



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | –1 860 581 8554 | www.rivercog.org

REQUEST FOR PROPOSALS/INVITATION TO APPLY For The Position Of CT-West Incident Management Team (IMT) Team Administrator

Introduction

The CT-WEST IMT is a Division of Homeland Security and Emergency Management (DEMHS) volunteer civil preparedness and response support team that assists local communities with the management of significant emergency incidents and major planned events. It serves the Fairfield, New Haven and Litchfield Counties, as well as portions of Hartford and Middlesex Counties. Those areas are collectively referred to as DEMHS Regions 1, 2 and 5.

The Lower Connecticut River Valley Council of Governments (RiverCOG) serves as one of the fiduciaries for CT-West IMT. In that capacity RiverCOG is facilitating the search for a Team Administrator.

Position Description

This is a grant-funded position for an initial period of September 15, 2022 through September 30, 2023 (end of the Federal fiscal year), with the expectation of an annual renewal thereafter. The contract will involve completing certain tasks and achieving certain deliverables including, but not limited to the items listed below. It is anticipated that the position contractual work to be performed and fulfillment of the deliverables should take approximately ten (10) hours per week.

1. Meetings & Training

- a. Attend IMT meetings
- b. Maintain membership information – Contact, specializations, tracking, etc.
- c. Assist with administration and logistics of training sessions, when requested

2. Finance, Purchasing & Inventory

a. Budget & Finance

- i. Using input from the Team Leader, Deputy Team Leader and Executive Committee, develop and submit the annual budget
- ii. Coordinate IMT budget reporting and status using the Regional Emergency Planning Team (REPT) funds from each of the three (3) DEMHS Regions covered by the CT West IMT which may require maintaining several budgets at the same time
- iii. Serve as the financial administrator for the Team
- iv. Maintain direct relationships with fiduciaries to ensure efficient and timely purchasing, payments and other financial matters

b. Inventory/Assets

- i. Facilitate various equipment maintenance, software and other contracts

- ii. Facilitate the purchase of new equipment, as necessary
- iii. Facilitate the entry of new equipment into IMT inventory
- iv. Manage and report on IMT asset inventory

3. Interface With DEMHS & REPTs

- a. Work with DEMHS Region 1, 2, and 5 REPT's to provide cohesive IMT support
- b. Liaison with DEMHS Regional Coordinators regarding administrative matters
- c. Communicate with DEMHS Grants Unit, as necessary
- d. Attend REPT meetings when funding is being sought for purchases or projects
- e. Attend monthly Steering Committee meetings in Regions 1, 2, or 5, when requested

4. Deployment Related & Other

- a. Available upon request to lead the Finance & Administration Section on IMT activations
- b. Develop general proficiency with Veoci and manage the IMT information and resources on it
- c. Generate monthly activity reports documenting work, including notes of meetings held, current financial condition and records of any deployments, etc.
- d. Create reports and documentation forms as required for various reporting needs, when necessary
- e. Create reports and documentation forms as required for various reporting needs, when necessary
- f. Miscellaneous other recordkeeping and documentation for the team
- g. Assist with Team marketing efforts, when requested
- h. Other projects as assigned

Supervision Received

Direct coordination will be provided by the CT West IMT Team Leader or a designated member of the IMT Executive Board, in cooperation with the entire CT West IMT Executive Board.

Compensation

The annualized rate of compensation for this position shall not exceed \$20,000, payable as the contractor submits invoices. The Team Administrator will be required to provide weekly or biweekly summaries of work conducted and/or deliverables completed.

This will be an independent contractor position. No other expenses or benefits will be provided.

Contract Period

The contract between the Team Administrator and the Lower River Valley Council of Governments (RiverCOG) will be for an initial period of September 15, 2022 through September 30, 2023 (end of the next Federal fiscal year) with the expectation of an annual renewal for an additional twelve (12) months after that. The contract may be extended beyond the initial period, if mutually desired, but is dependent upon grant funding availability.

Education, Experience and Other Requirements

The applicants should possess the following:

- Minimum of two (2) years of experience in emergency management or a public safety response organization.
- Working knowledge of Microsoft Office (including Word, Excel and PowerPoint) and email software.
- Working knowledge of the Veoci software platform is not required but will need to be obtained in the initial contract period.
- Demonstrated aptitude with budgets, financial analysis and administration that also includes:
 - Contract management
 - Work experience in dynamic and decentralized working environments
 - Cost analysis
 - Ability to work with various key stakeholders (IMT leadership, fiduciaries, etc.)
 - Prioritizing work assignments and meeting deadlines
 - Demonstrated knowledge of and apply relevant legal, regulatory and fiscal constraints
 - Maintain records for events, personnel, equipment, supplies and other
- Successful completion of the FEMA IS-700: National Incident Management System, An Introduction and IS-100: Introduction to the Incident Command System online training programs will be required prior to commencement of the contract assignment.
- A valid driver's license and 24-hour access to a vehicle.
- A college degree and completion of training programs that directly relate to the contract task areas are preferred, but not required.
- Previous experience performing similar project tasks for an emergency services agency within Connecticut is preferred, but not required.

Application Process/Response Requirements

- Interested respondents should submit a resume and letter detailing their qualifications as they specifically relate to the project tasks, education, experience and other requirements.
- Information packages should be mailed to, River COG, 145 Dennison Road, Essex, CT 06426, and received not later than August 29, 2022, and emailed to CT-West IMT Team Leader Mark Amatrudo (at shorelineassociates@gmail.com) not later than 5:00 PM on August 29, 2022.
- Applicants being considered for the role will likely be interviewed virtually by the CT-West IMT Team Leader, Deputy Team Leader and Executive Committee during the week of September 6, 2022. The finalist(s) being considered may also be subject to interviews with the Division of Emergency Management and Homeland Security and/or RiverCOG.
- The final decision and contract execution are planned for the week of September 12, 2022.

Addenda and Supplements

In the event that it becomes necessary to revise any part of these instructions, a supplement will be posted to <http://www.rivercog.org/publicnotices>. Respondents are free to amend or replace an already-submitted proposal up until the RFP submission deadline.

Rejection Rights

RiverCOG retains the right to reject all proposals, extend the response period and/or to re-solicit if deemed to be in their best interest to do so.

Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for the preparation of a proposal or during the selection process.

Proposals to Be In Effect

Each proposal shall state that it is valid for a period of not less than 45 days from the date of receipt.

After the submittal period has closed, RiverCOG and CT-West IMT will conduct interviews of select firms, based on a review of proposals, prior to making a final decision.

Inquiries

Questions may only be submitted in writing and sent to CT-West Team Leader Mark Amatrudo at shorelineassociates@gmail.com

All questions submitted and responses will be made publicly available at <http://rivercog.org/publicnotices>.

The identity of persons submitting questions will not be posted.

Late Responses

RFP responses arriving late or not meeting these minimum requirements may be disqualified.

Funding

Funding for this project is through a DEMHS grant and may be subject to additional requirements.

Small and Minority Businesses

DAS Certified Small & Minority Businesses are encouraged to submit a proposal.