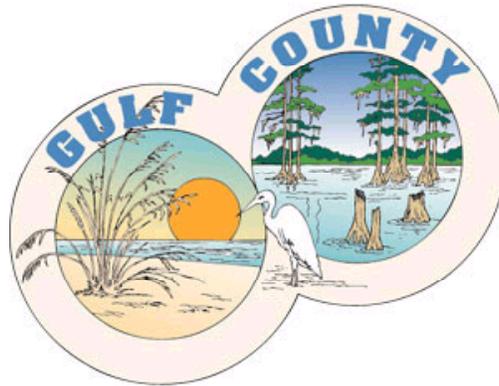


**GULF COUNTY  
BOARD OF COUNTY COMMISSIONERS  
EMERGENCY MANAGEMENT**

**REQUEST FOR PROPOSAL/BIDS**

**FOR**

**ACTIVE SHOOTER TRAINING AND FUNCTIONAL  
EXERCISE**



**RFP #1314-04**

**Gulf County Board of County Commissioners  
1000 Cecil G. Costin, Sr. Blvd.  
Port St. Joe, Florida 32456**

**Prepared by:  
Marshall Nelson, Director, FPEM  
Gulf County Emergency Management**

**DESCRIPTION**

Gulf County Emergency Management, on behalf of the Gulf County Board of County Commissioners is requesting proposals for site specific training on how facilities and first responders deal with an active shooter scenario. Following the site

specific training, Gulf County then seeks to have a Functional Exercise developed and conducted to test the response and recovery of key agencies and establishments to an active shooter scenario. The selected contractor will facilitate the exercise and provide the Gulf County Emergency Management with all Homeland Security Exercise and Evaluation Program (HSEEP) compliant materials after the completion of the exercise and before April 18, 2014. The selected contractor will be compensated the agreed project estimate upon the receipt of all project deliverables.

We look to contractors to provide Gulf County with a proposal for conducting an active shooter response training, and an active shooter functional exercise. The training will be designed on a site by site bases for the Gulf County School System; Gulf Coast State College Franklin/Gulf Center; Sacred Heart Hospital; and the Department of Health in Gulf County. The functional exercise will be designed for a school shooting. The training and exercise will need to involve, at a minimum, the Gulf County Emergency Operations Center, Law Enforcement, EMS, Fire agencies and Sacred Heart Hospital. A concise SOG/checklist needs to be developed as an outcome of the training and exercise that can be used by the facilities and first responders listed above when faced with a real active shooter event.

## **CONTRACTOR INSTRUCTIONS**

### **Submission of Proposal**

Proposal submissions will be received until Friday **November 15, 2013 at 4:30 p.m. ET at the Office of the Clerk of Court, 1000 Cecil G. Costin, Sr. Blvd., Port St. Joe, FL 32456.** Proposals will be opened at this same location on Monday, November 18, 2013 at 10:00am ET.

Contractor responses shall include the cost for providing all services described herein. Given the broad scope of work, any and all details that are provided relating to the Training/Exercise proposed will be considered and useful to the RFP reviewers.

Please indicate on the envelope **YOUR COMPANY NAME**, that this is a **SEALED BID** and include the **BID NUMBER**.

### **Transmittal Letter**

The transmittal letter must contain the identity of the person authorized to commit the Contractor to a contract, the identity of the individual who can be contacted regarding proposal content, the identity of any proposed sub-contractors, and the time validity of the offer. An officer of the contractor must sign the letter.

### **Company Information and Experience**

All responses must include ownership information about the contractor, their physical and mailing address, and the identity and contact information for the primary contact person for this RFP. Responses shall also include a description of the contractor's pertinent experience relating to the content of this RFP to include the names, addresses and telephone numbers of all references.

## **DELIVERABLES**

The selected contractor will be responsible for the development and delivery of all documents and materials to ensure facilitation of the site specific training/functional exercise and to meet compliance requirements as set forth in the Homeland Security Exercise and Evaluation Program (HSEEP) as follows:

- Concept and objectives, Initial, Mid-term, and Final planning/training conferences,
- Site Specific Training for the *Gulf County Schools, GCSC Gulf/Franklin Center, Sacred Heart Hospital, and the Department of Health in Gulf County*. The contractor will meet with each of these agencies individually and develop specific training for each individual site. At the completion of the training the contractor will provide training notes and recommendations for improvement for each of these agencies,
- The contractor will design and facilitate an "Active Shooter Functional Training Exercise" involving Emergency Management, School Board, Fire, EMS, Law Enforcement, Healthcare Coalition, the Private Sector and other appropriate agencies/partners,
- Pre-exercise briefings and an exercise "hotwash",
- Contractor provided exercise controllers/evaluators and subject matter experts,
- Homeland Security Exercise and Evaluation Program (HSEEP) documents to include an Exercise Plan (ExPlan), Controller Evaluator, Handbook (CE), Master Scenario Events List (MSEL), exercise participant briefing sheet, and an After Action Report/Corrective Action Plan (AAR/CAP) to be provided by April 18, 2014.

## **QUESTIONS**

Any questions regarding the project should be directed to Marshall Nelson who can be reached at [mnelson@gulfcounty-fl.gov](mailto:mnelson@gulfcounty-fl.gov).