in required services. Include a description of no less than three (3) services/projects (including client name) similar in type and scope to the project described in this solicitation (Experience Summary). These projects provided should have been undertaken within the previous five (5) years. Provide an Experience Summary and indicate how Proposer company will accomplish/meet all of these requirements.

Proposer should include a minimum of three (3) letters of references (see in Bonfire Public Files Labeled Reference Form 10.09.24) which should be printed for this purpose. Proposer certifies that the services provided in the three (3) references by Proposer is similar to the services and requirements listed in Section 3.5 of the Scope of Services. Reference checks may be performed as a method of verifying prior performance. Other verification methods may be utilized.

After having the three (3) references completed, upload all three together into Bonfire found in Requested Information and labeled as Reference Forms.
  - 2.2. Proposer should provide Corporate Leadership, Organizational Chart, Corporate awards/certificates. Proposer should also provide a Team Organization Chart – A graphic representation of the team members that will be assigned to the service/project. The chart should show the level of organizational responsibility for the key personnel that the firm will assign to the project.



---

3. **Staff Qualifications:** Describe in detail how Proposer's staff meet the Staff Requirements indicated in below.

- 3.1 All staff assigned to this contract are to be trained in accordance with industry guidelines and standards. All staff assigned to this contract will perform all services to the utmost professional standards. State how Proposer will meet these requirements.
- 3.2 Employees of the Awarded Proposer(s) will be trained in customer service, confidentiality, and ethics. Proposer should state how Proposer intends its employees will be trained in customer service, confidentiality, and ethics.
- 3.3 For staff assigned to this contract, please include an experience summary. The summary should clearly identify the key staff's prior experience on at least three (3) similar services/projects for the past five (5) years, in similar roles, and outline the responsibilities the staff will have in the context of this solicitation. Proposers are to submit copies of resumes and certifications of staffing that will be assigned to this contract. BSO reserves the right to conduct an independent background investigation in accordance with BSO requirements and at BSO's expense.
- 3.4 Proposal must include resumes for Project Manager, Exercise Task Lead and Training Task Lead and any other team members that will be assigned to the project, all team members must be assigned roles on resumes. Include in your Proposal and label as **Exhibit 3.4**.
- 3.5 Proposer must identify personnels assigned and provide certifications and qualifications listed below for Project Manager, Exercise Lead and Training Task Lead. Include and label as **Exhibit 3.5**.

3.5.1 **Project Manager Training and Certification Requirements:**

- 1. Certified Emergency Manager (CEM®) credential from the International Association of Emergency Managers
- 2. FEMA Advanced Professional Series (APS) Certificate
- 3. L-449 – ICS train the Trainer
- 4. FEMA All Hazards Incident Management Team
- 5. G191 – ICS/EOC Interface
- 6. HSEEP Train the Trainer

3.5.2 **Exercise Lead Training Requirements**

- 1. FEMA Master Exercise Practitioner (MEP)
- 2. Instructor, L-948 Situational Awareness and the Common Operating Picture for EOCs
- 3. HSEEP Train the Trainer



---

### 3.5.3 Training Task Lead Requirement

1. Qualified and Current in at least one (1) Command or General Staff Position with a Type-1 qualification in the Incident Command System by a nationally recognized qualifications organization such as NWCG or USCG.
  2. Current or prior member of a Type I Incident Management Team for no less than ten (10) years.
  3. Recognized Subject Matter Expert in credentialing and qualifications with significant experience in the development of Local, Regional, State, and Federal credentialing programs.
  4. Experience facilitating Executive Level Meetings.
  5. Experience implementing successful credentialing and qualification programs for no fewer than three (3) different jurisdictions, one (1) of which must be for a state governmental agency.
- 3.4 The Proposer must agree to comply with all applicable terms and conditions of the 2024 Federal Railroad Administration Grant and provide at a minimum three (3) controllers on the day of the Full-Scale Exercise. The Proposer will also provide five (5) evaluators to sign off on IMT Position Task Books (PTBs) to facilitate credentialing of personnel. The Agencies / Departments being evaluated are:

Broward Sheriff's Office Department of Law Enforcement (BSODLE)  
Broward Sheriff's Office Department of Fire Rescue and Emergency Services  
Port Everglades Administration and Operations  
Select Port Everglades' tenants, and  
Other facilities or organizations identified as having a key role to play during a train derailment and hazmat release at Port Everglades.



---

**Sample Format when uploading your documents.**

## **Company Background and Staff Qualifications**

### **1. Company Background**

**1.1**

**1.2**

### **2. Staff Qualifications**

**2.1**

**2.2**

**2.3**