

REQUEST FOR PROPOSALS
FOR

*Northwest Pennsylvania
Regional Business Coalition*

**EMMCO West, Incorporated
Meadville, Pennsylvania.**

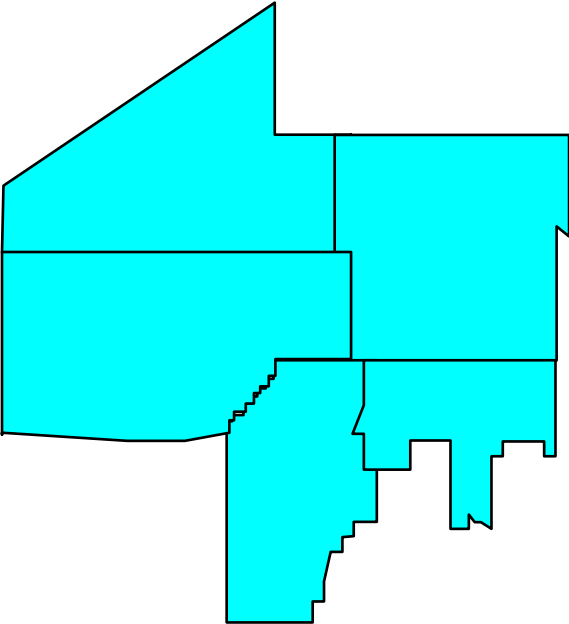


TABLE OF CONTENTS

PART I: GENERAL INFORMATION FOR PROPOSERS

- 1.1 PROJECT INFORMATION
- 1.2 ISSUING OFFICE
- 1.3 SCOPE
- 1.4 PROBLEM STATEMENT
- 1.5 TYPE OF CONTRACT
- 1.6 OWNER'S RIGHTS RESERVED
- 1.7 INCURRING COSTS
- 1.8 AMENDMENTS TO THE RFP
- 1.9 PROPOSAL SUBMISSION DEADLINE
- 1.10 PROPOSALS
- 1.11 WITHDRAWAL OF PROPOSALS
- 1.12 DISCLOSURE OF PROPOSAL CONTENTS
- 1.13 NEWS RELEASES
- 1.14 RESTRICTION OF CONTACT
- 1.15 NOTICE OF SELECTION
- 1.16 DEBRIEFING OF UNSUCCESSFUL PROPOSALS
- 1.17 TERM OF CONTRACT
- 1.18 PROPOSER'S REPRESENTATIONS AND AUTHORIZATIONS
- 1.19 RFP PROTEST PROCEDURE
- 1.20 COMPLIANCE SECTION
- 1.21 CALENDAR OF EVENTS

PART II: PROPOSAL FORMAT AND REQUIRED INFORMATION

- 2.1 PROPOSAL SUBMISSION
- 2.2 MANDATORY PROPOSAL REQUIREMENTS
- 2.3 PROPOSAL FORMAT
- 2.5 COST SUBMITTAL REQUIREMENTS

PART III: CRITERIA FOR SELECTION

- 3.1 COMPETITIVE SEALED PROPOSAL AWARD
- 3.2 SELECTION FORMULA
- 3.3 PROPOSAL EVALUATION PROCESS

List of Appendices

**Documents to Be Submitted to EMMCO West, Incorporated
WITH THE PROPOSAL**

- A. Qualification Statement Form For Contractor and
- B. Cost Submittal Form
- C. Non-Collusion Affidavit

**PART I
GENERAL INFORMATION FOR PROPOSERS**

1.1 PROJECT INFORMATION

This Request for Proposals (RFP) provides interested Proposers with information to enable them to prepare and submit a proposal.

Project Name: **Regional Business Coalition**

1.2 ISSUING OFFICE

This RFP is issued by Emergency Medical Management Cooperative West, Incorporated (EMMCO West) on behalf of the Northwestern Pennsylvania Emergency Response Group (NWPARG). The Executive Director of EMMCO West is the sole point of contact in the EMMCO West for this RFP.

Phone: 814-337-5380, *Fax:* 814-337-0871

All correspondence concerning this RFP shall be directed to the Executive Director and shall include the Project Name.

1.3 SCOPE

DELIVERABLES

The scope of work outlined in this document covers projects in several basic areas:

1. The extension and expansion of Private Assets for Region Responders (PARR) and Business Emergency Communications Network (BECON) systems
2. The development and sending of NWPARG BECON messages to the business community in time of regional emergency
3. The establishment and initial leadership of an expanded NWPARG Business and Industry Subcommittee

The selected vendor will select one person to be the project manager. The project manager will oversee the coordination of the entire project. The project manager will be responsible for insuring the professional quality, technical accuracy, and the coordination of all reports, designs, drawings, and other services provided by the selected vendor.

Project One: The implementation of PARR and BECON. The selected vendor will work to establish and increase the business community's participation in both the PARR and BECON programs. The Selected vendor will do this through education and interaction with business and community leaders - on behalf of the NWPARG. This education and interaction may include personal visits to businesses, phone contact, use of print media, television or radio promotions, e-mail, or solicitation of assistance from other regional organizations including but not limited to Chambers of Commerce and economic development groups. In addition, the selected vendor will work in concert with

the NWP AERG's Communication Subcommittee to leverage advances in the region's PARR and BECON systems for the benefit of the northwest Pennsylvania region and its businesses.

Project Two: Assist NWP AERG in the development and sending of BECON messages in time of regional emergencies or when information is available that would assist the region's businesses in disaster planning and preparedness. The selected vendor will make itself available to participate in the development and sending of BECON messages, consulting with regional and county emergency management to ensure that messages are constructed with consideration of the business community.

Project Three: The expansion of the NWP AERG Business Subcommittee. The selected vendor, working in close coordination and collaboration with the NWP AERG and its representatives will:

1. Determine the composition of the Business Subcommittee
2. Recruit business and industry representatives to serve on the committee
3. Guide the committee in the determination of its initial mission and objectives
4. Provide leadership to the committee in developing a recommended list of actions and projects for consideration by the Business Subcommittee on behalf of the NWP AERG planning and operations.

1.4 Project Four: Develop and implement projects that benefit businesses within the northwest Pennsylvania region in the area of resilience and continuity of operations. The selected vendor will work closely with the NWP AERG and the Business Subcommittee to develop specific projects that can be implemented in cooperation with the NWP AERG and its representatives. These projects will support the current areas of focus of the NWP AERG's Business Subcommittee. PROBLEM STATEMENT

The scope of work encompassed under this RFP consists of a selected vendor providing staff to assist the NWP AERG's Business Subcommittee in educating and interacting with regional businesses partners using PARR and BECON established through Knowledge Center (incident management software system) and working with regional businesses to assist with continuity of operations planning.

This business coalition will satisfy the requirements to meet risks addressed in the NWP AERG's investment justifications for the Federal Fiscal Year (FFY 2009) and the FFY 2010 Homeland Security Grant Program (HSGP) through:

PROJECT	NATIONAL PRIORITY	COMMONWEALTH INITIATIVE	TARGET CAPABILITY
Employ staff to assist with business coalition	Enhance regional collaboration	Synchronization of emergency preparedness activities	Planning and Community Preparedness and Participation

1.5 TYPE OF CONTRACT

It is proposed that, if a contract is entered into as a result of this RFP, it will be the Standard Form Agreement.

Estimated time frame for EMMCO West to complete evaluations and issue a Notice of Selection is thirty (30) days after the Proposal Submission Deadline specified in the Notice to Proposers for receipt of proposals. No contract exists nor will a Notice to Proceed be issued until all signatures required by law are affixed to the contract. The estimated start date for the Initial Job Conference is 30 days from the Notice of Selection.

EMMCO West reserves the right to issue a Letter of Intent to the successful proposer. The Letter of Intent will authorize the successful proposer to commence off-site work immediately as specifically described in the Letter of Intent.

1.6 EMMCO West OWNER’S RIGHTS RESERVED

EMMCO West reserves the right to cancel or withdraw this RFP in whole or in part any time prior to award of contract. EMMCO West reserves the right to reject any and all proposals received as a result of this RFP. EMMCO West may, in its discretion, waive any informality or technical deficiencies in proposals. EMMCO West reserves the right to request additional or clarifying information, to schedule presentations, and to conduct interviews with any or all Proposers.

1.7 INCURRING COSTS

The EMMCO West is not liable for any costs incurred by Proposers in preparing, delivering or submitting any proposals for the RFP.

1.8 AMENDMENTS TO THE RFP

If there are any further technical questions, requests for clarification, or requests for data, the questions shall be submitted in writing to the Executive Director of EMMCO West prior to the deadline set forth in the Calendar of Events for questions. The Executive Director will issue bulletins recording all questions and answers. The bulletins will be faxed to all entities that took out plans and specifications. Bulletins will also be posted on the EMMCO West website at www.EMMCO.org. These bulletins will become part of

this RFP. Such bulletins shall be the only binding revisions to this RFP. No other form of amendment, written or oral, shall be considered binding upon EMMCO West nor shall a Proposer rely upon them. The Proposer(s) shall acknowledge the receipt of all bulletins as required by the language of the bulletin. EMMCO West will not issue bulletins later than three (3) business days prior to the Proposal Submission Deadline, unless the EMMCO West extends the Proposal Submission Deadline.

1.9 PROPOSAL SUBMISSION DEADLINE

In order to be considered by EMMCO West, proposals must be delivered to the Executive Director on or before the Proposal Submission Deadline. The Proposal Submission Deadline (time and date) is specified in the Notice to Proposers and listed in the Calendar of Events. If, due to inclement weather, natural disaster, or any other cause, the EMMCO West is closed on the Proposal Submission Deadline, the deadline for submitting proposals shall be automatically extended until the next EMMCO West business day (and time of day specified in the Notice to Proposers) on which the EMMCO West is open, unless Proposers are notified otherwise by EMMCO West. The Proposer shall be solely responsible for assuring that its submittal arrives *prior* to the Proposal Submission Deadline.

Proposals delivered after the Proposal Submission Deadline, regardless of the reason, will be automatically disqualified and will be returned to the Proposer.

1.10 PROPOSALS

To be considered by EMMCO West, a Proposer should submit a complete response to this RFP, using the format provided in Part II. The proposal shall be submitted to the EMMCO West Executive Director in one package.

An official authorized to bind the Proposer to its provisions must sign proposals. By submitting a proposal, the Proposer acknowledges that it has carefully reviewed this solicitation and agrees to comply with all applicable conditions and requirements. The contents of the proposal of the successful Proposer will become contractual obligations if a contract is entered into by EMMCO West. The proposal shall remain valid and binding for at least 60 (sixty) days from the Proposal Submission Deadline. EMMCO West reserves the right to request that Proposers extend the proposals for a mutually agreed upon period of time.

1.11 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written request, which shall be received by the Executive Director prior to the Proposal Submission Deadline. If the Proposer chooses to attempt to provide such written notice by fax transmission, the EMMCO West shall not be responsible or liable for errors in the fax transmission. A proposal may also be withdrawn in person by the Proposer or its authorized representative, provided their identity is made known and he/she signs a receipt for a proposal, but only if the withdrawal is made prior to the Proposal Submission Deadline. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification received by

the EMMCO West Executive Director prior to the Proposal Submission Deadline. After the Submission Date, a Proposer may withdraw a proposal without penalty up until the time EMMCO West issues a Notice of Selection.

1.12 DISCLOSURE OF PROPOSAL CONTENTS

To the extent allowed by law, proposals will be held in confidence by EMMCO West. If EMMCO West awards a contract, the successful proposal(s) is subject to disclosure in accordance with applicable law. All material submitted with the proposal becomes EMMCO West property and may be returned to the Proposer, at EMMCO West's discretion. EMMCO West has the right to use any or all ideas presented in any proposal; selection or rejection of the proposal does not affect this right.

1.13 NEWS RELEASES

All news releases and media contacts regarding this project will be made only by EMMCO West, unless EMMCO West directs otherwise in specific instances. Proposer(s) shall not initiate news releases or media contact without prior written permission of the EMMCO West.

1.14 RESTRICTION OF CONTACT

From the issue date of this RFP until the date of the Notice of Selection, all contacts with EMMCO West personnel concerning this RFP, proposals and the evaluation process must be approved through the Executive Director. Any violation of this condition is cause for the EMMCO West to reject the Proposer's proposal. If it is later discovered that any violations have occurred, the EMMCO West may reject any proposal or rescind any contract awarded pursuant to this RFP.

Proposers agree to make no other distribution of any part of their proposal beyond that made to the Executive Director. A Proposer who shares information contained in their proposal with other EMMCO West personnel and/or competing Proposer's personnel may be subject to disqualification.

1.15 NOTICE OF SELECTION

Upon completion of its review of all eligible proposals, EMMCO West shall issue written notification to the Proposer(s) whose proposal(s) is determined to be the most advantageous to the EMMCO West in accordance with the evaluation factors, procedures and criteria set forth in this RFP. EMMCO West will post the following information on the EMMCO West website at www.EMMCO.org:

- All successful proposals (in .pdf format)
- All successful Proposer's Cost

1.16 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

EMMCO West will notify in writing all Proposers not selected for award of their opportunity for a debriefing and the timeframe for this optional debriefing. **Any**

Proposer who wants to be debriefed must fax in a written request to the Executive Director within two calendar (2) days of the date of the Notice of Selection. EMMCO West will hold a debriefing conference for each unsuccessful Proposer submitting a written request for such a conference **within five (5) calendar days of receipt of notice of a request for a debriefing but no later than seven (7) calendar days from the date of Notice of Selection.** The EMMCO West Executive Director of the Proposal Evaluation Committee will hold the debriefing conference and will discuss only the proposal of the Proposer being debriefed. The Proposer may request to be debriefed by phone.

The timeframe for debriefing of unsuccessful Proposers neither extends nor modifies in any way the deadlines for the RFP Protest Procedure. If a Proposer exercises its opportunity to be debriefed, this shall not constitute the filing of a RFP protest.

1.17 TERM OF CONTRACT

The term of contract will commence upon the effective date of the contract, as one calendar year at the beginning of the executed contract by EMMCO West on behalf of the NWPAERG. EMMCO West shall fix the effective date after the contract has been fully executed by the selected Proposer and by the EMMCO West and all approvals required by EMMCO West contracting procedures have been obtained. The contract will include four (4) one-year renewal options that may be exercised at the behest of the executive board of the NWPAERG. PROPOSER'S REPRESENTATIONS AND AUTHORIZATIONS

By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- a) All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Proposal Evaluation Committee in reviewing the Proposal and by EMMCO West in awarding the contract. Any misrepresentation of a material fact or omission of material fact by the entity submitting the proposal shall be treated as fraudulent concealment from the EMMCO West of the true facts relating to the submission of the proposal. If the misrepresentation and/or omission of material fact are discovered during the review of the proposal, the proposal will be automatically disqualified. Discovery of the misrepresentation and/or omission of material fact after contract award constitute grounds for default and may lead to debarment procedures being instituted against the contractor. A misrepresentation shall also be punishable under 18 Pa. C.S. 4904. Nothing in this paragraph waives other potential legal rights and remedies available to EMMCO West for misrepresentation and/or omission of material facts.
- b) The price and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- c) Neither the price nor the amount of the proposal, and neither the approximate price nor the approximate amount of this proposal, have been disclosed to any

other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the Notice to Proposers and the Calendar of Events.

- d) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e) The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f) To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any local, state or federal governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g) To the best of knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to EMMCO West including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to EMMCO West.
- h) The Proposer is not currently under suspension or debarment by the , local, state, or federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i) The Proposer has not, under separate contract with the EMMCO West made any recommendations to EMMCO West concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j) Until the selected Proposer receives a fully executed and approved written contract from EMMCO West, there is no legal and valid contract in law or in equity, and the Proposer should not begin to perform work.

1.18 RFP PROTEST PROCEDURE

In addition to the summary provided herein; if further explanation is needed regarding the RFP Protest Procedure, one can find it posted on the EMMCO West's website at www.EMMCO.org.

- a) **Who may file** – Any Proposer or Prospective Proposer who is aggrieved in connection with the RFP or the award of a contract resulting from the RFP may file a protest.
 - i. Prospective Proposer – is an entity that has not submitted a proposal in response to the RFP.

- ii. Proposer – is an entity that has submitted a proposal in response to the RFP.
- b) **Time limits**
- i. If a protest is filed by a Prospective Proposer, it must be filed, in writing, with the Executive Director prior to the Proposal Submission Deadline.
 - ii. If a protest is filed by a Proposer, it must be filed, in writing, with the Executive Director within seven (7) days after the protesting Proposer knew or should have known of the facts giving rise to the protest except in no event may a protest be filed later than 7 days after the Notice of Selection is posted on the EMMCO West website at www.EMMCO.org.
 - iii. Filed – shall be defined as the date upon which the Executive Director receives the written protest.
- c) **Protests relating to cancellation of the RFP and protests relating to rejection of all proposals may not be filed.**

1.19 COMPLIANCE SECTION

Selected vendor must follow 44 CFR, Part 13; 2 CFR, Part 225; OMB Circular A-133; United States Department of Homeland Security Guidance and Application Kits; current Commonwealth of Pennsylvania Federal Grant Programs Administrative Manual; the Right-to-Know Law, 65 Pa.C.S. §§ 67.101 *et seq*, and all other applicable Federal, Commonwealth and County laws and regulations.

1.20 CALENDAR OF EVENTS

<i>Activity</i>	<i>Date</i>
Notice to Proposers/Issue RFP	August 16, 2010
Deadline to Submit Questions	September 13, 2010
Deadline to Issue Bulletins Amending the RFP	September 27, 2010
Proposal Submission Deadline	October 4, 2010
Estimated Selection Date	October 18, 2010

End of PART I

PART II
PROPOSAL FORMAT AND REQUIRED INFORMATION

A proposal should be submitted in the format discussed below. To be considered by EMMCO West, the proposal shall respond to all requirements in this part of the RFP.

1) Cost Submittal

Maintaining the confidentiality of the submittal information for review by only the Evaluation Committee is critical, which is why the submission information must be sealed.

The EMMCO West reserves the right to request and to evaluate additional information from secondary sources (such as a Dunn & Bradstreet report) which, in the EMMCO West's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform according to the contract.

The EMMCO West may make such investigations, as it deems necessary to determine the ability of the Proposer to perform the Contract Work. The Proposer shall furnish to the EMMCO West all such information and data for this purpose as requested by the EMMCO West. The EMMCO West reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the EMMCO West that such Proposer is properly qualified to carry out the obligations of the Contract and to complete the Contract Work.

2.1 PROPOSAL SUBMISSION

This RFP is intended to provide interested Proposers with the basic information necessary to evaluate the project scope and requirements. Each Proposer shall develop an independent assessment of the project that shall form a suitable basis for their respective proposal. Each proposal shall be a complete response to the RFP, following the format described in this RFP. Proposals shall be straightforward, concise presentations. Proposers shall include information for all items requested in the RFP as completely and accurately as possible. By returning a completed proposal, the Proposer agrees to the terms and conditions as stated in this RFP.

2.2 MANDATORY PROPOSAL REQUIREMENTS

To qualify for evaluation, each proposal must include or meet the following Mandatory Proposal Requirements. Any proposal that does not comply with these requirements will be rejected as non-responsive.

- Proposal Includes Three Separately Sealed Parts
 - **Cost Submittal**
 - Original Signature on Cost Submittal Form
 - Project Team Organization Chart-in graphic or narrative form

- Contractor Qualifications Statement
- Contractor cannot be currently debarred or suspended from doing business.
- Resumes for Project Management Team
- Work plan and Schedule
- QA/QC Plan
- Staffing Plan
- Executed Non-Collusion Affidavit

2.3 PROPOSAL FORMAT

The proposal shall be **submitted in sealed envelopes or packages clearly labeled as:**

Volume II - Cost Submittal (1 copy)

The label should include the Proposer’s name, address and project information, including the contract for which the proposal is being submitted, as described in Part I of this RFP and at a minimum, the following information:

- Company name
- Company mailing address
- Contact person
- Contact person’s phone number, fax number and e-mail address

2.4 SUBMITTAL REQUIREMENTS

The Proposer shall submit **six (6)** copies of its Submittal in a sealed envelope/package. The Submittal shall fully demonstrate the qualifications and capabilities of the Proposer to perform the work.

Proposers **shall not** include cost information in the Submittal. This separation ensures that knowing any of the Proposer’s costs for this project does not taint the Evaluation Committee’s evaluation of the technical information. Cost information for other projects that the Proposer worked on, including project budget and actual costs, may be included in the Submittal. Disadvantaged businesses may be identified as such in the Submittal, so long as no cost information is revealed.

The Submittal shall include the following sections, which should be clearly labeled and segregated or tabbed. Each section should be presented in the order listed below and should provide the information in the order set forth below.

Section 1: Project Team’s Qualifications, Experience and Past Performance

T-1A Introduction to the Project Team

In Section T.1A of the Submittal, the Proposer provides a brief description of the capabilities and experience of the Project Team.. . The Proposer

shall include, at a minimum, a brief narrative on the following items for each representative on the Project Team:

- Roles and responsibilities
- Experience with continuity of operations planning

The Proposer shall provide a **Project Team Organization Chart** highlighting the hierarchy and reporting structure between the representatives identified on the Project Team. Preferably, this information would be presented graphically to illustrate the reporting structure of the Project Team. The information may, however, be presented in narrative form, with a description of the reporting structure of the Project Team.

The Proposer shall not alter the Project Team identified in the Proposal at any time without prior written permission by EMMCO West.

The evaluation of the Project Team will be based on the Project Team's ability to provide a comprehensive set of skills and capabilities to perform the Work under the contract documents. The structure of the Project Team will be evaluated based on the clarity of reporting responsibilities.

T-1B Contractor: Experience and Past Performance

The evaluation of the selected Contractor's Experience and Performance will be based on the selected Contractor's depth of prior experience, including its specialized expertise with projects of similar size and scope relative to the Project Work. Consideration will be given to all relevant performance factors including, but not limited to:

- *Reputation for reasonable and cooperative behavior and commitment to customer satisfaction*
- *Financial stability*
- *Compliance with other applicable laws and regulations*

Section 2: Project Management Plan

T-2A Project Management Team

Section T-2A of the Submittal focuses upon the Project Management Team and should contain a narrative identifying the individuals and highlighting the hierarchy and reporting structure between the individuals comprising the Project Management Team. Project Management Team personnel shall include, at a minimum, the project manager of the selected Contractor. The Proposer shall include a brief narrative for each individual on the Project Management Team describing, at a minimum:

- Roles and responsibilities for this project

- Management, coordination and unique technical skills
- Relevant project experience (coordinate with information provided in Section 1 of the Submittal).

For each individual on the Project Management Team above the level of foreman, the Proposer shall provide detailed resumes providing the currently held position/title, education, professional licenses, other qualifications and relevant work experience. In addition, the Proposer shall submit a detailed resume for each project manager assigned to this Project. **If this information is not received by EMMCO West within this timeframe, the proposal will be rejected as non-responsive by EMMCO West.**

The Project Management Team will be evaluated based on the Proposer's ability to clearly demonstrate that: a) Project Management Team personnel have experience managing projects of similar scopes, value and complexity within the past five years and b) Project Management Team personnel have the knowledge and proven capability to provide high quality management and coordination of all skills and trades. In addition, the evaluation will include discussions with references provided in the Qualification Statements of the Proposer..

Section 3: Staffing Plan

In Section 3 of the Submittal, the Proposer shall provide the project Staffing Plan **and** information on the Staffing Plan(s). At a minimum, the Proposer shall address the following items:

T-3B Skill Training

The Proposer shall describe its participation and investment in skill training programs, the number of hours required including descriptions of the program(s) participated in by its personnel. In addition, the Proposer shall describe the extent of its skill labor testing, certifications and licenses.

T-3C Workforce Safety

The Proposer shall identify the employee workforce safety training programs and/or safety certification programs. The Proposer shall identify any incident or accident avoidance programs that the Proposer shall use to promote jobsite, worker and public safety (e.g., substance abuse testing). In addition, the Proposer shall provide verification of this information and confirm that any identified programs shall be used in performance of the Project work.

Section 4: Supporting Documentation

This section of the Submittal requires acknowledgement and/or execution of documentation required for EMMCO West contract. These documents must be submitted with the proposal.

T4-A Non-Collusion Affidavit

The Proposer shall submit, with the proposal, one notarized original of the Non-Collusion Affidavit provided in as an Appendix of the RFP. The remaining proposals may contain a copy of the original affidavit.

2.5 COST SUBMITTAL REQUIREMENTS

The Proposer shall submit **one (1)** copy of its Cost Submittal in a sealed envelope separate from the Submittal and Disadvantaged Business Submittal. The Cost Submittal shall contain only:

- an **original signature** on the Cost Submittal Form setting forth the Proposer's lump sum offer; and

Cost information for this proposal (including, but not limited to, man-hour rates or total proposal value) shall not be included in the Submittal part of the proposal. Failure to adhere to this requirement will result in automatic disqualification of the proposal.

The Cost Submittal shall be submitted using the Cost Submittal Form, which is provided as an Appendix to this RFP.

- The Cost Submittal Form must be **an original signature** of an official authorized to bind the Proposer to its provisions.
- **If the Cost Submittal Form is not signed, the proposal will be rejected as non-responsive with no opportunity to fix the proposal by signing the form.**
- The Cost Submittal Form shall indicate a Lump Sum price to complete the scope of Contract Work required for this RFP.
- EMMCO West will not accept alternate pricing. **Any attempt to submit alternate prices or alternate base bids other than as requested by EMMCO West will result in rejection of the proposal.**

End of PART II

**PART III
CRITERIA FOR SELECTION**

3.1 COMPETITIVE SEALED PROPOSAL AWARD

If EMMCO West awards a contract, the award will be made only to the responsive and responsible Proposer(s), whose proposal conforms to the requirements of this RFP and receives the highest overall score by the Evaluation Committee in accordance with the evaluation factors, procedures and criteria set forth in this RFP.

3.2 SELECTION FORMULA

The selected Proposer will be such Proposer whose proposal has obtained the highest Proposal Score. The maximum Proposal Score is 100.

3.3 PROPOSAL EVALUATION PROCESS

The proposals will be evaluated by a Proposal Evaluation Committee (the Committee) comprised of the five NW PA ERG Executive Board Members. The proposal evaluation process, has been described in detail in the RFP Process Guidelines, which is available to the public on EMMCO West's website at www.EMMCO.org. In brief, a representative from EMMCO West's Executive Board and the executive board of the NWPAERG will be present in the opening of each proposal and will conduct a Proposal Compliance and Cost Review, the purpose of which is to determine each proposal's compliance with the Mandatory Proposal Requirements.

3.4 Cost Submittal Evaluation:

Each Committee Member, independently from other Committee Members, will evaluate each proposal using a scoring matrix evaluation form tailored to reflect the needs of the specific project. The matrix that will be used to score each proposal will be included as an appendix to the RFP and may be used by Prospective Proposers in preparing their proposals. The EMMCO West Executive Director, in the presence of the Committee, will open the sealed Cost Submittals. The proposal with the lowest possible Cost Submittal will get the highest Cost Submittal Score: 100 points.

End of PART III