

REQUEST FOR BIDS

EDITING AND FINAL DESIGN FOR THE MITIGATION POCKET GUIDE

COALITIONS AND COLLABORATIVES, INC
July 20, 2021

1. INTRODUCTION AND PROJECT REQUIREMENTS

Coalitions and Collaboratives, Inc. (COCO) is seeking bids to review, edit and produce the final design of the newly created Mitigation Pocket Guide. The selected contractor must be willing to work collaboratively with COCO during the course of the contract. This project shall be completed no later than October 1, 2021.

The Mitigation Pocket Guide is currently in Microsoft Word format and is 159 pages. Information is presented in a variety of ways, including; tables, check lists, bulleted information and short paragraphs. The selected contractor will review the document for grammatical errors, create complimentary formatting throughout the entire document and present a final document that is ready for print.

The guide is intended to be printed in the same format as the Incident Response Pocket Guide (IRPG). The IRPG is a 3.25 × 5.25 in double sided portrait booklet that is spiral bound on the top. The IRPG can be found here: <https://www.nwccg.gov/sites/default/files/publications/pms461.pdf>.

2. SUBMITTAL DEADLINE

Submittals must be received via email no later than 5:00 P.M. on August 06, 2021, to:

jonathan@cusps.ws

Bids received after the submittal deadline will NOT be considered. COCO will NOT be responsible for misdirected bids. COCO will provide a receipt of Bid. If you do not receive a notification that your bid has been received within 1 business day please contact Jonathan @ 719-433-6775.

3. CONTRACT AWARD

Bids shall be considered by COCO based on cost of project, contractor integrity, record of past performance, and the best overall value to COCO. Bidders with wildfire management/program experience may be well suited for this project due to content. COCO reserves the right to accept or reject any or all bids, waive formalities in the bidding, waive irregularities in any or all bids, and make a bid award deemed to be in the best interest of COCO.

4. SUBMITTAL REQUIREMENTS

All bids shall be submitted via email to jonathan@cusps.ws and should include an attached PDF document with the bid description. The entire cost of preparing and providing bid responses shall be borne by the bidder.

COCO requires the following information to be included in the submittal for this contract:

1. One page PDF document outlining the cost and timeline for project completion. Include any experience, skills and certificates and a sample of work.

5. QUESTIONS

Inquiries regarding this RFB shall be addressed to Jonathan Bruno (Chief Operations Officer) at jonathan@cusp.ws or Alison Lerch at ali@cusp.ws (Program Manager) no later than **July 28, 2021, 5:00 P.M.** No information exchanged verbally shall be considered binding.

Thank you for your assistance. If you have any questions please do not hesitate to contact COCO with any questions.

Example page from the IRPG

SIZEUP REPORT

- Incident Type (wildland fire, vehicle accident, hazmat spill, search and rescue, etc.)
- Location/Jurisdiction
- Incident Size
- Incident Status
- Establish IC and Fire Name
- Weather Conditions
- Radio Frequencies
- Best Access Routes
- Assets/Values at Risk
- Special Hazards or Concerns
- Additional Resource Needs

This reference is intended to assist in reporting key information regarding incident conditions when first arriving on scene. All agencies will have specific information requirements that may involve additional reports.