



***Pleasant Point Passamaquoddy
Tribal Government***

P.O. Box 343 : Perry, Maine 04667
Tel. (207) 853-2600

Request for Quote

For

**Passamaquoddy Tribe at Pleasant Point Reservation
Tribal Homeland Security Grant
from Federal Emergency Management Agency (FEMA) Tribal
Homeland Security Grant Program (THSGP)**

Issued By:

**Passamaquoddy Tribe at Pleasant Point Reservation
P.O. Box 343 Perry, Maine 04667**

Contact Person:

Jesse Bean

jbean@wabanaki.com

(207) 853-2600

Issue Date: July 15, 2022

Award Contract: Aug. 26, 2022

Due Date: Aug. 12, 2022

Work commences: Aug. 29, 2022

BACKGROUND

Passamaquoddy Tribe at Pleasant Point Reservation

The Passamaquoddy Tribe at Pleasant Point has joint responsibility for approximately 215 square miles of Tribal lands held in Trust in some of the most remote reaches of Maine. The Tribal Trust lands are in five different counties of Maine: Washington, Penobscot, Hancock, Somerset, and Franklin Counties. Our furthest Trust lands are 250 road miles from the community and sits on a seven-mile stretch of unprotected lands bordering the Province of Quebec, Canada. The Reservation is also within the impact zone of the Point Lepreau Nuclear Generating Station located in New Brunswick, Canada. The nuclear power station consists of a single CANDU nuclear reactor, having a net capacity of 660 MW.

Tribal Homeland Security Grant Project Description

In 2012, the Pleasant Point Tribal Government Adopted the Emergency Management procedures and an Emergency Operations plan authored by a FEMA Reservist and an untrained Tribal member; neither document meet the guidelines of the CPG-101, NFP-1600, or CPG-201. After the 9/11 tragedy it was learned the terrorists crossed the border via the Jackman, ME CBP post, which is within 8 miles of the Tribal Trust lands. Due to the wide distribution of our lands, our Emergency Management and Homeland Security capabilities are not sufficient to meet the need to protect our borders. The geographic isolation lends itself to a vulnerability to both the Passamaquoddy Tribe as well as the United States. The current infrastructure, personnel, and equipment available lacks the ability to plan for, protect, prevent, mitigate, or respond to any hostile actions by a terrorist attack or a natural disaster. The Tribe recognizes the need for the development of an Emergency Management Program to assist with the implementation of the National Qualification System (NQS) as outlined in the NQS supplemental documents found at www.fema.gov.

The Emergency Management Program will include a comprehensive Emergency Operations/ All Hazards plan IAW CPG-101, a continuity of operations plan, a NIMS/ICS training plan for the entire Tribal Government, including the Chief, Vice-Chief, and Tribal Council. Additionally, the Chief intends to create a CERT Program, a Community Watch Program, and install Auxiliary Border agents to conduct remote site patrols on unprotected Tribal lands. The project will

improve the base-level capabilities of the Tribe pursuant to the National Preparedness Goal and all relevant Presidential Preparedness Directives relevant to Emergency Management and Homeland Security. This effort will be in direct collaboration with the U.S. Department of Homeland Security agencies such as Custom Border Patrol, ICE, and the Coast Guard as we are on the waters of Passamaquoddy Bay.

The Passamaquoddy Tribe at Pleasant Point has adopted the National Incident Management System, Incident Command System, and embraced the guidance FEMA has provided in development of its capacity to handle catastrophic events. The Tribe has adopted an Emergency Management plan that will sufficiently protect the community during current COVID-19 pandemic but is not adequate to provide greater resiliency.

PROJECT GOALS

Planning efforts will include prioritizing needs, building capabilities, updating preparedness strategies, developing an Emergency Operations Plan, Threat and Hazard Identification and Risk Assessment, Continuity of Operations Plan and presenting deliverables in accordance with NQS Phases and Objectives to the Tribal Government, including its executive department, and legislative stakeholders. Planning will be using the "whole community" concept involving all stakeholders in the community as well as surrounding jurisdictions. A primary goal of the planning process will be the training and education of the Tribal Homeland Security Specialist.

This will be the first opportunity for the Passamaquoddy Tribe at Pleasant Point to develop a comprehensive strategy for Homeland Security and Emergency Management. This strategy will support mission areas from the National Preparedness Goal including prevention, protection, response and recovery.

The development of a comprehensive plan in coordination with a Homeland Security Specialist will address the following core capability gaps:

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Intelligence and Information Sharing
5. Interdiction and Disruption
6. Screening, Search, and Detection
7. Cybersecurity
8. Risk Management for Protection Programs and Activities
9. Community Resilience
10. Risk and Disaster Resilience Assessment
11. Threats and Hazard Identification
12. Infrastructure Systems
13. Natural and Cultural Resources

SCOPE OF SERVICES

A. Responsibilities of the Vendor

1. Prepare:
 - a. Facilitate and provide summary reports from community assessments
 - b. Create EOP/All Hazards Plan IAW CPG-101 to address the 13 planning goals identified above.
 - c. Create THIRA IAW CPG-201
 - d. Produce Border Security Plan
 - e. Provide plan for CERT Team development
 - f. Produce COOP in compliance with CPG101, NPG, and the Tribal Constitution
 - g. Provide recommendations on the establishment of an Office of Homeland Security and Emergency Management, including possible full time employment candidates.
 - h. Develop Tribal plan for compliance with NQS Phases and Objectives.

B. Project Management

1. Participate in monthly conference calls with project implementation team to ensure milestones are met and on schedule. The number of meetings will be delineated in each Task Order. PPTG will coordinate the agenda and provide the meeting minutes.
2. Vendor should be experienced in leading projects and tracking project milestones.
3. Announcement of any community outreach meetings and project communications with community members and stakeholders will be coordinated through PPTG.

C. Project Communication

1. A least two (2) presentation of progress and/or findings to PPTG Tribal Council and/or community stakeholders, in person or virtually. This presentation will be coordinated through PPTG staff.
2. Community outreach meetings will be coordinated through PPTG staff.
3. Vendor should be available for a final project presentation to the PPTG Tribal Council. This meeting is to be determined and will be coordinated by PPTG staff.
4. Vendor shall regularly interact with the Tribal Homeland Security Specialist in all project activities including planning and implementation.

D. Project Delivery Components

1. Revise outdated and inadequate EOP/All Hazards Plan to one compliant with CPG101
2. Plan and facilitate community outreach and education.
3. Assess and provide final report on community vulnerabilities.
4. Evaluate and develop strategy for Infrastructure protection.
5. Prepare a COOP plan.
6. Create a THIRA and plan for implanting the NQS.
7. Creation of CERT teams.

Time and Place of Submission of Proposals

This Request for Proposal will be released for Vendor and Public review on **July 15, 2022**.

Proposal shall be delivered electronically to:

Passamaquoddy Tribe at Pleasant Point Reservation

Attention: Jesse Bean

jbean@wabanaki.com and or srice@wabanaki.com

by **11:59 PM EST on August 12, 2022**.

Timeline

PPTG must have all invoices allocated for this project dated by August 30, 2023.

Elements of Proposal

Proposals should have the following elements:

1. **Cover letter** on company letterhead with signature from a high-level company official able to bind the organization to provide the resources and execute the work as stated in the proposal.
2. **Scope of Services Description** not to exceed four pages of 8X10 paper (no smaller than 10 point)
 - a. In addition, based on the vendor previous experience, include any **addition activities** not mentioned above that should be considered. This also includes next steps for **Phase II activities** that should be considered, depending on funding.
3. **Cost Excel spread sheet** delineating costs including but not limited to staff person name, title, hourly rate (1 page)
4. **References** to include at least six successful projects with delineated information as listed above not to exceed three pages
5. **Resume** of key staff listed in the proposal as an appendix (ten-page limit)
6. Copy of a completed **W-9**, to be deleted after the review of the proposal

Any proposal that fails to include all the elements mentioned above by the due date will not be considered. Any proposals more than 19 pages will not be considered for this work.

Evaluation Criteria

1. Project approach as delineated in the scope of services (40%)
2. Cost (30%)
3. Successful Past Projects for rural communities or Tribal Nations that had similar requirements and deliverables as delineated by References and tied to staff that have successfully performed this type of work in the past (20%)
4. Ability to develop and meet schedule (10%)

The review team will use the system above to evaluate and rate proposals. As proposals are submitted, they will be examined for completeness based on the elements required. Proposals will then be reviewed and rates according the evaluation criteria mentioned above. In the event there is a tie, the top two proposals will be invited for an interview and another round of review, still using the analysis system as delineated above.

Possible Roadblocks

Delay in finalization of contract terms might impact the project timeline and should be considered in proposal submitted. Please be aware that the project should still meet the due date of August 30, 2023.

Community response to the COVID-19 pandemic remains a priority for the Tribal Nation and as such proposals should reflect the flexibility that is still needed to meet project milestones. The Tribal Nation shall have the absolute right to determine if in person gatherings/meetings is impossible, commercially impossible, or not in the best interests of the community, citizens, and meeting attendees. Project performance should consider this as a possibility.

Questions

Please submit any questions you may have concerning this proposal to jbean@wabanaki.com on or before 11:59 PM EST on July 31, 2022. Responses to questions will be distributed to all parties by August 7, 2022. The due date for all proposal will continue to be **August 12, 2022 at 11:59 PM EST.**