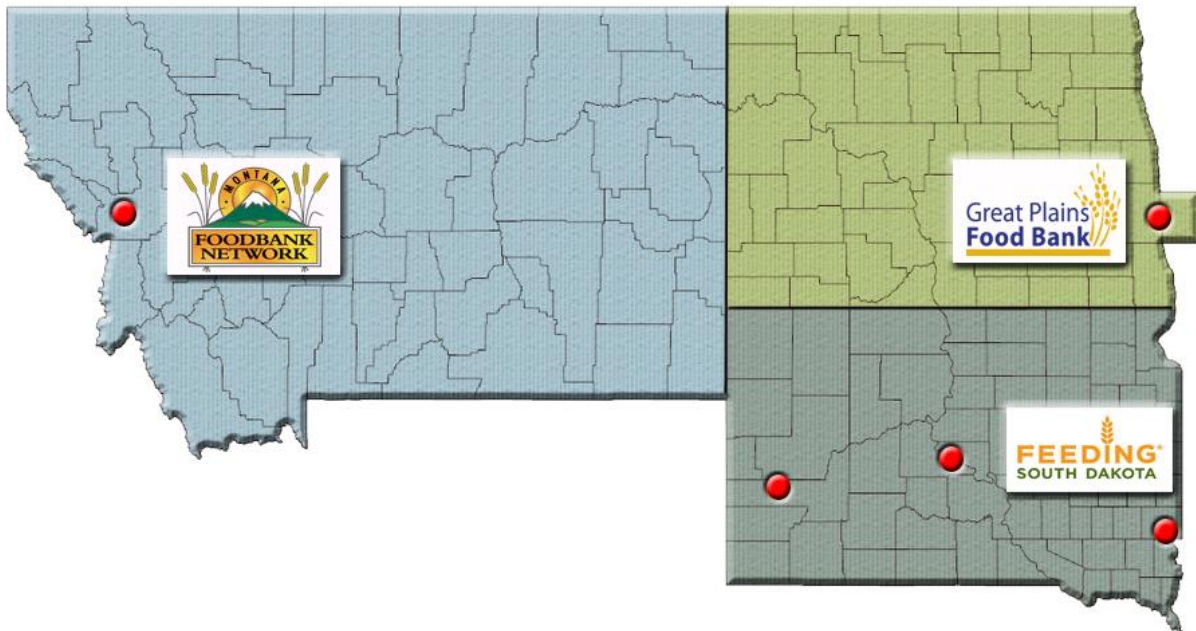


Request for Proposals for Disaster Preparedness and Response Training

3RNI REGIONAL DISASTER SERVICES TEAM

Feeding South Dakota - Great Plains Food Bank - Montana Food Bank Network



Responses due: July 21, 2017

Summary

The purpose of this request for proposals is to identify a contractor to assist the Regional Disaster Services Team (RDST) with designing and creating a disaster preparedness and response training video for partner agencies in the three-state service area. The targeted audience will include staff and volunteers at agencies providing emergency food assistance in various communities throughout Montana, North Dakota and South Dakota – both rural and urban.

The RDST has budgeted \$8,000 to cover the fees associated with the development of the training video.

The Montana Food Bank Network, along with designated staff at Feeding South Dakota and Great Plains Food Bank, will oversee the management of this Disaster Training Project. All products and materials prepared under this activity will be the exclusive property of the RDST.

Questions regarding this proposal should be directed to the Project Manager, Gayle Carlson, CEO, Montana Food Bank Network, gcarlson@mfbn.org .

Background

In 2015, the regional food bank partners in Montana, North Dakota and South Dakota participated in a disaster preparedness assessment under the guidance of a consultant. These three states joined together in this assessment due to their similarity in geography and demographics, as well as types and frequency of disasters.

Two of the risks identified included:

1. Murkiness around role within crisis, which organizations are in the lead, others' expectations of food banks.
2. Need for ongoing disaster preparedness and response training for member agencies providing local emergency food assistance.

Successful completion of this proposal will result in the development and distribution of a 15-20 minute disaster preparedness and response training video that will be distributed to 450 member agencies.

Scope of Work

This proposal covers the following components of disaster training development:

1. Utilizing RDST Disaster Relief Plans, develop a training video that includes:
 - a. Understanding local agency role in disaster response
 - b. Checklist for critical food pantry items to have on hand

- c. Identification of points of contacts for before, during and after a disaster incident
- d. Coordination of data and reporting of response impact
- 2. Create and narrate a 15-20 minute video covering key topics.
- 3. Assist Project Manager in preparation of an instruction manual with samples of forms, key contact information, and checklists

The contract for this proposal will conclude on August 31, 2017. Costs for this contract will cover production, time and travel (if required) not to exceed \$8,000. All materials will be provided in digital format for replication and distribution to RDST member agencies.

Timeline for Work Completion

Submission of Proposal	July 21, 2017
Estimated Contract Award	July 28, 2017
Contract Start	August 4, 2017
Completion Date	August 31, 2017

Contractor Requirements

The contractor selected to complete this project must have:

- Experience in curriculum and video development
- A computer and reliable internet connection
- Superior time-management/project management skills including the ability to manage deadlines with great attention to detail and minimal supervision and within budget allocated.
- Ability to coordinate with project management via phone and/or face-to-face.

A minimum of three (3) references must be provided. For each reference, provide a contact person, address, and telephone number, and a brief description of the related project.

Proposal Components, Format, Submission, Evaluation and Award

- 1) Proposal Components
 - a) The Proposal must include the **Proposal Cover Page** (attachment A) and
 - i) Cover letter which includes
 - (1) A brief description of your background
 - (2) A description of projects you have completed with similar requirements
 - (3) An outline of concepts/suggestions, etc. for the RDST project
- 2) Format
 - a) The Proposal should not exceed 5 pages (single-spaced, 12 pt. font). Supporting materials are not included in this page limit, but should be summarized in the proposal text.

- b) The total bid must be on a lump sum basis. Proposals that exceed available funds will not be considered. All costs incurred in the preparation of a proposal will be the responsibility of the bidder and will not be reimbursed by the RDST.
- 3) Proposal Submission
- a) The Proposal should be signed by the submitter.
- b) Proposals should be submitted electronically to Gayle Carlson, Project Manager at gcarlson@mfn.org by 5:00 pm mountain time, July 21, 2017 with the subject line: RDST Training Proposal.
- c) The RDST reserves the right to cancel this solicitation without cause prior to award.

Proposal Evaluation

Proposals received by the submission deadline will be rated according to best value on the basis of:

- Proposal content and completeness
- Experience and qualifications
- Past performance on similar contracts as evidenced by examples and references
- Cost

Proposal Award

The Contractor submitting the successful proposal will sign a Work Agreement with the RDST Project Manager. The Contractor shall submit a mid-project and final project invoice to include a description of the work done and hours worked on the specific project, for services rendered. Payment of invoices will be processed within 10 days.

Attachment A

**Proposal Cover Page for
Disaster Preparedness and
Response Training**

Applicant Name		Federal ID Number/Social Security Number	
Street Address			
City	State	Zip Code	
Telephone Number	Cell Phone Number	Fax Number	
Email Address			
Signature			