



## SOUTHEAST & CARIBBEAN DISASTER RESILIENCE PARTNERSHIP

### REQUEST FOR QUALIFIED BIDS (RFQB)

#### **Consultant Services for Emergency Management Roundtable Facilitation and Action Plan Development**

Southeast and Caribbean Disaster Resilience Partnership (SCDRP)

Administered by the Southeast Coastal Ocean Observing Regional Association (SECOORA), a 501(c)(3) not for profit corporation.

**Issue Date:** November 26, 2025

**Deadline for Submissions:** December 15, 2025 at 5:00 pm EST

**Contact for Questions and Submission:**

Claire McGrath, Interim Director, Southeast & Caribbean Disaster Resilience Partnership

[claire@secoora.org](mailto:claire@secoora.org)

**Project Budget:** \$15,000 (maximum funding available, not negotiable)

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### **1. Introduction**

The [Southeast and Caribbean Disaster Resilience Partnership \(SCDRP\)](#), an affiliate program of the [Southeast Coastal Ocean Observing Regional Association \(SECOORA\)](#), is soliciting qualified bids from experienced consultants or consulting firms (referred to in this document as “the consultant”) to **assist in the design of and facilitate an invitational Emergency Management Roundtable on March 6, 2026** and **develop a regionally grounded Action Plan** based on insights and outcomes from the Roundtable. The Emergency Management Roundtable will occur immediately following the [SCDRP 10th Annual Meeting](#), taking place on March 4-5, 2026, in Charleston, SC.

The objective of this work is to build local and regional capacity for emergency managers to prepare for, respond to, and recover from extreme weather events, especially in rural, island, and under-resourced communities.

The consultant will help translate multi-sector input into a clear, actionable, replicable set of strategies that emergency managers and resilience practitioners can apply across the Southeast and U.S. Caribbean, with a particular focus on how cross-sector collaboration can be leveraged to increase emergency management capacity at the local level.



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### 2. Project Background

The Southeast and Caribbean Disaster Resilience Partnership (SCDRP) is a regional collaboration network for resilience and emergency management professionals from Federal, state, territory, and local government, non-governmental organizations, academic institutions, business, and industry in the Southeast and Caribbean region (North Carolina, South Carolina, Georgia, Florida, Puerto Rico, and the US Virgin Islands).

Each year, SCDRP convenes the SCDRP Annual Meeting to bring together 130+ multisectoral resilience and emergency management leaders from around the region to network, share knowledge and resources, and co-create solutions. In 2026, SCDRP will convene the 10th Annual Meeting with the theme *“Navigating Extreme Events: Doing More with Less, Together,”* and hold a post-meeting Emergency Management Roundtable. This convening aims to build the capacity of local, state, and regional disaster resilience practitioners, equipping them with the knowledge and resources necessary to prepare for and respond more effectively, equitably, and independently to extreme weather events in a rapidly changing climate future and with potentially fewer resources.

The Emergency Management Roundtable will build off of the Annual Meeting by convening 15-20 emergency managers and multisectoral partners on March 6, 2026, to develop replicable strategies for non-traditional partnerships and cross-sector collaboration to increase local emergency management capacity. The Roundtable will produce a **regionally specific Action Plan** that includes strategies for “doing more with less, together” through cross-sector collaboration. The consultant will lead the facilitation of the Roundtable and development of this action plan. SCDRP is receiving foundation funding to deliver the Emergency Management Roundtable. Applicants are encouraged to review information from the funding proposal for additional context [at this link](#).

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### 3. Scope of Work

The selected consultant will be responsible for supporting the design and execution of the Emergency Management Roundtable on March 6, 2026, and for developing the final Action Plan (March–May 2026).

The consultant will work collaboratively with the SCDRP Roundtable Planning Committee in the planning of the Roundtable. The Planning Committee consists of SCDRP staff and emergency managers and resilience leaders from across the SCDRP region. The Planning Committee will be responsible for identifying the primary goals and objectives for the Roundtable and inviting attendees. The consultant will help to ensure that the Roundtable is action-oriented and directly addresses the implementation gaps facing emergency managers. At the Roundtable, invited emergency managers and multi-sectoral



partners will form a foundation for capacity building partnerships that will sustain beyond the meeting. Attendees should leave the roundtable with plans for continued collaboration and frameworks for successful implementation of strategies formed at the event.

The Roundtable should be designed to answer the following questions:

- How can non-traditional partnerships between emergency managers and partners from other sectors enhance local emergency management capacity? How can these partnerships allow emergency managers to “do more with less?”
- What does the successful implementation of these partnerships look like? How can these partnerships be sustained long-term?
- What innovative funding mechanisms could support local emergency management efforts?
- What role can private sector, philanthropic, and non-profit organizations play in bridging funding gaps for under-resourced communities?
- How can local jurisdictions better navigate and coordinate State and Federal funding streams (e.g. HUD, BRIC, FEMA) to support cross-sector resilience initiatives?
- How can the participants in this Roundtable collaborate with one another to build capacity for emergency preparedness, response, recovery, and mitigation in their home communities?
- What role can SCDRP play in building and sustaining the partnerships formed at this meeting?

#### **A. Pre-Roundtable Planning (January 2026–March 2026)**

- Work with SCDRP staff and the Roundtable Planning Committee to refine Roundtable goals, structure, and desired outcomes.
- Review pre-meeting survey results from participating emergency managers to incorporate priority challenges, needs, and themes.
- Develop a facilitation plan, including agenda design, discussion prompts, and participatory methods.
- Prepare Roundtable materials (slides, worksheets, briefing documents, etc.).
- Participate in planning calls (monthly or as needed).

#### **C. Roundtable Facilitation (March 6, 2026, Charleston, SC)**

- Serve as the lead facilitator for the Roundtable. Must be able to facilitate in-person in Charleston, SC.
- Employ inclusive facilitation practices that encourage open dialogue, cross-sector collaboration, and practical problem-solving.



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- Ensure that conversations are action-oriented and lead to the development of concrete plans for implementation.
- Capture notes, discussion summaries, and participant-generated content.

### D. Action Plan Development (March–May 2026)

The consultant will lead the development of a comprehensive **Action Plan**, including:

- Summary of key challenges and capacity gaps identified by emergency managers during roundtable discussions.
- Strategies and frameworks for nontraditional partnerships, resource sharing, and operational coordination.
- Practical, replicable tools for local jurisdictions with limited staffing or financial resources.
- Implementation pathways, including timelines, partners, resource needs, and recommended next steps.
- Up to two (2) rounds of revisions based on SCDRP feedback.

### E. Specific Deliverables from Contractor

1. **Detailed framework for roundtable facilitation in a written strategic plan format.**
  2. **Identification and development of participant materials**
  3. **Roundtable facilitation on March 6, 2026**
  4. **Summary of Roundtable issues and specific outcomes. The contractor will provide copies of all Roundtable notes in a written format** (brief memo or notes)
  5. **Draft Action Plan**
  6. **Final Action Plan** (PDF + editable file)
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## 4. Qualifications

The ideal consultant or firm will demonstrate:

- Proven experience facilitating high-level, cross-sector stakeholder meetings.
- Proven experience working with emergency managers.
- Experience developing action plans, strategic frameworks, or practitioner-oriented guidance documents.
- Familiarity with rural, island, or under-resourced community needs (strongly preferred).
- Commitment to equity, inclusion, and accessible engagement.



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- Strong analytical writing skills and ability to translate discussions into clear, actionable recommendations.
  - Preference will be given to qualified applicants who document successful previous work in the SE region.
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### 5. Proposal Requirements

Proposals must include:

1. **Name and Contact Information for Project Lead.**
2. **Proposed Approach and Methodology, including demonstration of understanding of SCDRP's mission, values, and project goals.**
3. **Work Plan and Timeline.**
4. **Pricing Structure** (*Not to exceed \$15,000*).
  - Indicate hourly rates or fixed-fee structure
  - Include anticipated travel expenses
  - Include any in-kind contributions (encouraged)
5. **Provide two (2) examples of similar work.**
6. **References** (minimum of two, must include references from previous work examples provided above).

Submit proposals electronically to: [scdrp@secoora.org](mailto:scdrp@secoora.org) with the subject line:

**RFQB – SCDRP Roundtable & Action Plan Consultant – [Consultant/Firm Name]**

**Qualifications received after 5:00 pm EST on December 15, 2025 will be disqualified from consideration.**

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### 6. Evaluation Criteria

Proposals will be evaluated by the SCDRP Roundtable Planning Committee using the criteria listed below. Qualifications failing to comply with submission requirements may be disqualified.

- Demonstrated subject-matter expertise and facilitation experience.
- Alignment with SCDRP's mission, values, and project goals.



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- Quality, clarity, and feasibility of the proposed approach.
  - Alignment with equity-centered and practitioner-driven engagement.
  - Strength and relevance of writing samples or past work.
  - Budget details and cost-effectiveness with clear connection between budget and deliverables.
  - Demonstrated ability to meet project timeline and deliverables.
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### 7. Project Timeline

- **RFQB Released:** December 1, 2025
- **Questions from Potential Respondents Due:** December 8, 2025
- **Questions/Responses posted on SCDRP Website:** On or before December 12, 2025 at 5:00 pm
- **Proposals Due:** December 15, 2025 on or before 5:00 pm EST
- **Consultant Selected:** By December 31, 2025
- **Contract Established:** By January 15, 2026
- **Kickoff Meeting:** January 2026
- **Meetings with Planning Team:** January and February 2026
- **Finalized Pre-Meeting Deliverables Provided to SCDRP:** February 20, 2026
- **Roundtable Held:** March 6, 2026
- **Draft Action Plan:** April 15, 2026
- **Final Action Plan:** May 1, 2026

SCDRP reserves the right to amend the anticipated schedule as deemed necessary.

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### 8. Administrative Information

This project is funded through multiple sources and administered by SECOORA, a 501(c)(3) nonprofit. The selected consultant will enter a contract with SECOORA and must comply with SECOORA procurement, invoicing, and reporting requirements. Travel expenses must comply with SECOORA reimbursement policies.

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### 9. Rights & Conditions

SCDRP/SECOORA reserves the right to:

- Reject any or all proposals
- Request additional information



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- Modify the scope of work
  - Negotiate final terms and budget
  - Make no award if in the organization's best interest
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### **10. Changes & Interpretations**

Changes to this RFQB will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given. Addenda will be posted on the SCDRP website: [scdrp.secoora.org](https://scdrp.secoora.org). All questions regarding this RFQ should be submitted in writing via e-mail to [scdrp@secoora.org](mailto:scdrp@secoora.org) and must be received no later than December 12, 2025 at 5:00 pm. All questions will be answered via addenda. If a question is not answered, the Respondent should assume all relevant information is contained within this RFQ. SCDRP reserves the right to issue any addenda at any time prior to the due date and time of Qualifications.