

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL

REQUEST FOR PROPOSALS

Security Plan Development, Training, and Exercise

FY2024 Nonprofit Security Grant Program — Nonprofit Security Subgrant (NSGP-NSS)

Issuing Organization	Tidewater Emergency Medical Services Council, Inc. (TEMS Council)
RFP Title	Security Plan Development, Training, and Exercise
Grant Program	FY2024 NSGP-NSS — Urban Area Security Initiative, Hampton Roads
Total Budget Ceiling	\$40,000 (all-inclusive, no exceptions)
Proposals Due	June 26, 2026, by 5:00 PM Eastern Time
Period of Performance	July 10, 2026, through December 31, 2026
Questions Deadline	June 15, 2026 — submit to dlong@vaems.org
Award Notification	June 30, 2026
Point of Contact	David Long, Executive Director, dlong@vaems.org , 757-963-0632

1. Background and Purpose

Tidewater Emergency Medical Services Council, Inc. (TEMS Council) is the designated Regional Emergency Medical Services Council for OEMS Region 7, serving the Hampton Roads area of Virginia. TEMS Council has been awarded a Nonprofit Security Grant Program — Nonprofit Security Subgrant (NSGP-NSS) through the FY2024 Urban Area Security Initiative (UASI) administered by the Department of Homeland Security (DHS) / Federal Emergency Management Agency (FEMA).

A CISA Security Assessment at First Entry (SAFE) conducted at TEMS Council headquarters on February 21, 2023 identified several physical security vulnerabilities and recommended enhancements across the following categories:

- Security Management — absence of a mass notification system
- Entry Controls — server room lacking adequate locking mechanisms
- Electronic Security Systems (IDS) — no interior intrusion detection system
- Electronic Security Systems (CCTV) — limited perimeter coverage, real-time delay, camera positioning, and lack of remote monitoring of the offsite warehouse
- Illumination — insufficient lighting at the rear of the facility

In response to this assessment and consistent with the requirements of the NSGP-NSS award, TEMS Council seeks proposals from qualified vendors or consultants to provide three integrated services:

1. Development of a comprehensive, site-specific Security Plan
2. Delivery of training on the Security Plan for applicable staff and stakeholders
3. Design and execution of a tabletop or functional exercise to test the Security Plan

All work must align with FEMA NSGP program guidance, applicable DHS/CISA standards, and

TEMS Council's existing Fiscal Management Policies.

2. Scope of Work

2.1 Task 1 — Security Plan Development

The selected vendor shall develop a written, site-specific Security Plan for the TEMS Council primary facility located at 1104 Madison Plaza, Suite 101, Chesapeake, VA 23320, and its offsite warehouse (if applicable under the award). At a minimum, the Security Plan shall:

- Incorporate findings and recommendations from the February 2023 CISA SAFE assessment
- Define roles, responsibilities, and authority for security functions
- Address physical security enhancements including access control, perimeter security, CCTV, IDS, and illumination
- Include a mass notification and emergency communications protocol
- Establish procedures for visitor management, after-hours access, and personnel screening
- Include an active threat / active shooter response annex consistent with DHS guidance
- Provide a continuity of operations (COOP) element addressing physical security disruptions
- Establish a schedule for periodic plan review and update (minimum annual)
- Comply with all applicable federal, state, and local laws and regulations
- Be formatted for ease of use by non-security personnel

The vendor shall coordinate with TEMS Council staff and, where required, the CISA Protective Security Advisor (PSA) assigned to Hampton Roads during plan development. A draft plan shall be submitted for TEMS Council review and comment before finalization.

Deliverables — Task 1:

- Draft Security Plan (submitted for review within 30 days of contract execution)
- Final Security Plan incorporating TEMS Council feedback (within 15 days of draft submission)
- Executive Summary suitable for Board of Directors presentation

2.2 Task 2 — Training on the Security Plan

The vendor shall design and deliver training on the adopted Security Plan for TEMS Council staff, relevant Board members, and key volunteers. Training shall:

- Be tailored to the TEMS Council facility, threat environment, and workforce
- Cover all major sections of the Security Plan including emergency notification, evacuation, shelter-in-place, active threat response, and reporting procedures
- Be delivered in a format accessible to participants with varying levels of security background (no prior security training assumed)
- Include a participant guide or reference card suitable for post-training retention
- Be conducted at TEMS Council facilities or a mutually agreed location
- Provide a sign-in/attendance record and post-training evaluation for each session
- Be repeatable — the vendor shall provide materials enabling TEMS Council to deliver refresher training independently in the future

Deliverables — Task 2:

- Training curriculum and instructor guide
- Participant handout / quick-reference card

- Attendance records and post-training evaluations
- Summary report documenting training dates, attendees, and evaluation results

2.3 Task 3 — Security Plan Exercise

The vendor shall design and facilitate at least one exercise to test the Security Plan. The exercise format shall be a tabletop exercise (TTX) at minimum; a functional exercise (FE) may be proposed as an alternative or supplement. The exercise shall:

- Be designed consistent with FEMA Homeland Security Exercise and Evaluation Program (HSEEP) methodology
- Test at a minimum the mass notification, emergency communication, active threat response, and evacuation/shelter-in-place elements of the Security Plan
- Include a scenario realistic to the Hampton Roads threat environment
- Involve TEMS Council leadership, staff, and any additional stakeholders identified in coordination with TEMS Council
- Include a facilitated hot wash immediately following the exercise
- Result in a written After-Action Report (AAR) and Improvement Plan (IP) identifying strengths, areas for improvement, and corrective action recommendations

Deliverables — Task 3:

- Exercise Design Package (scenario, injects, facilitator guide, player guide)
- Participant sign-in records
- After-Action Report (AAR) with Improvement Plan (IP)
- Summary of corrective actions recommended for incorporation into the Security Plan

2.4 General Requirements

- All deliverables shall be provided in editable electronic format (Microsoft Word/Excel or equivalent) and PDF
- The vendor shall maintain all records necessary for federal grant audit compliance for a minimum of five (5) years following the period of performance
- All work product produced under this contract is the property of TEMS Council and, as applicable, DHS/FEMA per grant terms
- The vendor shall not publicize or disclose any work product, findings, or TEMS Council security information without prior written approval
- The vendor shall coordinate scheduling with TEMS Council staff to minimize operational disruption
- Subcontracting is permitted only with prior written approval from TEMS Council

3. Budget

The total contract shall not exceed \$40,000 (all-inclusive). This ceiling is firm and non-negotiable; proposals exceeding this amount in total will not be considered. Pricing shall be all-inclusive (labor, travel, materials, overhead, profit). No additional costs will be authorized after award.

Proposers shall submit a detailed budget broken down by task. The following allocation is provided as guidance only; proposers may propose alternative distributions provided the total does not exceed \$40,000:

Task / Line Item	Guidance Max	Notes
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Task 1 — Security Plan Development	\$15,000	Labor, site visits, draft/final plan production
Task 2 — Training Delivery	\$5,000	Curriculum development, delivery, materials
Task 3 — Exercise Design & Facilitation	\$20,000	HSEEP design, facilitation, AAR/IP
TOTAL CEILING	\$40,000	All-inclusive; firm and non-negotiable

Travel expenses charged to this contract must comply with current U.S. General Services Administration (GSA) federal per diem rates for the Hampton Roads area. Receipts are required for all reimbursable expenditures. All expenditures must be allowable under 2 CFR Part 200 (Uniform Guidance) and applicable NSGP program requirements.

Payment will be made upon satisfactory completion and acceptance of deliverables as outlined in Section 2. TEMS Council reserves the right to withhold payment pending resolution of deliverable deficiencies.

4. Proposer Qualifications

Proposals will be considered only from individuals, firms, or teams that can demonstrate the following minimum qualifications:

4. Experience developing security plans for nonprofit, government, or critical infrastructure organizations within the past five (5) years
5. Demonstrated familiarity with FEMA NSGP program requirements and federal grant compliance obligations
6. Experience conducting security training for non-security audiences
7. Experience designing and facilitating exercises consistent with FEMA HSEEP methodology
8. At least one lead staff member with a relevant professional credential, such as:
 - Certified Protection Professional (CPP) or Physical Security Professional (PSP) — ASIS International
 - Certified Emergency Manager (CEM) — IAEM
 - FEMA Professional Development Series completion or equivalent
9. No active debarment or suspension from federal contracting (SAM.gov verification required)
10. Capacity to complete all three tasks within the period of performance

Preference will be given to proposers with prior experience working with emergency medical services organizations, regional security programs in Hampton Roads or Virginia, or similar FEMA-funded security initiatives.

5. Proposal Requirements

Proposals shall be submitted electronically to dlong@vaems.org by June 26, 2026 at 5:00 PM Eastern Time. Late proposals will not be accepted. Proposals shall be organized as follows and shall not exceed 20 pages (excluding resumes and budget detail):

5.1 Cover Letter (1 page)

- Name, address, and contact information for the proposing entity
- Name and title of the authorized signatory

- Confirmation that the proposer has read and accepts all RFP requirements
- Statement that the proposal remains valid for 90 days from the submission date

5.2 Organizational Qualifications (2–3 pages)

- Overview of the organization and relevant experience
- Description of at least two (2) comparable engagements, including client name (or anonymized description), scope, budget, and outcome
- Current SAM.gov registration confirmation or UEI number
- Statement of no active debarment or suspension

5.3 Key Personnel (1–2 pages plus resumes)

- Identification of all personnel who will perform work under this contract
- Role, qualifications, and percentage of time dedicated to this engagement for each
- Resumes (not counted in page limit)

5.4 Technical Approach (8–12 pages)

- Detailed methodology for each task (Security Plan, Training, Exercise)
- Proposed timeline with milestones and deliverable dates
- Description of how the proposer will coordinate with TEMS Council and incorporate the CISA SAFE assessment findings
- Approach to HSEEP compliance for the exercise component
- Approach to ensuring grant compliance and documentation for audit purposes

5.5 Budget (not counted in page limit)

- Detailed budget by task, line item, and unit cost
- Total must not exceed \$40,000
- Narrative justification for all cost elements
- Identification of any subcontractors and associated costs

5.6 References

- Minimum of three (3) professional references for comparable engagements
- For each: contact name, title, organization, phone, email, and brief description of services provided

6. Evaluation Criteria

Proposals will be evaluated by a review committee using the following weighted criteria. TEMS Council reserves the right to conduct interviews or request clarification from any proposer.

Criterion	Weight	Notes
Technical Approach — Security Plan	25%	Methodology, depth, CISA SAFE integration
Technical Approach — Training	15%	Curriculum design, accessibility, reusability
Technical Approach — Exercise	20%	HSEEP compliance, scenario realism, AAR

		quality
Organizational Experience & Qualifications	20%	Relevant past performance, certifications
Key Personnel Qualifications	10%	Credentials, availability, relevant experience
Cost / Value	10%	Reasonableness, detail, all-in ≤ \$40,000
TOTAL	100%	

TEMS Council is not obligated to award a contract based solely on lowest cost and reserves the right to award to the proposer deemed most advantageous overall. TEMS Council also reserves the right to reject all proposals.

7. Terms and Conditions

7.1 Grant Compliance

This procurement is funded through the FY2024 NSGP-NSS grant. The selected contractor and all subcontractors must comply with all applicable federal requirements including:

- 2 CFR Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- FEMA NSGP Program Guidance and Allowable Cost Requirements
- SAM.gov registration and debarment requirements
- DHS Standard Terms and Conditions for non-construction awards
- Record retention requirements (minimum 5 years from final payment or audit, whichever is later)

7.2 Procurement Standards

This procurement follows TEMS Council Fiscal Management Policies and applicable Uniform Guidance standards for nonprofits (2 CFR 200.317–.327). The selected vendor must provide written cost/price information, maintain procurement records, and comply with conflict-of-interest requirements. TEMS Council staff and Board members involved in this procurement are subject to TEMS Council's Standards of Conduct. Because the total contract value exceeds \$25,000, this RFP is advertised on the TEMS Council website at a minimum and distributed by email to prospective vendors, consistent with the formal RFP requirements of Fiscal Management Policy Section G and the full and open competition standard of 2 CFR 200.319. A Notice of Intent to Award will be posted for at least ten (10) calendar days before any contract is executed.

7.3 Confidentiality and Security

All work product, site assessments, security vulnerabilities, and related information are sensitive. The contractor and all personnel shall treat all information as confidential and shall not disclose any findings or materials to any third party without prior written authorization from TEMS Council. Personnel with access to facility security information may be required to execute a confidentiality agreement.

7.4 Insurance

Prior to contract execution, the selected contractor shall provide certificates of insurance

demonstrating:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: as required by Virginia law
- Errors & Omissions / Professional Liability: \$1,000,000 per occurrence (if applicable)

7.5 Right to Cancel

TEMS Council reserves the right to cancel this RFP at any time without obligation. Costs incurred in responding to this RFP are the sole responsibility of the proposer.

7.6 Lobbying Prohibition

By submitting a proposal, the proposer certifies that no federal funds will be used for lobbying activities in connection with this award, consistent with 31 U.S.C. § 1352 and applicable FEMA requirements.

7.7 Whistleblower Protection

The contractor shall inform all employees performing work under this contract of their rights under 41 U.S.C. § 4712 (Whistleblower Protection for Contractor Employees) and shall include this provision in any subcontract.

7.8 Non-Discrimination

The contractor shall comply with all applicable federal and Virginia non-discrimination requirements, including Executive Order 13166 (Limited English Proficiency), Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

8. Submission Instructions and Schedule

Milestone	Date / Instruction
RFP Issued	June 8, 2026
Questions Deadline	June 15, 2026 — submit to dlong@vaems.org
Responses to Questions Posted	June 22, 2026
Proposals Due	June 26, 2026, by 5:00 PM ET
Evaluation / Interviews (if needed)	June 26–30, 2026 (if needed)
Award Notification	June 30, 2026
Intent to Award Posting (minimum 10 calendar days)	June 30–July 10, 2026 (post Notice of Intent to Award; do not sign before posting period ends)
Contract Execution Target	July 10, 2026
Period of Performance	July 10, 2026, through December 31, 2026

Submission Format:

- Electronic submission only — email to dlong@vaems.org with subject line: "NSGP Security RFP — [Proposer Name]"
- Single PDF document (named: OrganizationName_TEMS_NSQP_RFP.pdf)
- File size must not exceed 25 MB; contact POC for large file transfer options
- Proposals received after the deadline will not be considered

Questions:

All questions must be submitted in writing to dlong@vaems.org by June 15, 2026. Responses will be posted to all prospective proposers who have provided contact information to TEMS Council. No

verbal questions or interpretations will be binding.

9. Attachments and Certifications Required with Proposal

- Attachment A — Completed Budget Detail (use format in Section 3 or equivalent)
 - Attachment B — Key Personnel Resumes
 - Attachment C — SAM.gov UEI / Registration Confirmation
 - Attachment D — Certificate(s) of Insurance (or statement of intent to provide prior to contract execution)
 - Attachment E — Signed Proposer Certification Statement (see below)
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ATTACHMENT E — PROPOSER CERTIFICATION STATEMENT

By submitting a proposal in response to this RFP, the undersigned authorized representative certifies on behalf of the proposing organization that:

11. All information provided in this proposal is accurate and complete to the best of the signatory's knowledge;
12. The proposer is not currently debarred, suspended, or otherwise excluded from federal procurement or non-procurement programs per 2 CFR Part 180;
13. No federal funds have been or will be used to pay any person or organization for influencing or attempting to influence any federal agency or official in connection with this award;
14. The proposer will comply with all applicable federal and Virginia requirements including 2 CFR Part 200 and FEMA NSGP grant conditions;
15. The proposer accepts the confidentiality requirements of this RFP;
16. The proposal price is valid for 90 days from the submission date.

Authorized Signature

Date

Printed Name and Title

Organization Name

— End of Request for Proposals —

Questions? Contact David Long at dlong@vaems.org | 757-963-0632