



**NORTH CENTRAL TEXAS
TRAUMA REGIONAL ADVISORY COUNCIL**

Request for Proposal
NCTTRAC-2018-18001
Mobile Emergency Response Communications (MERC) Trailer Hosting

600 Six Flags Drive, Suite 160
Arlington, Texas 76011
(817) 608-0390



**REQUEST FOR PROPOSAL
NCTTRAC-2018-18001**

Mobile Emergency Response Communications (MERC) Trailer Hosting

INTRODUCTION AND PROGRAM INFORMATION

The North Central Texas Trauma Regional Advisory Council (NCTTRAC) is a regional nonprofit agency which supports hospital and emergency hospital systems preparedness activities as well as the coordination of Emergency Medical Services (EMS) and hospital emergency healthcare. NCTTRAC serves nineteen counties in the Dallas/Fort Worth area. Membership includes representatives from city and county jurisdictions, hospitals, EMS Providers, and first responder organizations. Additionally, NCTTRAC serves as the contractor for the federal Office of the Assistant Secretary for Preparedness and Response (OASPR) Hospital Preparedness Program for Trauma Service Area (TSA_ C, D, and E, under the direction of the Texas Department of State Health Services (DSHS).

NCTTRAC is seeking proposals from city and county jurisdictions, hospitals, EMS Providers, and first responder organizations within the nineteen county TSA-E region.

I. PURPOSE OF RFP

The purpose of this **Request For Proposal** is to solicit proposals for the purpose of forming a mutually beneficial relationship between the Parties and to set forth the relative responsibilities of the Parties as they relate to the utilization of a Mobile Emergency Response Communications (MERC) trailer purchased with U. S. Department of Health and Human Services Hospital Preparedness Program (HPP) funding.

II. PROJECT DESCRIPTION

The MERC project is a comprehensive mobile Command/Communication system designed to supplement or replace communication systems when needed. The MERC trailers include satellite telephone/internet connectivity, a cell phone booster system, VHF and UHF public safety radio repeaters, UHF/VHF/700-800 public safety radios, UHF/VHF/HF Ham radio, security camera system, and DirecTV satellite system.

The MERC may be deployed outside the Receiving Agency's jurisdiction on a Department of State Health Services (DSHS) mission assignment. On a DSHS state mission, the Receiving Agency's operational costs may be reimbursed per separate agreement(s). Other federal, state, and local provisions may also apply.

The Receiving Agency maintains authority for daily use of the MERC. If other jurisdictions issue a mutual aid request for use of the MERC, and the MERC is available, the Receiving Agency will provide priority support to jurisdictions within Trauma Service Area E (TSA-E), Emergency Medical Task Force Region 2 (TSA-C, TSA-D, and TSA-E), and with follow-on consideration to support requests from other regions, the state, and the federal government, provided that the need for the MERC in the Receiving Agency's jurisdiction does not outweigh the need elsewhere. Requests for a MERC deployment outside the Receiving Agency's jurisdiction will be routed to the Receiving Agency in compliance with Texas Emergency Management Act,

Chapter 418, Texas Government Code, and the Texas Disaster Act of 1975.

Final authority for the deployment of the MERC rests with the Receiving Agency.

An Equipment List is attached as Exhibit (A) to this RFP.

III. PURPOSE OF MERC PROJECT

The MERC Project supports state, regional, and local preparedness by providing redundant communication capabilities for use in, but not limited to, emergency and disaster response, and community support functions.

IV. RESPONSIBILITIES OF THE PARTIES

In consideration of the mutual aims, desires and promises of the Parties to this RFP, and, in recognition of the public benefit to be derived from effective implementation of the programs involved, the Parties agree that their responsibilities will be contracted as follows:

A. The Receiving Agency shall:

- 1) Sign the Texas Department of State Health Services Non-Expendable Personal Property Report Form (Form GC-11) and Property Transfer Record when the MERC is acquired from NCTTRAC
- 2) Participate in state and regional training and exercises, including operational exercises and drills organized by NCTTRAC. The Receiving Agency will participate in at least one regional or state exercise or activation per program year.
- 3) Participate as a mutual aid partner to cooperative agencies by providing the MERC and operator personnel on a 24/7/365 basis.
- 4) Participate as an active member of the Regional Emergency Preparedness Committee of NCTTRAC.
- 5) Register and maintain MERC equipment and operator status in NCTTRAC's crisis applications, including WebEOC and EMResource.
- 6) Register and maintain contact data for Receiving Agency administrative personnel responsible for MERC operations in EMResource
- 7) Register the MERC in the Texas Regional Response Network (TRRN).
- 8) Maintain the MERC in a ready state for emergency responses.
- 9) Store and maintain the MERC indoors whenever not in use to protect sensitive communications electronic equipment.
- 10) Participate in NCTTRAC communication drills at least once per quarter. This is in addition to the requirement for participation in at least one state or regional exercise or activation per program year.
- 11) Train personnel to operate and maintain the MERC and associated equipment.
- 12) Using standard Hospital Preparedness Program-specific inventory forms and processes, conduct an annual or special inventory of the MERC and ancillary equipment upon request by NCTTRAC. NCTTRAC will provide technical and/or staff support to Receiving Agency during the inventory process as requested and available.
- 13) Notify NCTTRAC if replacement of damaged or non-functional equipment is required.
- 14) Notify NCTTRAC and update EMResource if the MERC is taken out of service and is not available for regional deployment or state mission assignment.
- 15) Notify NCTTRAC of any needed upgrades regarding the MERC. System alterations, including radio and satellite system reprogramming, must be approved by NCTTRAC to ensure regional and state consistency.

- 16) Notify NCTTRAC of any recommended changes to MERC-related communication response capabilities.
- 17) Provide minor equipment as needed for use within the MERC for purposes such as administrative support and cleaning.
- 18) Develop a communications team that encompasses most if not all of the following skills: Public Safety radio experience, knowledge of radio repeaters, amateur radio tech license, preferably a general class license for HAM operations, knowledge of networking and Internet Protocol (IP) phones, and understanding of satellite communications. Radio Operators (RadO), Communications Technician (ComT) and/or Communications Leader (ComL) team members preferred with staffing level for 24 hour operations. The preferred team should be comprised of one ComL overseeing one ComT technician and two RadO personnel per operational period for the duration of the mobilization.
- 19) Maintain insurance or other means of replacing the MERC and issued ancillary equipment as provided under HPP funding. If insurance is provided by a third party policy, Receiving Agency will provide to NCTTRAC a copy of the Certificate of Insurance, and forward such revised certificate whenever renewed.
- 20) Be responsible for repair / replacement of equipment that is broken, damaged, or missing due to misuse, negligence, theft or outside of normal lifespan expectations.
- 21) Perform and document the completion of planned, preventive, and corrective maintenance and repairs to the MERC and ancillary equipment as indicated in the manufacturers' operations and maintenance manuals.
- 22) Radio frequency programming must be maintained and updated as systems are changed in the region to ensure adequate interoperability.
- 23) Follow manufacturer warranty procedures to complete repairs as may fall under the warranty and as directed in the manufacturers' operations and maintenance manuals.

B. NCTTRAC shall:

- 1) Allow the MERC to remain in the possession of the Receiving Agency for the Term of the CONTRACT with the understanding that the Receiving Agency will commit to its responsibilities as outlined in this CONTRACT.
- 2) Monitor the performance of the Receiving Agency in regards to performance under this CONTRACT and advise the Receiving Agency of any and all concerns regarding performance.
- 3) Conduct an annual inventory of all Equipment, as identified in Exhibit "A," and provide results to DSHS or as required by special audit. NCTTRAC will provide technical and/or staff support to Receiving Agency during the inventory process as requested and available.
- 4) Provide copies of manufacturers' manuals and warranty statements upon the execution of this CONTRACT.
- 5) Support appropriate planned costs of operation of the MERC for HPP-sanctioned exercises conducted inside and outside the Receiving Agency's jurisdiction and within the geographic boundaries of Trauma Service Area E and EMTF-2, when allowed under DSHS HPP contract and as mutually agreed by both the Receiving Agency and NCTTRAC.

- 6) Provide monthly communications service costs as DSHS HPP contract funding will allow to include the following services:
- MSAT
 - VSAT
 - DIRECTV
 - VERIZON WIFI

V. MERC TRAINING

The MERC manufacturer will provide staff support at no cost to the Receiving Agency for one (1) training session at a location determined by the Receiving Agency. The Receiving Agency is expected to take advantage of this free session to improve local capacity to operate and maintain the MERC and may permit other TSA-E agencies to participate so that additional regional support teams may be developed.

EVENT SCHEDULE

RFP Issued
 RFP Prospective Offerors' Meeting
 RFP Question Submission Deadline
 RFP Question Responses Posting
RFP Submission Deadline/Opening of Bids
 Notification of Award
 Contract Begins

DATE

February 1st, 2018
 March 1st, 2018
 March 8th, 2018
 Upon Receipt
March 28th, 2018
 NLT April 20th, 2018
 Upon MERC Transfer

RFP POINT OF CONTACT

Physical Address:

Jacob Seil
 NCTTRAC
 600 Six Flags Drive, Suite 160
 Arlington, TX 76011

Email Delivery Addresses:

admin@ncttrac.org and

Mailing Address:

Jacob Seil
 NCTTRAC
 600 Six Flags Dr, Suite 160
 Arlington, TX 76011

Jacob Seil
 jseil@ncttrac.org

RFP SUBMISSION INSTRUCTIONS

Upon distribution of this RFP from NCTTRAC, prospective Offerors will have until the RFP Submission Deadline to submit proposals. Proposal responses **must be received in the NCTTRAC offices no later than Wednesday, March 28th, 2018.** Responses must be mailed or hand delivered to the RFP Point of Contact address and identified as **NCTTRAC – 2018-18001 Mobile Emergency Response Communications Hosting in the bottom left-hand corner of each submission envelope and proposal.**

An authorized representative of the proposing Provider shall sign proposals. One (1) original and four (4) copies of the response must be provided no later than the time and date indicated in the submission instructions. Consortium contract responses should identify the lead agency and other partner agencies that will be involved, with all parties signing the proposal. Failure to submit all information requested may result in requiring prompt submission of missing information and/or

giving a lower evaluation of the proposal. Proposals that are either substantially incomplete or lack key information may be rejected.

Fax responses will not be accepted nor will they be considered for award. Late responses will be returned to the Offeror unopened.

QUESTIONS

All questions concerning this RFP must be in writing via mail or e-mail by the deadline in the Event Schedule of this RFP. Please submit your questions to the RFP Point of Contact.

Answers to questions will be posted at www.NCTTRAC.org by the “RFP Questions Responses Posting” date without identifying the agency asking the question(s).

Proposal information is restricted and not publicly available until after award of all possible contracts covered by this RFP. All documents associated with the RFP, unless Offeror indicates a specific portion of the proposal as proprietary, will be subject to public inspection in accordance with the Open Records Act. The proposal in its entirety may not be marked as “proprietary.” All information obtained during the course of this RFP process will become the property of NCTTRAC.

A person authorized to sign contracts on behalf of the proposing agency must sign proposals.

PROPOSAL SCREENING, EVALUATION AND SELECTION

Proposals will be reviewed according to the criteria below. To maximize fairness for all proposals during review, NCTTRAC staff and non-staff reviewers if used may only confirm receipt of a proposal and are not permitted to discuss the proposal or its review during the review process. All proposals remain with NCTTRAC and will not be returned to the respondent.

Screening Process:

Proposals are initially screened for eligibility and completeness. The preliminary screening or eligibility criteria requirements include the following:

1. Proposal received on or before the proposal due date and time.
2. The original proposal bears an original signature of the authorized official of the respondent organization.
3. Administrative information will be used in the initial screening process. This information may be used to exclude a proposal from review at the sole discretion of NCTTRAC.
4. Respondent may not submit more than one proposal in response to this RFP.

In conducting the screening process, NCTTRAC at its sole discretion, may give respondents an opportunity to submit missing information or clarify or correct identified areas of noncompliance within a specified period of time. In such an instance, if no new information is received by the stated deadline, the proposal will be screened as is or may be disqualified from the evaluation process.

NCTTRAC reserves the right to waive irregularities that NCTTRAC in its sole discretion determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived.

PROPOSALS MAY BE EXCLUDED FROM REVIEW, EVALUATION, OR CONSIDERATION BASED ON THE SCREENING PROCESS OR ADMINISTRATIVE INFORMATION PROVIDED IN THE RESPONSE.

All proposals received will be evaluated for completeness and the Offeror's ability to meet all specifications as outlined in this RFP. A list of specific Offerors whose proposals best meet all criteria required will be created and further reviewed.

Proposals will be evaluated on the following criteria:

- Contractor Organization
- Agency Structure
- Response Plan and Staffing
- Certifications
- Maintenance and Liability
- Experience and References

Oral presentation/interviews

Offerors submitting a response to this RFP may be required to give an oral presentation of their proposal in an interview session with a NCTTRAC Evaluation Committee. Additional technical information may be requested from any Offeror by the Evaluation Committee prior, during, or after the interview for clarification purposes. Interviews are at the option of NCTTRAC and the Evaluation Committee, and may or may not be conducted.

PROPOSAL CONTENT

Proposal response format:

Each section of the RFP must be clearly identified. A three-ring binder divided into sections as outlined below will be sufficient. Additional copies may need to be made, so please do not use any sort of permanent binding.

All proposals shall include the following sections, labeled with the corresponding number and section title:

1. Contractor Organization

- Describe the structure and organization of the Offeror, indicating mailing information and physical location of administrative offices.
- Provide the physical location proposed for housing the MERC.
 - Provide detailed information describing its' suitability to regional response, efficient staffing needs and security of the MERC
 - Provide a map clearly marked with this physical location, as well as other locations of the primary personnel that will be responding with the MERC
 - Photos and/or diagrams of the building or location are encouraged
- If the Provider proposal includes other partners for supporting assets (equipment and/or personnel), indicate their relationship and the mailing and physical location information requested above.
- Describe all existing mutual aid agreements for mutual aid and/or disaster response.
- Ensure that all Eligible Contractor Criteria is addressed appropriately in the proposal.

2. Agency Structure

- Identify the individual(s) in your agency who will be assigned to this project, their roles, and their location(s), with contact information.
- Identify who will be responsible for the overall project management and quality assurance.
- Identify any resources that your agency deems relevant in the management of this project.

- Describe agency's service coverage area, population
3. **Certifications** – Include in this section a list of the number of personnel per shift, by position, location/station, Indicate any special certifications or training including but not limited to COM-T, COM-L, Motorola, ICS, Amateur Radio.
 4. **Maintenance and Liability** – Please elaborate on agency's capacity to maintain the MERC and ancillary equipment in an operational status per manufacturer's standards. Please provide a statement indicating the ability to provide comprehensive and liability insurance coverage on the MERC. The MERC total value is \$150,000 with all ancillary equipment as issued. Please provide a current certificate of insurance or a copy of current insurance coverage.
 5. **Experience and References** – Describe agency's experience in providing emergency communication and incident support for regional and local incidents and planned events.
 6. **Response Plan and Staffing** – Describe agency's response plan to fully staff MERC and respond on a no-notice (short notice) event. Identify anticipated response time (from NCTTRAC notification to en route) for full crew and MERC to deploy from designated housing location.

GENERAL ADMINISTRATIVE INFORMATION

1. All provisions of this contract will abide by the provisions of the Uniform Grant Management Standards (UGMS), the DSHS Contractor's Financial Procedures Manual (CFPM), and the provisions of the current State of Texas DSHS contract, CPS Hospital Preparedness (HPP) as well as future contracts related to the HPP Program. These documents are available upon request.
2. NCTTRAC reserves the right to accept or reject any and/or all proposals or to cancel this notice at any time.
3. NCTTRAC will not pay any costs incurred in the preparation in response to this RFP.
4. NCTTRAC reserves the right to hold and accept any proposal for a period of ninety (90) days after the response deadline.
5. NCTTRAC reserves the right to negotiate the final terms of any and all contracts with Offerors selected and such contracts negotiated as a result of this RFP may be re-negotiated and/or amended in order to successfully meet NCTTRAC's needs.
6. NCTTRAC reserves the right to waive any defect in this process or to make changes to this solicitation as it deems necessary. NCTTRAC will provide notifications of such changes to all Offerors recorded in the official record (Distribution Log/Receipts Record) as having received or requested an RFP.
7. Issuance of this RFP and receipt of proposals does not commit NCTTRAC to award a contract. NCTTRAC reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked Offeror should negotiations with the highest ranked Offeror be terminated, or to cancel all or part of this RFP.
8. NCTTRAC reserves the right to contact any individual, agency, or employer listed in a proposal, to contact others who may have experience and or knowledge of the Offeror's relevant performance and/or qualifications, and to request additional information from any and all Offerors.

9. NCTTRAC reserves the right to conduct a review of records, systems, procedures, etc. of any agency selected. This may occur prior to or subsequent to the award of a contract. Misrepresentation of the Offeror's ability to perform as stated in the proposals may result in cancellation of the contract award.
10. Offerors shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of NCTTRAC for the purpose of, or having the effect of, influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
11. No employee, officer, or agent of NCTTRAC shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, exists.
12. Offerors shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause an Offeror's bid to be rejected.
13. The only purpose of this RFP is to ensure uniform information in the selection of proposals. This RFP is not to be construed as a contract or as a commitment of any kind.
14. The contents of a successful proposal may become a contractual obligation, if selected for award of a contract. Failure of the Offeror to accept this obligation may result in cancellation of the award. Any damages accruing to NCTTRAC as a result of the Offeror's failure to execute a contract may be recovered from the Offeror.
15. A contract with the selected Contractor may be withheld at sole discretion if issues of contract compliance or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by NCTTRAC if resolution is not satisfactory to NCTTRAC.
16. Once NCTTRAC has agreed upon selection(s), all Offerors will be notified in writing of the results. Any protest regarding this process must be filed with NCTTRAC. The protester should contact NCTTRAC's Director, Healthcare Coalition Preparedness Programs, Jim Dickerson, 600 Six Flags Dr., Suite 160, Arlington, Texas 76011, so that arrangements can be made for a conference between NCTTRAC and the protester.
17. At all times during the term of a contract with NCTTRAC, Contractor shall procure, pay for and maintain, with approved insurance carriers, the minimum insurance requirements as required by law and shall require all sub-contractors and sub-sub-contractors performing work for which the same liabilities may apply under this contract to do likewise. The Contractor may cause the insurance to be effected in whole or in part by the sub-contractors of sub-sub-contractors under their contracts. NCTTRAC reserves the right to waive or modify insurance requirements at its sole discretion. Contractors that use third-party provided insurance will annually file a certificate of insurance with NCTTRAC.
18. Contractor will defend and indemnify NCTTRAC, its directors, employees, agents, and representatives (the "Indemnities") and hold the Indemnities harmless against any damage, claims, suits, actions, liabilities, loss, penalties, costs, and expenses including, without limitation, reasonable attorneys' fees arising out of or alleged to have arisen from or in any way connected to (i) the use of the equipment by the Contractor, (ii) a breach of any of the representations, warranties, or obligations of this contract by the Offeror, (iii) any claims (whether founded or unfounded) of any nature or character, or (iv) any actual or alleged negligence or dishonesty of, or any actual or alleged act of commission or omission by the Offeror or any of its employees, agents, representatives or contractors.

CERTIFICATIONS OF OFFEROR

(Return this page with proposal)

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Trauma Regional Advisory Council has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the Request for Proposal and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this Request for Proposal and will comply with all the terms and conditions as stated; and furthermore that I, _____ (typed or printed name) certify that I am the _____ (title) of the agency, corporation, partnership, or sole proprietorship, or other eligible entity named as Offeror herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Trauma Regional Advisory Council, on behalf of said Offeror by authority of its governing body.

ATTEST TO Attachments of Certification:

Agency Name:

Authorized Signature

Date

Typed Name

Telephone

Subscribed and sworn to before me this _____ day of _____, 2015 in _____ (city), _____ (county), _____ (state).

(Notary)

SEAL

Notary Public in and for _____ (County),

State of _____ Commission expires: _____

RFP PROPOSAL CHECKLIST

Did you complete the following?

- _____ Provide one original and 4 copies of the proposal (in non-permanent binding).
- _____ Include “NCTTRAC 2015-15004-MERC Hosting” on the bottom left-hand corner of each proposal (original and copies) and on the submission envelope for identification.
- _____ Check to acknowledge that you have received any addendums and/or amendments to this RFP, if applicable.
- _____ Include the Certification of Offeror (*required*).

**EXHIBIT A
EQUIPMENT LIST
Mobile Emergency Response Communications (MERC) Trailer Project**

One each, Comprehensive Communications trailer unit

Trailer prime equipment includes:

- One trailer with installed Onan diesel generator, pneumatic mast, and onboard HVAC
- 100 gallon diesel tank
- Onboard air compressor system

Ancillary equipment and supplies include:

- One 50 Ft. 110vAC, 15 amp Shore Line Power Cable
- Two Harris VHF, UHF, 700 / 800 MHz public safety radios
- One Yaesu FT857 HF, VHF, UHF radio with auto tuner
- One 4 Ft. 110vAC Generator to Chiller Unit Power Cable
- One spare tire with exterior mount
- One tool box with hand tools, spare parts, and cables
- Two 27" television monitors
- One 14" security monitor with security system
- One auto-rotating DIRECTV antenna and tuner
- One Motorola UHF radio repeater
- One Motorola VHF radio repeater
- One VSAT internet / VOIP satellite communications system
- One Network switch
- One 110vAC to 12vDC power inverter
- Two 2' x 4' folding tables
- Four folding chairs
- Two portable air conditioning units
- Four wired CISCO VOIP phones
- One wireless CISCO VOIP phone
- One Wi-Fi / cellular access point
- One ATT / Verizon / Sprint PCS cell system booster
- One MSAT satellite voice communications system
- One Zumro tent system with hitch cargo tray

Total unit acquisition value of above items for insurance purposes is: \$150,000.00

----- End of Exhibit A -----