

Southwest Minnesota Emergency Management Association

Request for Proposal Hostile Event Response Training

Contractor

The Southwest Minnesota Emergency Management Association (SWEMA) is accepting proposals for a contractor to provide professional services to facilitate hostile event response training.

Responsibilities

Project Management Tasks

- ❖ Provide an accredited training program to multi- disciplines ie; LE, Fire, EMS, and Communications Center personnel that empowers a successful response to a hostile event.
- ❖ Training must include both classroom and hands on instruction.
- ❖ Facilitate a total of 6 training sessions, at various locations, dispersed throughout an 18 county region. To accommodate volunteer organizations, 3 of the sessions must be scheduled for evenings or weekends.
- ❖ Work directly with the Regional Steering Committee to identify dates and training locations.
- ❖ Contractor is responsible for site logistics; including room setup, AV equipment, invitations, registration, meals, class materials, and all other costs associated with the training.

Compensation

This is a grant funded, project based position. Total bid for compensation not to exceed \$25,000.

Selection Process

To be considered, each proposal must contain the following:

1. Information regarding your background, qualifications, and credentials.
2. Detailed course syllabus.

All proposals will be reviewed by the Regional Steering Committee for completeness and verification of credentials. A list of finalists will be developed and interviews scheduled accordingly.

Please submit a hard copy of the completed proposal to:

Mike Hennen
Renville County Emergency Management
105 South 5th Street, Suite 210
Olivia, MN 56277

Or, an electronic copy to: mikehe@renvillecountymn.com

Submission deadline is: 4:30 pm on Friday, February 15, 2019.

Proposed Timeline

Application deadline	Friday, February 15, 2019
Interviews	Thursday, February 28, 2019
Award date	Friday, March 15, 2019
Contract approval	Friday, March 22, 2019
Performance period	April 1 - December 31, 2019

General Conditions

The SWEMA Steering Committee reserves the right to reject any and all proposals, modify requirements, terms, and conditions without notice and award the contract based on their understanding of the best interests of the Committee. All submitted proposals are the property of SWEMA and will not be returned.

Modifications/Addendums/Questions

Any modifications, addendums, responses to questions, or withdrawal of the RFP shall be provided by email to the affected entities. All submissions will receive written notification when a final selection has been made.

Contact Information

For questions regarding this RFP, please contact Mike Hennen, Chair, SWEMA Steering Committee at mikehe@renvillecountymn.com