

**City and County of San Francisco**  
**Department of Emergency Management**

**Informal Solicitation: UASI 14-03**  
**Cal COP and Web EOC Project**

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**Background**

The City and County of San Francisco ("City") Department of Emergency Management Urban Areas Security Initiative (UASI) is seeking planning and consulting services for the Bay Area UASI Cal COP and Web EOC Integration Project.

The Bay Area UASI Region is comprised of twelve counties and the three major cities of San Francisco, Oakland and San Jose. Major goals of the Bay Area UASI include developing and enhancing emergency planning, community resiliency, and recovery preparedness in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters.

The City and County of San Francisco serves as the fiscal agent for the Bay Area UASI Region. For more information, please visit [www.bayareauasi.org](http://www.bayareauasi.org).

**Maximum Cost:** Not to Exceed \$100,000

**Desired Start Date:** August 10, 2015

**Estimated Contract Term:** Eighteen (18) months

Actual contract term may vary, depending upon service and project needs.

**Subcontracting Requirement**

Although there is no Human Rights Commission Local Business Enterprise (LBE) subcontracting requirement under this informal solicitation and resulting contract, the Department of Emergency Management encourages LBEs to apply.

**Schedule**

Informal Solicitation Issued: Thursday, July 16, 2015

Deadline for Proposals: Friday, July 24, 2015 (1pm PDT)

**Delivery of proposal must be submitted via email to:**  
[mikyung.kim-molina@sfgov.org](mailto:mikyung.kim-molina@sfgov.org)

# 1. Scope of Work

This scope of work is a general guide for the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

The City and County of San Francisco (“City”) Department of Emergency Management Urban Areas Security Initiative (UASI) is soliciting planning and consulting services for the Cal COP and Web EOC Integration Project. Cal COP is a web-based data sharing platform that leverages local and regional risk management and critical infrastructure assessments in order to create a common threat awareness picture for the state of California. Contractor will plan and coordinate the build out of a two-way integration system between Cal COP and Web EOC throughout the Bay Area UASI Region (12 Bay Area Counties and three Core Cities) in accordance with established policies and best practices at the local, state, and federal levels.

## DESCRIPTION OF SERVICES

Key tasks to be performed include:

- Create a two-way integration system between Cal COP and Web EOC throughout the entire Bay Area UASI Region.
- Facilitate Cal COP and Web EOC integration workgroups, meetings, trainings and exercises for state and local public safety officials and other UASI stakeholders.
- Conduct state and local agency needs assessments, interview stakeholders, and gather information in order to establish protocols on the use of the new Cal COP and Web EOC Integration system.
- Create Cal COP and Web EOC policies and standard operating procedures manual.
- Assist regional stakeholders to develop, utilize, and benefit from the Cal COP and Web EOC Integration Project.
- Perform connectivity and interoperability needs testing between Web EOC and Cal COP during major full-scale exercise events.
- Provide Protected Critical Infrastructure Information (PCII), Critical Infrastructure and Key Resources (CIKR), and Threat Hazard Identification and Risk Assessment (THIRA) assistance and support.
- Provide technical assistance and expertise regarding regional risk management and critical infrastructure assessments.
- Provide software configurations, data integrations, field reporting, analytical consulting, and special event support.
- Engage all Bay Area UASI counties, major cities, and state officials appropriately in planning processes.

## DELIVERABLES

Major deliverables will include monthly reports or other written materials required by the Regional Program Manager or by other members of the Bay Area UASI Management Team. In order to successfully meet project deliverables, in-person meetings will be required at the Bay Area UASI Management Team Offices in San Francisco several times per week on a regular basis. Other meetings may be required in Dublin, CA and throughout the 12 County Bay Area UASI footprint.

# 2. Proposer Requirements

Proposals and all related materials must be received by **1:00 p.m. PDT on Friday, July 24, 2015**. The response should be limited to six pages (references excluded). Please provide the response in a Word document and a PDF format and submit via e-mail to [mikyung.kim-molina@sfgov.org](mailto:mikyung.kim-molina@sfgov.org).

### **Proposal Format:**

Please use the following format for proposals:

- Proposer Name
- Proposer Address
- Proposer Contact Name
- Proposer Contact Phone Number
- Proposer Email Address
- Name of Staff Member(s) Proposed for the Project
- Firm and Staff Experience Summary and References - Attach a summary of the individual/firm's experience and brief summary of the proposed staff's experience, with an emphasis on the key tasks to be performed under this solicitation. Include a list of three references from relevant recent projects.
- Price Quotation - Include a bid for the above listed scope of services that includes labor and non-labor costs. Please include the hourly rates of the proposed individual/team.
- Approach to Services - Describe your specific approach and methodology. The Proposer may present optional services, as applicable.

## **3. Evaluation**

The UASI Management Team will coordinate the review committee responsible for evaluating proposals. Each Proposer will be evaluated on how effectively and comprehensively it describes/presents its proposal to demonstrate it understands and can address the needs as stated in this notice, with emphasis on:

- Applicability of the Proposer's experience
- Approach and methodology

Proposers may be interviewed if the City deems it necessary. Reference checks may be used to determine the applicability of Proposer's experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Proposer's problem solving, project management, and communication abilities, performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives.

## **4. Terms and Conditions for this Informal Solicitation**

This informal solicitation does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines proposals are inadequate to satisfy its needs.

There is no guarantee of a minimum amount of work or compensation for any Proposer who submits a proposal or is selected for contract negotiations. The City reserves the right to accept other than the lowest price offer and to reject all quotes. Qualified Proposers are not guaranteed a contract. Funding for this effort is dependent upon Federal funding availability.

The selection of any Proposer for contract negotiations shall not imply acceptance by the City of all terms of the submitted proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, and deliverables. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and utilize additional consultant solicitation and/or selection methods, or it may determine that no contract or project will be pursued.

In order to do business with the City, the Proposer selected for contract development must be or become a certified City contractor, be 12B compliant, and meet all the insurance requirements set forth in the City's standard contract. If you are unsure of any of these requirements please see the following link for further information: <http://sfgsa.org/index.aspx?page=4762>