

**Public Notice
Invitation to Bid
Continuity of Operations Plan**

Sealed bids will be received by the Berkeley County Commission at 400 West Stephen Street Suite 201, Martinsburg WV 25401, until 4:00 P.M. prevailing time Wednesday, March 3, 2010. Bids received after this time will not be accepted. Bids will be opened and read aloud on Thursday, March 4, 2010 at 11:00 a.m. prevailing time. Bids shall be for the preparation of a Continuity of Operations Plan.

Specifications are available in the Finance/Purchasing Department of the County Clerk, 110 West King Street-Second Floor, Martinsburg, WV 25401, Monday-Friday, 9:00-5:00 P.M., calling (304) 264-1924, or on the County website; www.berkeleycountycomm.org .

Sealed envelopes should be clearly marked ***Bid Enclosed-Continuity of Operations Plan***".

The County Commission reserves the right, as the interest of Berkeley County may require, to reject any and all bids and to waive any informalities in the requests for proposals and to award the bid in whole or in part for the best interest of the County to the most qualified bidder. Firms owned by women and minorities are encouraged to bid.

By order of
The Berkeley County Commission

Ronald K. Collins, President

BID APPLICATION

Bidder must fill in the information requested below in order for this application to be accepted. Deliver form in sealed envelope marked “**Bid Enclosed –Continuity of Operations Plan (COOP)**” to:

Berkeley County Commission
400 West Stephen Street-Suite 201
Martinsburg, West Virginia 25401

Bids **must** be received by 4:00 p.m., Wednesday, March 3, 2010. Bids will be opened on Thursday, March 4, 2010, at the Berkeley County Commission meeting, at 11:00 a.m. prevailing time.

Vendors Name and Remittance Address: _____

Vendors Name and Address for all other correspondence if different from remittance:_____

Name of Contact Person: _____

Telephone Number: _____

Total bid amount to complete project as outlined:_____

Please include any literature you would like to have considered or you deem as important along with all requested material.

****All lines on this form must be filled in for this application to be considered complete.**

Project Specifications:

The Berkeley County Commission/ Berkeley County Office of Homeland Security and Emergency Management (BCOHSEM) seek a company to provide single-source consulting and planning services to incorporate a fully functional and operational Continuity of Operations Plan (COOP). Plan is to be developed per the Federal Preparedness Circular 65 (which describes the planning considerations and requirements for COOP Plans). The National Continuity Policy: National Security Presidential Directive-51 Homeland Security Presidential Directive-20 outlines the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution.

The scope of the project will be to develop a plan which addresses all phases of an emergency, to include preparedness, response and recovery. The COOP Plan will be broken into action phases so as to better understand when to activate the COOP and when it is time to terminate and return to normal operations. In addition, a multi-year strategy should be included for managing, budgeting and maintenance of the COOP Plan. This plan will be utilized county wide and will include the City of Martinsburg Fire Department and the following County Offices: Berkeley County Commission Offices and Administration:

Berkeley County Office of Homeland Security & Emergency Management
Berkeley County Central Dispatch (E-911) Berkeley County
Facilities Department
Berkeley County Department of Land Use Planning and Engineering

Berkeley County Fiduciary Office
Berkeley County Clerk's Office:
Berkeley County Voter Registration Berkeley County
Finance & Purchasing
Berkeley County Hunting and Fishing Office Berkeley County
Records Office

Berkeley County Delinquent Land Redemption
Berkeley County Circuit Clerk's Office
Berkeley County Prosecutor's Office
Berkeley County Assessor's Office

Berkeley County Sheriff's Office:

Berkeley County Tax Office

Berkeley County Animal

Control

Berkeley County Ambulance Authority

Berkeley County Health Department

Region 9 Planning and Development Council

WVU Extension Service

Berkeley County Fire Service Board:

Bedington Volunteer Fire Department

Baker Heights

Volunteer Fire Department

South Berkeley Volunteer Fire Department

Hedgesville Volunteer

Fire Department

Back Creek Volunteer Fire Department

Vendors should provide a copy of a valid West Virginia business license. A minimum of three professional references should be submitted providing a contact name, contact phone number/s, agency affiliation and address. Proposal fees should include a total of all hourly fees, direct and indirect costs necessary to complete said project. Homeland Security grant funds are being utilized to fund this project. Successful vendor must provide a detailed monthly progress report no later than the third of each month during which work has been performed. Progress reports must detail all activity performed through completion of the proposed project. Project must be completed and final product delivered on or before May 22, 2010. Final invoicing must occur no later than July 1, 2010.

Liquidation damages in the amount of \$ 1,000.00 per day shall be assessed against vendor for each day beyond May 22, 2010, the product is not delivered.

The successful vendor must post a performance bond in the full amount of the bid.

Planning initiatives should include but not be limited to the following:

Vendor to have prepared for BCOHSEM Director's signature a memorandum to the outlined agencies noting a timeline for COOP completion and request for meeting to discuss COOP for their respective departments/agencies. Memorandum should cite that participation in this activity to assure future successful grant opportunities is vital. Memorandum should disclose that without the agencies cooperation and inclusion in the plan it will make them ineligible for future Homeland

Security Grant Funds. All Elected Officials and Department Heads must be included for grants to be awarded under the Berkeley County Commission umbrella.

Project kick off meeting: To be held within two weeks from proposal award date. Meeting to include BCOHSEM Director, Elected Officials, Department Heads, Chief Officials or individuals appointed by the preceding to represent and provide input for their respective agency.

Review of existing plan(s):

Meeting with the County agency department heads to review the requirements of each respective agency

Integration of Federal Preparedness Circular 65 (FPA-65), the National Incident Management System (NIMS), and the National Response Framework

Monthly reporting: Progress reports are to be received no later than 5:00pm the third day of the month following the month of reported data. Reports should reflect activity from the first day of the month to the last day of the calendar month. (The exception may be the first month of activity.)

First draft for review: March 31st, 2010 an initial draft of the COOP should be made available to the Director of BCOHSEM. Vendor is required to provide at this time written certification from each operating entities approving Elected Official/Department Head/Chief officer agreement of jurisdictions review and consent of the plan. *Anytime forward in this process ANY change made at the request of an Elected Official, Department Head, Chief Official clear disclosure noting the change/s should be marked for review by the Director of BC HSEM.

Draft submission for review: May 1, 2010 a final draft of the COOP should be made available to the Director of BCOHSEM.

Final acceptance of the plan: May 22, 2010 the COOP should be submitted to the Director of BCOHSEM. At this time three hard copies along with an electronic copy of the plan should be submitted. Vendor is required to provide at this time duplicate copies of written certification from each operating entities approving Elected Official/Department Head/Chief officer agreement of jurisdictions review and consent of the plan.

Invoice deadline: July 1, 2010 invoice should be received for processing no later than this date.

Once the COOP plan has been submitted for State & Federal review, if the plan is not acceptable or needs to be revised vendor agrees to

make revisions as part of the original contract at no extra expense to Berkeley County Commission. If services are provided that go beyond the State & Federal Government requirements additional fees may be imposed providing those fees are agreed to prior to the work being performed.

Questions regarding this bid package should be directed to Mr. Stephen Allen, Director of BCOHSEM at 304-263-1945. Questions regarding billing issues should be directed to Mrs. Marsha Kelley, Director of Finance & Purchasing at 304-264-1924.