



Florida Urban Search and Rescue Task Force 4

REQUEST FOR PROPOSAL FEMA SPECIALIST COURSES

The East Central Florida Regional Planning Council on behalf of Central Florida Urban Search and Rescue Task Force 4 (FL-TF4) is seeking proposals from qualified contractors to deliver Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) Specialist courses. It is preferred that contractors have a demonstrated experience with delivering FEMA Specialist Courses and are able to provide references for having completed similar work.

Scope of Work

- Contractor must be qualified to deliver FEMA Specialist courses as required by FEMA.
- Contractor must deliver the requested courses by following the FEMA course curriculum for each course including content, course objectives and course hours.
- Contractor must provide all instructors for the course with an instructor to student ratio appropriate for the topic and skill being delivered.
- Contractor must provide all logistical and resource needs to deliver the course with the exception of: a classroom, table and chairs and overhead projector/screen and open field training ground space.
- Contractor must obtain a daily sign-in roster for all students and provide a copy to FL-TF4 on the final day of the course.
- Contractor must provide all students with a course certificate at the conclusion of the last day of the course and provide copies of the certificates to FL-TF4 at the same time.
- Contractor must provide an invoice for the services delivered within seven days of course completion.
- Contractor must provide pricing that will be valid from time of submission through December 31, 2013.
- If selected to deliver a course, the course dates will be mutually agreed upon by the Contractor and FL-TF4.

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Submission of Pricing

- This Request For Proposal will establish a list of courses and pricing that will remain current and may be utilized from time of submission through December 31, 2013.
- Pricing is requested for any FEMA Specialist Courses that the contractor is willing to deliver. Pricing is to be provided as a total dollar amount for a maximum number of students. For example, “\$15,000 for up to 12 students.” Due to FL-TF4 not having a high student number demand for these courses, pricing is requested in the smallest class size possible for the Contractor.
- A Contractor may have the ability to offer open enrollment for additional spots in a course being delivered for FL-TF4 provided that the quality of instruction is not compromised and FL-TF4 can provide adequate classroom or drill ground space. Offering open enrollment must be mutually agreed upon by the Contractor and FL-TF4. Contractor must provide the amount per student for open enrollment in this submission, if the Contractor wishes to offer open enrollment. Contractor must all provide the maximum number of total students that includes open enrollment students. For example, “\$15,000 for up to 12 students, \$600 per additional student open enrollment for a total course maximum of 24 students.”
- Contractor can provide pricing for any or all of the following FEMA Specialist Courses:
 1. Task Force Leader
 2. Safety Officer
 3. Planning Manager/Tech Info Specialist
 4. Logistics Specialist (Request 10-15989)
 5. Medical Specialist (TX-003-Resp)
 6. Canine Search Specialist (Request 10-15986)
 7. Heavy Rigging Specialist (Request 10-15988)
 8. Technical Search Specialist (Request 10-15994)

Description of Entity

The East Central Florida Regional Planning Council was established in 1962 as an area-wide association of local governments serving the six counties of Brevard, Lake,

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Orange, Osceola, Seminole, and Volusia, pursuant to Florida Statutes, Chapter 186. The governing body of the Council consists of local elected officials and gubernatorial appointees. We received funding from state, federal and local agencies. The Council provides a wide scope of services and programs including strategic planning, regional transportation, economic development, human services and emergency preparedness.

Administrative offices and all records are located at 309 Cranes Roost Blvd., #2000, Altamonte Springs, Florida, 32701. To learn more about the Council, please visit our website at www.ecfrpc.org.

Instructions on Proposal Submission

1. Closing Submission Date
Proposals must be submitted no later than **12:00 p.m. on October 31, 2012.**
2. Inquiries
Inquiries concerning this RFP should be directed to Steve Jones
(407) 262-7772 or sjones@ecfrpc.org.
3. Conditions of Proposal
All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the East Central Florida Regional Planning Council.
4. Instructions to Prospective Offerors
Your proposal should be addressed as follows:

East Central Florida Regional Planning Council
309 Cranes Roost Blvd., #2000
Altamonte Springs, Florida 32701
Attention: Steve Jones – Region 5 US&R Coordinator

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL
For USAR Training

Failure to do so may result in premature disclosure of your proposal.

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It is the responsibility of the Offeror to insure that the quote is received by the East Central Florida Regional Planning Council by the date and time specified above.

Late quotes will not be considered.

5. Right to Reject

The East Central Florida Regional Planning Council reserves the right to reject any and all proposals received in response to this RFP. The East Central Florida Regional Planning Council may request additional information from any lender.

6. Small and/or Minority-Owned Businesses

Efforts will be made by the East Central Florida Regional Planning Council to utilize small businesses and minority-owned businesses.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8), by having average annual receipts for the last three fiscal years of less than four million dollars.

7. Notification of Award

Council staff shall review all properly submitted proposals and make a recommendation of award to the Orlando, Orange County and Seminole County Fire Chiefs. Notification of award will be made promptly following approval.