

REQUEST FOR QUOTE NEBRASKA STATE
VOLUNTEER FIREFIGHTERS ASSOCIATION
2017 SAFER GRANT EMW-2017-00271

DETAILS:

The Nebraska State Volunteer Firefighters Association (NSVFA) was awarded a 2017 SAFER Grant and per the grant allowed to hire a grant management individual or company to assist the NSVFA to manage the grant and insure compliance with the federal regulations associated with a SAFER grant.

The following specifications outline the duties the Grant manager shall perform including specific responsibilities of the Recruitment and Retention Coordinator as well as the overall Grant Manager.

You may quote a price for sections one (1) through (5) or provide an overall quote to manage all aspects of the Grant.

RESPONSE TO REQUEST FOR PRICE (RFP):

Your response to this RFP is required to the NSVFA by the close of business (5:00 PM CST) no later than November 26, 2018.

The response shall be in writing and the NSVFA will not accept any electronic document.

Any response received after 5:00 PM CST November 26, 2018 will not be considered.

Mailing address to the NSVFA is as follows:

NSVFA
403 Cedar Trail
York, NE 68467-1148

Please clearly mark on the outside envelope the following:

“RESPONSE to SAFER GRANT RFP”

QUESTIONS:

Any questions concerning, or clarifications of the RFP may be Emailed to the NSVFA at wllundy@windstream.net Secretary/Treasurer of the NSVFA. Telephone questions will not be answered.

PROCUREMENT PROCEDURES:

The NSVFA had developed procurement procedures that are attached to this RFP. All companies or individuals shall follow the NSVFA procurement procedures attached.

The Nebraska State Volunteer Firefighters Association (NSVFA) was awarded a US Government SAFER Grant in the amount of \$1,378,780. The NSVFA is requesting a quote to manage the grant in the six areas as detailed in the following paragraphs:

The grant covers a four-year period and is broken down into the following six sections:

SECTION #1 – AWARDED AMOUNT \$750,000

The section provides for tuition reimbursement under the two base requirements:

1. A maximum of \$4400 will be awarded to a college student that guarantees that he/she will serve on a volunteer fire department in the state of Nebraska
2. A current member of a department may use the tuition to support an immediate family member or the volunteer member if he guarantees that he will remain on the department as an active member for two years.

SECTION #2 – AWARDED AMOUNT \$144,000

1. Provides funding for the cost of two instructors and expenses to provide two days of leadership and recruitment seminars in the State of Nebraska. The Grant is proposing at least 8 workshops over the 4-year life of the grant.

SECTION #3 – AWARDED AMOUNT of \$43,200

1. Provides funding for travel/expenses for a recruitment & retention coordinator
2. The Grant proposes 900 to 1000 miles of travel per month for years 1 and 2 of the grant and 600-700 miles per month during years 3 and 4 of the grant
3. Coordinator will also attend NSVFA E-Board meeting and conferences to inform Fire Service leaders of the program and results.
4. Coordinator will travel to high school, colleges and events that could provide recruits for volunteer fire departments throughout the state. (Example Tough Mudder or Spartan events) Inform the public and potential volunteer prospects about the tuition reimbursement opportunity.

SECTION #4 – AWARDED AMOUNT \$160,000

1. Provide travel for at least 280 fire service leaders to attend one of the eight (8) 2-day workshops, covering all expenses per government per diem rates for meals and lodging and mileage rate of \$.40 per mile per the NSVFA mileage policy.
2. Based on \$20,000 expense per workshop or \$40,000 per year.

SECTION #5 – AWARDED AMOUNT \$240,000

1. Recruitment and Retention Manager contractual expense for salary and benefits
2. Manages all aspects of the college tuition reimbursement process including selection and approval of those requesting participation.

3. Follow up to insure compliance with the requirements specified by the NSVFA for reimbursement as well as generation of all forms and processes to request participation as well as disbursement of funds of the tuition reimbursement program
4. Coordinate all work shops including coordinating locations, securing lodging, meals and instructors
5. Develop marketing program to insuring dissemination of information thru NSVFA Web Site, NSVFA Facebook and advertisements in the NSVFA official publication.

SECTION #6 – AWARDED AMOUNT OF \$41,580

1. The recruitment and retention manager will work closely with the NSVFA Office to support all activities of the grant.
2. Expenses associated with the grant incurred by the NSVFA will be reimbursed via this funding over the 4-year period of the grant.

Responsibilities of the grant administrator are as follows:

GENERAL:

Grant administrator will be responsible for ensuring all government rules and procedures are followed for all expenditures associated with the grant. This includes providing all government required quarterly reports, requested for disbursements from the grant, financial records and accounting, all audits and close out reports on the success of the grant. All reports, records, and requests for reimbursement shall be reviewed and approved by NSVFA prior to submission and copies provided for NSVFA records. All records and files and works created as part of this project shall remain the property of NSVFA.

The Grant Administrator shall support the NSVFA for any audit that the US Government requests and ensure the NSVFA has followed all rules and regulations associated with the grant.

The Grant Administrator shall follow the attached procedures for all procurements associated with this Grant.

The grant administrator will work closely with the NSVFA office, the executive board and Recruitment and Retention Committee to ensure open constant communications on activities associated with the grant and assistance required by the NSVFA Executive Board/Recruitment and Retention Committee.

The main point of contact for the Grant Administrator shall be William Lundy who acts as the NSVFA Secretary/Treasurer.

SECTION #1

Responsibilities:

1. NSVFA Program will be called **STRIVE**. Student Tuition Reimbursement Incentive for Volunteer Emergency Responders.

2. Working with NSVFA E-Board/Recruitment and Retention Committee to develop criteria for tuition reimbursement for incentive to either join a volunteer/combo department or continue to serve on a volunteer/combo department.
3. Develop marketing campaign to inform Nebraska citizens of the incentive to join volunteer departments using but not limited to, NSVFA web page, NSVFA Facebook, NSVFA monthly publication, radio/TV media spots, or other media resources.
4. Develop application process and review process to select candidates to receive tuition reimbursement.
5. Verify competition of school requirements per the criteria and participation in the volunteer fire department.
6. Distribute funds after successful completion of requirements per the criteria developed by the Grant Administrator and the E-Board/Recruitment and Retention Committee of the NSVFA.
7. Develop and maintain detailed reports and statistical data to support success of the grant on recruitment and retention of volunteer firefighters.
8. Maintain detailed documentation on the criteria, process, selected candidates, and completion of requirements.

SECTION #2

Responsibilities:

1. Develop curriculum to educate and train fire service leaders/members in recruitment and retention, leadership of firefighters.
2. Work includes and not limited to class outlines, work books, power points and interactive tasks with students and expected goals.
3. Develop request for quotes and contracts as required to hire instructors per the NSVFA procurement policies
4. Contract with two (2) instructors with fire service back-grounds to present class material per work books and class outlines.
5. Develop student appraisal forms for determining value and success of the workshop, knowledge gained, and a follow-up survey to determine if the information gained in the workshops was utilized and helpful.
6. Coordinate at least 8 workshops at various locations throughout the State of Nebraska with planning for 2 a year.
7. Work with E-Board of the NSVFA and the Recruitment and Retention Committee to develop class locations and dates.
8. Coordinate all travel and fees associated with workshops.
9. Review instructor expenses and request reimbursement from the Grant
10. Maintain detailed documentation on course materials, locations, attendees, and expenditures.

SECTION #3

Responsibilities:

1. Provide a Recruitment and Retention coordinator for the four years of the grant.
2. Coordinator will be expected to travel to high schools, community colleges, colleges and fire service events throughout the State of Nebraska.
3. Cost for coordinator should be based on 900 to 1000 miles travel per month the first two years with 5 nights travel and 600 to 700 miles travel per month the last two years of the grant based on 3 nights travel.
4. Cost reimbursed will be based on GSA per for lodging and meals, mileage will be reimbursed at the \$.40 per mile rate per the NSVFA mileage policy.
5. Recruitment and Retention coordinator shall provide detailed travel logs and expenses to request reimbursement.
6. Recruitment and Retention coordinator will also provide detailed log of site visits including dates, event attended, and who they have met with, and key goals and outcomes.
7. The Recruitment and Retention Coordinator will provide in advance to the NSVFA their travel plans for the month in writing.
8. Recruitment and Retention Coordinator will be expected to attend NSVFA E-Board meeting to present a verbal report on their activities as well as work with the NSVFA E-Board and Recruitment and Retention Committee to coordinate visits to facilities and fire service events.
9. Grant Administrator shall review travel plans and submitted expenses and request reimbursement from the Grant.
10. Provide detailed timesheet information to verify grant requested dollars

SECTION #4

Responsibilities:

1. Develop marketing plan to advertise and promote NSVFA Recruitment and Retention workshops using NSVFA Web Site, Facebook and NSVFA monthly publication or other suitable media resources.
2. Work with NSVFA office, E-Board and Recruitment and Retention Committee to coordinate workshop details to the membership.
3. Work with NSVFA office to develop registration procedures using NSVFA GrowthZone software.
4. Provide NSVFA all collected information on each attendee including Email address, Department affiliation, Department mailing address and personnel contact information
5. Work with NSVFA Office to secure facilities to host the workshop including noon meals, and overnight lodging.
6. Confirm attendance and approve reimbursement to attendees to insure reimbursement is per the US Government per diem rate for meals and lodging and \$.40 per mile NSVFA approved mileage policy.

7. Develop follow up survey to determine success of attendance of workshop, to include what has been successful and what may need additional activities or changes to the class outline and work book.
8. Provide timesheet details for funds requested from the grant for this activity

SECTION #5

Responsibilities:

1. Provide Recruitment & Retention Manager funding all salary and benefits.
2. Recruitment and Retention Manger shall manage all aspects of the STRIVE Program and workshops.
3. This includes but is not limited to the following:
 - a. Marketing both programs to the public, schools and fire service leaders
 - b. Coordinating workshop and the facilities necessary to host the event.
 - c. Securing block motel/housing rates as well as any meals necessary during the workshop
 - d. Developing forms to participate in STRIVE and Workshops
 - e. Working with NSVFA office using the GrowthZone software for on line registration
 - f. Confirming participants in the STRIVE program have met all requirements developed by the NSVFA E-Board and Recruitment and Retention Committee.
 - g. Providing a detailed list of requested participants in the STRIVE program for review by the NSVFA E-Board and Recruitment and Retention Committee
4. Confirm all reimbursement meets the SAFER grant legal requirements.
5. Be the sole depository of all records associated the Grant including contracts, invoice and any purchases associated with the Grant.
6. Provide detailed reports to the NSVFA/Recruitment and Retention Committee on new members that have joined departments including Department Name, Address of Department and main contact for the department.
7. Provide details on the new member(s) or member(s) that has agreed to additional years of service to their volunteer fire department
8. Provide a written and verbal report to the E-Board/Recruitment and Retention Committee quarterly on progress and success of the grant.
9. Provide time sheet details to reflect grant request for funds for this activity
10. Complete all close out records and federal government requirements for the grant.
11. Provide NSVFA office completed records of all activities associated with the Grant for their historical records
12. Provide a written and verbal report to the E-Board/Recruitment and Retention Committee quarterly on progress and success of the grant.

SECTION #6

1. Grant Manager and Grant Coordinator will work closely with the NSVFA office to help coordinate activities described in sections 1 through 5 of this proposal.
2. The NSVFA will use the software GrowthZone to track and coordinate all activities associated with the grant.
3. The Monthly fee for GrowthZone is approximately \$500, a percentage of the NSVFA Administration Cost and Supplies will be used to support the monthly payments associated with the software support
4. The NSVFA uses Constant Contact as its Email manager and a percentage of the monthly cost associated with this manager will also be charged to the grant
5. The NSVFA desires to use local sources for the purchase of all supplies associated with the activities of the Grant and will as much as possible act as the purchasing agent for the Grant.
6. The NSVFA office manager will have a calculated hourly rate with benefits that will be used to quantify any NSVFA Administrative cost to be charged to the grant
7. Activities associated with the Grant by the NSVFA E-Board and Recruitment and Retention Committee will be charged to the Grant covering mileage, and per diem for visits to mutual aid meetings, Grant planning meetings and other activities that are directly related to the Grant.
8. The NSVFA will develop an expense report specific to the Grant and provide details request with documentation of meeting attendance justifying the request for reimbursement.
9. The NSVFA E-Board of Recruitment and Retention Committee will provide the following information on attendance at any mutual aid meeting including but not limited to the following:
 - a. Date of Meeting
 - b. Location of the Meeting
 - c. Google Maps indicating shortest route mileage
 - d. Roster of those attending including contact information (Email – Telephone)

RESPONSE TO REQUEST FOR PRICE:

INSURANCE & BOND:

Any company or individual that responds to the request for price must be bonded and insured at a minimum for errors and omissions. Bidder must provide proof of bonding and insurance when responding to this RFP.

SYSTEM for AWARD MANAGEMENT:

Any company or individual responding to this RFP shall be registered in the United State of American System for Award Management (SAM)

DUNS Number _____

CAGE Code _____

NON-DISCRIMINATION:

Any company of individual that responds to the request for price must provide with the RFP their non-discrimination statement.

PROCUREMENT POLICY:

Any company or individual that responds to this RFP is indicating they have read the NSVFA procurement policy and will follow the policy.

EXPERIENCE:

Please provide the following information with your response:

1. Have you managed a SAFER grant in the past?

Please provide a list of SAFER grants managed over the last three years including contact information:

2. Are you currently managing any SAFER Grants currently?

Please provide a list of SAFER Grants that you are currently managing including contact information:

3. Has your company managed Federal Grants in the past or currently?

Please describe the nature of the grant and amount of dollars managed.

4. Have you or your company ever been debarred or suspended from any DHS SAFER Grant or any other federal assistance program?

Yes No

If yes, please provide details:

5. Please provide details about your company including staff and their expertise in managing SAFER grants and how you feel you are the best fit for the NSVFA to manage this grant.

6. If awarded the contract to manage the NSVFA SAFER Grant please indicate the start date and requirements of the NSVFA to help facilitate the NSVFA SAFER Grant.

QUOTES COSTS SECTION #3 & #5

Provide hourly cost for providing Recruitment and Retention Coordinator including benefits

\$ _____

Provide Hourly cost for Grant Manager including benefits

\$ _____

Provide Hourly cost for all administrative costs associated with your company managing and supporting Recruitment and Retention Coordinator and Grant Manager:

\$ _____

EVAULATION FACTORS:

The NSVFA will use the following evaluation factors and percentage to determine the award of the Grant either section by section or overall management of the Grant:

1. Experience Managing SAFER Grants

2. Overall cost of Grant R& R Coordinator
Grant Manager and Administrative Cost

3. Responses from references provided

4. Resources and Capabilities

5. Nebraska Based Companies/Individuals