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Header 6

List View

General Information

Contact

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Document Information

Clarification Request

Procurement Folder: 857689

Procurement Type: Central Master Agreement

Vendor ID: VS0000020456

Legal Name: TIDAL BASIN GOVERNMENT CONSULTING LLC

Alias/DBA:

Total Bid: \$717,600.00

Response Date: 04/07/2021

Response Time: 9:22

Responded By User ID: aitbrfp

First Name: Christina

Last Name: Manning

Email: airfp@rphc.com

Phone: 3157973035

SO Doc Code: CRFQ

SO Dept: 0606

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Published Date: 3/29/21

Close Date: 4/7/21

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No.1
Disaster Closeout Specialist and

Total of Header Attachments: 6

Total of All Attachments: 6



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder:	857689	
Solicitation Description:	Addendum No.1 Disaster Closeout Specialist and Manager	
Proc Type:	Central Master Agreement	
Solicitation Closes	Solicitation Response	Version
2021-04-07 13:30	SR 0606 ESR03232100000006503	1

VENDOR
VS0000020456 TIDAL BASIN GOVERNMENT CONSULTING LLC

Solicitation Number: CRFQ 0606 HSE2100000004

Total Bid: 717600 **Response Date:** 2021-04-07 **Response Time:** 09:22:07

Comments: Please see attachments which include resumes of proposed staff, along with Tidal Basin's company overview.

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Services #1 - Closeout Specialist	2080.0000	HOUR	160.000000	332800.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2 Contract Services #1 - Closeout Specialist

4.1.2.1 The Closeout Specialist will work under the supervision of Closeout Manager and WVEMD. The Closeout Specialist will assist with preparing and submitting documentation to FEMA. The Closeout Specialist must perform work onsite, in remote locations as needed. For a list of the following responsibilities see attached specifications.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services #2 - Closeout Manager	2080.0000	HOUR	185.000000	384800.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager

4.1.3.1 The Closeout Manager will work under the supervision of WVEMD and oversee the work of the Closeout Specialist. The Closeout Manager will assist with preparing and submitting documentation to FEMA. The Closeout Manager must perform all work onsite, in remote locations as needed.

For a list of the following responsibilities see attached specifications.

Corporate Overview

The Tidal Basin Team prides itself on the support we provide while guiding our clients through the recovery process. We are committed to serving our clients through shared expertise and knowledge transferring. Our continual involvement provides us with a strong understanding of the unique needs and challenges that our clients face following devastating events.



Each member of Tidal Basin's team is knowledgeable in and has experience managing and administering all aspects of recovery including housing, infrastructure, resiliency, mitigation, and economic development programming. As demonstrated throughout our response, we are also highly experienced and knowledgeable in providing strategic advice at the federal, state, and local levels.

Tidal Basin has an established history of providing both program and grant management services to clients across the United States and its protectorates. We have provided PA consulting services directly to some of the largest, most high-profile applicants of the past decade, including the New York-New Jersey Port Authority following the 9-11 disaster and some of the nation's largest hurricane events. Our proven programmatic expertise is backed by a well-honed recruitment and training program; field-tested quality assurance, logistics, and operations management processes; and extremely low turnover, particularly among our management team.

To ensure strict adherence to written program policies and federal regulations, we offer high levels of file compliance oversight. Our quality principles for compliance include upfront QA/QC reviews, well-documented processes and analytical reviews supported by methods for project management and controls, data management and reporting, audit proofing, and financial management. CDBG-DR and FEMA SMEs are also available for ongoing consultation on any compliance area. When scenarios warrant additional reviews, we escalate issues and request formal policy clarifications.

We have provided professional grant management, disaster recovery, and FEMA PA auditing/appeals advisory support consulting services to more than 150 clients, totaling over \$40 billion at the federal, state, and local levels and for numerous private and nonprofit organizations.

Our comprehensive understanding of disaster relief programs, along with our hands-on experience gained during some of the worst disasters in U.S. history, provides us the valuable resources to assist the County in reaching its recovery goals. Our consultant team handles everything from preliminary damage assessments to project closeout and audit.

For over 35 years, Tidal Basin has been supporting clients with FEMA PA, Hazard Mitigation Grant Programs (HMGP), Community Development Block Grant – Disaster Recovery (CDBG- DR), Joint Field Office (JFO) stand up, debris monitoring and management, damage assessments and overall program management.



Gary T. Viola, BSEM, PE, MBA CLOSEOUT MANAGER

PROFILE

Gary Viola has over three decades of emergency management experience, having had responsibility for projects in excess of \$52 million with direct reports of 8 project managers, staff and corporate consultants. He possesses comprehensive experience in contract administration in both private and public organizations regarding construction and procurements of labor, material and equipment for large scale civil projects within the USA and internationally (Northern Territory, Australia and Bougainville Island, Papua New Guinea).

Mr. Viola has been responsible for design development plan and construction of more than 150 miles of interstate between Atlanta, GA and Orlando, FL. Gary has also approved water and wastewater design projects permits for the state of West Virginia as part of the Safe Drinking Water Program.

As a project manager, Mr. Viola has structured communications, conducted project kickoffs, established team communications, conducted meetings and managed team dynamics. He was an integral part in the development of training material and assisting in that training required to improve team skills and abilities. Mr. Viola has tracked and communicated project progress to the team, and affected stakeholders, while measuring and evaluating project performance has performed direct or matrix supervisory activities, including team member performance evaluations, counseling and disciplinary action.

Mr. Viola has functioned as FEMA TAC Project Officer, Public Assistance Coordinator and State PAC, Task Force Lead, Program Delivery Manager (PDMG), Technical Site Inspector (TSI) and Specialized Projects Technical Specialist (SPTS) in response and recovery efforts for declared disasters Katrina/Rita (DR1603/1607), Gustav/Ike (DR-786/1792), Isaac (DR-4080), Sandy (DR-4086-NJ), Colorado Severe Storms, Flooding, Landslides, and Mudslides (DR-4145), Sandy (DR-4085-NY), Texas Severe Storms, Tornadoes, Straight-Line Winds and Flooding (DR-4223), California Severe Winter Storms, Flooding, and Mudslides (DR-4301, 4305, 4308), Flooding (DR-4332-TX) and currently Hurricane Florence (DR4393NC).

EDUCATION

- MBA, Marshall University
- BSEM, Emergency Management, West Virginia University
- Registered Professional Engineer, State of West Virginia
- Registered Professional Engineer, State of Virginia
- Utility Manager, State of Georgia

AREAS OF EXPERTISE

- NEMIS
- EMMIE
- Xactimate
- Closeout
- FEMA Public Assistance
- Project Worksheets
- 404/406 Mitigation Programs
- Project Management
- FEMA Policy
- Microsoft Office

In these various roles, Mr. Viola performed PDAs, Kick-off meetings, exit briefings, and interact with grantee and applicants re: gathering pertinent information to be used in preparation of over 500 Project Worksheets for eligible disaster related damages, scope and costs in Categories A, B, C, D, E, F and G. He participated in review and determination of eligibility for hazard mitigation measures under 406 and 404 programs, developed over 300 cost estimates using CEFs which utilized RSMMeans as the cost database.

RELEVANT EXPERIENCE

iParametrics, LLC, September 2015-November 2019

Specialized Projects Technical Specialist (FEMA-4393-DR-NC) Hurricane Florence, North Carolina, January 2019-November 2019

Mr. Viola was selected by Fluor Government Group to participate in FEMA Program Pilot Program handling multi-million and complex projects as assets of Central Consolidated Resource Center providing continuity from Site Inspection, developing Damage Description and Dimensions, Scope of Work, Cost Estimate and Hazard Mitigation Proposal, if any. Additionally, alternative Procedures for 428 Program were developed and submitted by Mr. Viola.

Technical Specialist Site Inspector (FEMA-4332-DR-TX) Hurricane Harvey Texas, January 2018-December 2018

Performed the duties and responsibilities of Technical Specialist Site Inspector working with City of Houston and Harris County writing initial Damage Description and Dimensions (DDD) as record of all damages experienced by applicants. DDDs were written for Categories C, D, E, F and G.

Program Delivery Manager (PDMG) and Project Specialist (FEMA-4301, 4305, 4308-DR-CA) California Severe Winter Storms, Flooding, and Mudslides. April 2017-September 2017

Performed the duties and responsibilities of Program Delivery Manager (PDMG) and Project Specialist working with Reclamation District 0003, Reclamation District 1000, Elk Grove Unified School District, Merced Mosquito Abatement, Merced Irrigation District and Northern California Power Agency to restore to pre-disaster condition for eligible work. PWs were written for Categories B, C, D, E, F and G.

Project Specialist (FEMA-4223-DR-TX) Severe Storms, Tornadoes, Straight-Line Winds and Flooding Texas, September 2015-August 2016

Performed the duties and responsibilities of Project Specialist working with City of Denton, Denton County, Denton County Transportation Authority, and the City of Grand Prairie to restore to pre-disaster condition for eligible work. PWs were written for Categories C, D, E, F and G.

Subject Matter Expert (FEMA-4085-DR-NY) Hurricane Sandy, CB&I, October 2014-January 2015

CB&I subcontracted with Gary T Viola and Associates (GTVA) to work with New York City Housing Authority (NYCHA) and assist to restore the Housing Authority to pre-disaster design, function and capacity.

iParametrics, LLC, January 2013-February 2014

Project Specialist (FEMA-4145-DR-CO) Heavy Rains and Flooding in Colorado, November 2013-February 2014

Performed the duties and responsibilities of Project Specialist working with the Cities of Aurora and Thornton, CO and the Cherry Creek School District. PWs were produced for Categories C, D, E, F and G to restore the applicants to pre-disaster design, function, and capacity in these categories.

FEMA Marine Debris Task Force Lead (FEMA-4086-DR-NJ) Hurricane Sandy, January 2013-October 2013

Performed the duties and responsibilities of the Marine Debris Task Force Lead for FEMA working with NJ Department of Environmental Protection to remove waterway debris from the bays and tidal influenced bodies of water, rivers, creeks and streams in the State of New Jersey caused by Hurricane Sandy (DR 4086).

Additional duties:

- ▶ Assisted NJDEP to formulate bid documents for waterway debris removal, debris monitoring, & Program Management contracts
- ▶ Developed a team of waterway specialists and strategies to efficiently provide oversight to the NJ State Waterway Debris removal project within FEMA policy guidelines
- ▶ Collaborated with the US Army Corps of Engineers (USACE) to determine the FEMA fundable metrics (core drilling) for removal and disposal of sand debris caused by Hurricane Sandy
- ▶ Developed estimates for volumes of vegetative debris, construction and demolition (C & D) debris, vessels, vehicles, household waste, and sand for formulation and writing of project worksheets
- ▶ Reviewed Project Worksheets prior to entering the EMMIE review queues for accuracy of damage description and dimensions, scope of work within FEMA policy, and cost.
- ▶ Performed Closeout review for large and small projects.
- ▶ Wrote Project Worksheet for the vegetative and sand debris, C&D debris, vessels, vehicles, household waste caused by Sandy

James Lee Witt and Associates, LLC, December 2010-January 2013

Performed the duties and responsibilities of a State Public Assistance Coordinator (PAC) for St. Bernard Parish, Orleans Parish Sheriff's Office and Lake Borgne Basin Levee District, Plaquemines Parish Government, Plaquemines Parish Sheriff's Office and Plaquemines Medical Center, Louisiana for Hurricanes Katrina/Rita (DR1603/1607), Hurricanes Gustav/Ike (DR1786-1792) and Hurricane Isaac (DR 4080). Project types included historical buildings (National Historic Landmark), fire stations, inmate housing (1443 beds), intake processing centers, 911 communications centers, emergency operations centers, courthouses, bridges, industrial kitchens, levee pump stations, waste water treatment plants, water treatment plants, polishing ponds, parks with ponds and pavilions, water and sewer lines, roads, warehouses, sewer lift stations and sheriff offices with security.

Additional duties:

- ▶ Represented the LA Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) with St Bernard Parish and Orleans Parish Sheriff's Office for Hurricanes Katrina, Rita, Gustav and Ike, and Isaac on a daily basis.
- ▶ Reviewed Project Worksheets prior to entering the review queues for accuracy of damage description and dimensions, eligible scope of work, and cost
- ▶ Performed Closeout review for large and small projects
- ▶ Facilitated for the applicant and FEMA to arrive at workable solutions when problems arise in PW and version preparation
- ▶ Participated in meetings with the applicant, FEMA, Architect/Engineer, Program Managers and provide technical assistance and program interpretation when necessary
- ▶ Assisted GOHSEP with technical assistance, i.e. cost reasonableness analysis, and cost estimating format for large projects, when requested
- ▶ Performed Closeout review for large and small projects

FEMA TAC Project Officer (PO) and Public Assistance Coordinator (PAC), FEMA-1603 &1607-DR-LA, Hurricanes Katrina and Rita, iParametrics, LLC, January 2006-September 2009

In this position, Mr. Viola's project types included: Jackson Barracks' historic garrison, historic residences, office buildings, armories, maintenance centers, police barracks, public exchange facility, water treatment and waste water treatment plants, port authority buildings and docks, hangars, pre-engineered steel buildings, runway lighting and instrumentation, and airport control towers.

Additional duties:

- ▶ Conducted kick-off meetings with applicants
- ▶ Wrote over 500 PWs for Categories B, C, E, F & G projects
- ▶ Performed internal review of over 170 PWs
- ▶ Performed Preliminary Disaster Assessments (PDAs)
- ▶ Cost Estimating Format for Large Projects (CEF) Certified
- ▶ Participated as a voting member of a FEMA Source Selection Evaluation Board comprised of four (4) professional engineers (1-USACE, 1- NO Sewer &Water Board, 2-FEMA TACs)
- ▶ Conducted exit briefings with applicants
- ▶ Performed Closeout review for large and small projects

Project Manager/Business Development, Desmear Systems Inc, 2004-2005

- ▶ Developed new areas for potential business including building relationships with clients, utilizing extensive business contacts, and reining in new projects to construct
- ▶ Responsible for administration of all operations, fiscal, engineering, safety and staffing for the company
- ▶ Authorized purchase and change orders for projects including changes to scope of work and

schedule time and completion

- ▶ Monitored all work in progress for compliance with project specifications, costs and schedule
- ▶ Supervised engineering, cost and scheduling, and installation plans of all projects
- ▶ Identified and selected qualified subcontractors and suppliers and negotiated terms for said subcontractors and suppliers

Project Manager, Gerald L. Davis & Associates, Inc., 2002-2004

- ▶ Utility contractor in the southeast United States installing water and wastewater mains, force mains and water related appurtenances for public water systems.
- ▶ Developed new areas for potential business including building relationships with clients, utilizing extensive business contacts, and reining in new projects to construct
- ▶ Responsible for administration of all operations, fiscal, engineering, safety and staffing for the company
- ▶ Authorized purchase and change orders for projects including changes to scope of work and schedule time and completion
- ▶ Monitored all work in progress for compliance with project specifications, costs and schedule
- ▶ Supervised engineering, cost and scheduling, and installation plans of all projects
- ▶ Identified and selected qualified subcontractors and suppliers and negotiated terms for said subcontractors and suppliers
- ▶ Provided project managers with technical guidance to resolve problems with scope of work, engineering and construction of projects

Project Manager/Contracts Manager/Engineering Manager, Construction Manager, Adesta Communications, Inc., 1998-2002

Mr. Viola was responsible for administration of all technical, fiscal, engineering, safety and staffing operation for the agency. In this role, he:

- ▶ Produced and provided senior management all project reports
- ▶ Monitored work in progress for compliance with contract specifications and quality control and assurance requirements
- ▶ Managed multiple segments of project simultaneously
- ▶ Developed, reviewed and implemented engineering studies, purchasing specifications, fabrication plans and associated testing requirement to install long distance and local telecommunications network
- ▶ Managed subcontractors
- ▶ Developed and implemented safety training
- ▶ Acquired and managed compliance with project permits, clearances and other requirements to proper regulatory agencies

- ▶ Authorized procurement of services, equipment and materials for all projects and shop facility

Operations Manager/Project Manager, JACO Electric, Inc., 1997-1998

- ▶ Responsible for all airport projects contracted by the company for scheduled completion and construction within budget
- ▶ Produced and provided senior management all project reports
- ▶ Authorized purchase and change orders for projects including changes to scope of work and schedule time and completion
- ▶ Monitored all work in progress for compliance with project specifications
- ▶ Supervised engineering, cost and scheduling, and installation plans of all projects
- ▶ Identified and selected qualified subcontractors and suppliers and negotiated terms for said subcontractors and suppliers
- ▶ Provided project managers with technical guidance to resolve problems with design, engineering and construction of multiple projects

Chief Financial/Business Officer, Director of Engineering/Project Manager, Union Concrete Products, Inc., 1995-1997

- ▶ Responsible for developing new areas of business and planning business strategies
- ▶ Implemented measures with project supervisors to ensure project timeliness and budgets
- ▶ Provided engineering and technical expertise on all projects
- ▶ Designed and implemented the construction of a monolithic dome village including all infrastructure, roads, permits, construction method, and interior detail.
- ▶ Provided expertise in areas of finance, investment and development of new market potential for board of directors and management
- ▶ Prepared proposals, schedules and bids for all projects
- ▶ Responsible for administration of all technical operations, marketing, engineering, safety, and project staffing for the corporation
- ▶ Produced and provided senior management monthly profit and loss statements, updated schedules, work in progress, project material inventory, and manpower requirements
- ▶ Monitored work in progress for compliance with contract specifications and quality control and assurance requirements
- ▶ Managed subcontractors
- ▶ Developed and implemented safety training
- ▶ Produced tax estimates and returns, cash flow and income statements for preparation of financial statements by CPA firm
- ▶ Acquired and managed compliance with project permits, clearances and other requirements to proper regulatory agencies

- ▶ Authorized procurement of services, equipment and materials for all projects and shop facility

Program Manager/Staff Engineer/LAN Administrator, West Virginia Bureau for Public Health, Office of Environmental Health Services, Environmental Engineering Division, 1989-1995

- ▶ Developed and obtained approval for statewide wellhead program from USEPA which involved obtaining interdepartmental state agency approval, statewide local government approval, legislative approval and federal approval
- ▶ Researched and implemented technical aspects of program including organizing a technical committee from industry, state agencies and interested citizens
- ▶ Trained the trainer to operate software to train water systems personnel to develop local programs and to develop contingency plans
- ▶ Organized the Wellhead Protection Committee by coordinating efforts of interdepartmental agencies, my program team and various consulting groups to implement program
- ▶ Reviewed and approved plans for water plant construction, retrofits, upgrades and water line extensions
- ▶ Worked with Central Office and District Office Engineers performing water and wastewater plant inspections, sanitary surveys and location surveys of water well
- ▶ Developed material and trained Class I and II water plant operators
- ▶ Provided training in classrooms, conferences, trade shows and conventions for various audiences
- ▶ Installed, resolved and maintained all aspects of the network system
- ▶ Duties included equipment configuration, organizing data, selecting software, documenting procedures and training office and district personnel in using the system

Operations Manager/Project Engineer, Zeni Drilling Company, 1978-1987

- ▶ Responsible for developing new areas of business and planning business strategies
- ▶ Responsible for administration of all technical operations, marketing, engineering, safety, and project staffing for the corporation.
- ▶ Produced and provided executive management all project reports
- ▶ Monitored work in progress for compliance with contract specifications and quality control and assurance requirements
- ▶ Evaluated and submitted domestic and foreign Request for Proposals
- ▶ Developed, reviewed and implemented engineering studies, purchasing specifications, fabrication plans and associated testing requirement to produce large diameter drilling equipment
- ▶ Managed labor relations; union and nonunion
- ▶ Managed subcontractors
- ▶ Developed and implemented safety training
- ▶ Produced tax estimates and returns, cash flow and income statements for preparation of financial

statements by CPA firm

- ▶ Acquired and managed compliance with project permits, clearances and other requirements to proper regulatory agencies
- ▶ Authorized procurement of services, equipment and materials for all projects and shop facility
- ▶ Arranged for export shipping of equipment and supplies for international projects
- ▶ Created estimates and submitted bids for all projects
- ▶ Directed reclamation activities in cleaning up abandoned mining operations-Designed and constructed the corporate head office building
- ▶ Designed components and masts of drilling equipment
- ▶ Designed and installed excavation support systems
- ▶ Inspected and ensured quality control of fabricated equipment and permanent materials
- ▶ Performed construction and quality inspections
- ▶ Performed land surveys and construction layout

FEMA COURSE CERTIFICATIONS

Mr. Viola's certifications for IS-01000 and IS-01012 can be found on the following pages.



Elizabeth Wilson

CLOSEOUT SPECIALIST

PROFILE

With over 18 years of experience with the FEMA Public Assistance program, and 15 years of Closeout experience, Ms. Wilson has functioned in various capacities for FEMA throughout her career. Most recently, she has served as the Lead Emergency Management Specialist in the Recovery sector for FEMA Region 4 CORE. In this role, she utilized her thorough understanding of Public Assistance policy to resolve policy issues at a field level and used her analytical skills to provide clear guidance that delineated proper formulation of projects.

Prior to her work with Region 4 CORE, Ms. Wilson worked as an Emergency Management Recovery Specialist for FEMA IM CORE. In this role, Ms. Wilson continuously supported the New PA Model rollout by assuming the role of Lead Instructor for Hurricane Irma DR 4337 FL with a team of 24 contractors. Throughout her career, she has been assigned to large project closeout groups for multiple disaster declarations, including Hurricanes Matthew, Maria and Irma.

RELEVANT EXPERIENCE

Lead Emergency Management Specialist (Recovery), FEMA Region 4 CORE, September 2019-June 2020

Ms. Wilson served as the PA Program Delivery Task Force Leader (TFL) in charge of reviewing all projects, most at the stage of Final Review for PAGS and IBD for Orlando Processing Center. She managed a total of 14 staff members as a Task Force Leader (team of 3 PDMG's, team of 6 new PDMG's, team of 5 Final Reviewers) and provided evaluations for all staff members.

Additional duties/highlights:

- ▶ Provided EMMIE Training and assisted with special projects as needed
- ▶ Attended conference and in-person applicant meetings with my staff to acclimate them in PA Processes
- ▶ Participated in regular Spend Plan meetings and updated Spend Plan Delay Spreadsheet
- ▶ Completed project reviews in Grants Manager and EMMIE, and applied revisions in EMMIE by request from IBD

EDUCATION

- Coursework, Iowa Western Community College
- Coursework, Metropolitan Community College

AREAS OF EXPERTISE

- Alternate Projects
- Closeout
- EMMIE
- FEMA Public Assistance
- Emergency Management
- Grants Portal
- Preliminary Damage Assessments
- Microsoft Office
- NEMIS

when necessary prior to Awards

- ▶ Worked strategically with CRC, Insurance, Mitigation, State, Environmental & Historic Preservation Staff to move projects to completion
- ▶ Ensured that organizational structure is adequate to meet immediate supervisor's direction. Met the needs of the operation to ensure the mission's success
- ▶ Coordinated with consultants, state, tribal, local, and other federal agency officials to ensure unity of effort, and facilitated information exchange with state partners by anticipating questions and preparing policy-based responses

Emergency Management Specialist (Recovery), FEMA IMCORE, December 2016-September 2019

Ms. Wilson continuously supported the new PA Model rollout by assuming the role of Lead Instructor for Hurricane Irma DR 4337 FL with a team of 24 contractors, conducting live trainings in the field, providing webinars, and acting as the sole representative for FEMA on 50+ Applicant Briefing Webinars conducted with the State counterparts. In this role, she also created the National Grants Manager/Grants Portal Hotline, interviewed staff, and conducted their in-house Hotline Training in D.C.

Additional duties/highlights:

- ▶ Training for hundreds of students at PAWS, SI Classes, PDMG Classes, PAOM Classes, EHP Class, Grants Portal Classes, SLTT Classes including Iowa EM, Delaware EM, Maryland EM, Nebraska EM, Colorado EM, Ohio EM, Florida EM, Tribes, County EM Officials, Local EM Officials including private non-profits as well as conducting TTT's within the agency
- ▶ Supported New PA Model rollout in Georgia for Hurricane Matthew by conducting necessary trainings for all positions in Grants Manager enabling users to gain access to the tool
- ▶ Regularly created and updated Grants Manager Slide Presentations & Standard Operating Procedures when software updates were implemented
- ▶ Provided training for Site Inspectors, PDMGs, Mitigation Team, EHP Team, Insurance Reps, PAGS, DPAGS, IBD, Ops Support TFLs, Regional IMAT IBDs, Regional IBDs, PD TFL/Mentors, SI TFL/Mentors, Planning, FCOs, Operations Section Chiefs, Long Term Recovery Team, FCO Executive Specialists, Contractors, Surge Capacity Force Volunteers and FEMA Corps
- ▶ Achieved Contracting Officer's Technical Representative Certification Tier II
- ▶ Created Grants Portal Applicant Guide for DR's, created/presented Grants Portal Training for PDMG's and Recipients/Applicants

Emergency Management Program Specialist (Recovery), FEMA Region 8 CORE, September 2011-December 2016

Ms. Wilson was assigned to Region 8's PA Large Project Closeout Group, tasked with closing all open and new Region 8 disasters including fire declarations assisting as the FMAGP Lead/PACL. She assisted with a 2015 training for Region 8 Fire Duty Officers, deployed to five pertinent Region 8 states to finalize outstanding fire costs and met with FEMA Headquarters staff in Montana, to train them on how the projects are written and to review costs in association with past fire declarations, discussing OIG (Office

of Inspector General) requirements and a potential need for a FEMA Block Grant for future fire funding nationally.

Additional duties/highlights:

- ▶ Trained PA Pocket Guide to State and FEMA employees at various Hurricane Sandy field offices in New York, along with local South Dakota County Emergency Managers
- ▶ Trained PA Project Specialist and 406 Mitigation in Georgia for Hurricane Matthew
- ▶ Provided accurate PDA (Preliminary Damage Assessment) information on South Dakota events
- ▶ Held the position of PACL on multiple South Dakota and Utah Public Assistance declarations. Author of numerous closeouts and fire management projects
- ▶ Supported the PA Large Project Closeout Group as QA/QC Lead and Closeout Lead, providing leadership on various closeout issues, including grants management and donated resource projects
- ▶ Provided technical support to Region 8 Appeals Team ensuring clarity, timeliness, and consistency of efforts
- ▶ Provided guidance to fellow employees on utilizing the PAAP Pilot Program for Debris Removal to its fullest potential for the benefit of the Applicant/Sub-grantee
- ▶ Selected by PA Branch Chief to be the sole FEMA Public Assistance representative for the NUWAIX Exercise
- ▶ Assigned as Acting PA Branch Chief for Region 8

Closeout Specialist/PAC Crew Leader, FEMA Region 7 CORE, December 2010-September 2011

Ms. Wilson was assigned to DR -1763 in the State of Iowa at the Iowa Closeout Center, where she reviewed closeout documentation to ensure costs were reasonable and eligible for funding and provided guidance to staff of eight Closeout Specialists writing closeouts and outstanding versions within the office. In order to achieve closeout, she referenced the Public Assistance Guide, Public Assistance Policy Digest, and the 9500 series finalizing eligibility determinations.

Additional duties/highlights:

- ▶ Provided Public Assistance (PA) eligibility determinations to FEMA senior staff and Subgrantee/Grantees based on 44 CFR, and upon site inspections to ensure all environmental permits, engineering designs, and local procurements procedures were followed
- ▶ Completed Initial and Final Reviews on Large Project Closeouts in NEMIS (National Emergency Management Information System)
- ▶ Assisted EHP (Environmental and Historic Preservation), Insurance, and Mitigation staff with questions on Large Project Closeouts
- ▶ Ensured all physical work was complete, all appeals reached resolution, all permits received, and other source documentation prior to closing large projects in NEMIS
- ▶ Composed response letters for the Grantee regarding Sub-grantee requests for Time Extension, Improved/Alternate Projects, and Appeal requests

- ▶ Encouraged Sub-grantees to claim Direct Administrative Costs when applicable
- ▶ Communicated with State Partners regarding PA eligibility determinations to ensure the Governor's Authorized Representative (GAR) understands FEMA decisions and various justifications for over-run and under-runs in project cost.
- ▶ As Lead Closeout Specialist, reviewed the Closeout Specialist's Time Extension Responses, Improved/Alternate Projects, Closeouts, Scope of Work analysis, and Appeal analysis to ensure The Stafford Act and appropriate source documentation was followed and included appropriately
- ▶ Worked as one of two Closeout PAC Crew Leaders responsible for managing approximately twenty Closeout Specialists assigned to over 400 Applicants
- ▶ Incorporated practices within the Iowa Closeout Center to enhance the entire closeout process and to better FEMA's relationship with the State of Iowa

Closeout Specialist / Infrastructure Assets Group Supervisor / Data Processing Manager / Quality Control Reviewer / Lead Quality Control Reviewer / PAC Crew Leader / EMMIE Region 4 Trainer FEMA Region 4 CORE, May 2006-December 2010

Ms. Wilson was assigned to 9 declared events; DR-1539, DR-1545, DR-1551, DR-1561, DR-1595, DR-1602, DR-1609, DR-3220, and DR-3259 in the State of Florida at the Long -Term Recovery Office. She worked at the Region 4 office to provide guidance to regional staff on the federal database, compiling packages containing projects which were ready to be awarded by FEMA. Ms. Wilson worked closely with State partners to successfully achieve the completion of grants process; reviewing closeout documentation, submitted by the State and FEMA Representatives, to ensure costs were reasonable and eligible for funding.

Additional duties/highlights:

- ▶ Assisted senior staff in obligating funds within NEMIS (National Emergency Management Information System)
- ▶ Completed Project Worksheet formulation in NEMIS
- ▶ Ensured all closeout activities were performed before closing Large Project
- ▶ Coordinated initial eligibility review process
- ▶ Deployed to several different regions and performed many tasks such as training FEMA and State staff in JFOs (Joint Field Offices) and EOCs (Emergency Operation Centers) as well as OIG (Office of Inspector General) employees in Atlanta office who work along- side or directly with the Public Assistance Program
- ▶ Assisted in creating EMMIE manuals distributed by EMMIE Instructors across the states
- ▶ Assisted with the formulation of Sub-grant Applications in EMMIE, performed site visits, performed PDA (Preliminary Damage Assessment), conducted meetings with Grantees and Sub-grantees.
- ▶ Achieved certification as Public Assistance Coordination Crew Leader
- ▶ Led all cost share changes for all applicable hurricanes

SAE (Stafford Act Employee) or DAE (Disaster Assistance Employee) / NEMIS IS Data Processing Coordinator, FEMA Region 7, October 2004-May 2006

Ms. Wilson Traveled to Alabama and Florida to assist in response and recovery for hurricane disaster declarations including emergency sheltering declarations for displaced Hurricane Katrina survivors declared under the FEMA Public Assistance Branch by the President of the United States. She provided assistance to senior staff when obligating funds within NEMIS (National Emergency Management Information System) and completed the Project Worksheet formulation in NEMIS. Ms. Wilson worked closely with the PAO (Public Assistance Officer) under the title of Data Processing Manager and performed as a Data Processing Specialist on deployments. In addition, she reviewed Project Worksheets to assure a quality product for Public Assistance Applicants.

NEMIS Data Technician, 1518-DR-IA, FEMA Region 7, May 2004-September 2004

Ms. Wilson worked locally with the FEMA Disaster 1518 Team in West Des Moines, Iowa, where she underwent training and adequately performed as a Data Processing Specialist within the FEMA Public Assistance Branch at the JFO (Joint Field Office), working with State Counterpart Representatives. She assisted the DPM (Data Processing Manager) by coordinating documents between the SPAO (State Public Assistance Officer) and FEMA PAO (Public Assistance Officer), along with inputting data in FEMA's internal database called NEMIS (National Emergency Management Information System). Ms. Wilson diligently logged, scanned, entered and filed RPAs (Requests for Public Assistance) and several PWs (Project Worksheets). Printed daily reports for the files and for upper management's reference. Assisted Project Specialists in the entry process.

Accomplishments: Completed required Ethics, Safety, ICS, Data Processing Specialist, and Disaster Operations Courses. Maintained good working relationship with the State of Iowa, ensured a successful operation through good communication. Provided one-on-one data entry training to the FEMA FCO (Federal Coordinating Officer) at the JFO. Was recommended, by my field office managers, for DAE position within Region 7 Cadre, and engaged in successful phone interview with Region 7 PA Branch Chief from FEMA Regional Office in Kansas City, Missouri.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Miscellaneous

Proc Folder: 857689	Reason for Modification: Addendum No. 1
Doc Description: Addendum No.1 Disaster Closeout Specialist and Manager	
Proc Type: Central Master Agreement	

Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-29	2021-04-07 13:30	CRFQ 0606 HSE2100000004	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VS0000020456
 Vendor Name : Tidal Basin Government Consulting, LLC
 Address : 126
 Street : Business Park Drive
 City : Utica
 State : New York Country : United States Zip : 13502
 Principal Contact : Bill Slater
 Vendor Contact Phone: 315.440.4775 Extension:

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X *Mona E Suppa* FEIN# 20-5926493 DATE 3/31/2021

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION
Addendum No.1 1. To respond vendor questions that are attached. 2. Bid opening remains on 4/07/2021 at 1:30pm EST. No other changes.

INVOICE TO	SHIP TO
DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV 25305-0360 US	DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV 25064 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Services #1 - Closeout Specialist	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:
 4.1.2 Contract Services #1 - Closeout Specialist
 4.1.2.1 The Closeout Specialist will work under the supervision of Closeout Manager and WVEMD. The Closeout Specialist will assist with preparing and submitting documentation to FEMA. The Closeout Specialist must perform work onsite, in remote locations as needed. For a list of the following responsibilities see attached specifications.

INVOICE TO	SHIP TO
DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV 25305-0360 US	DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV 25064 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Services #2 - Closeout Manager	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager

4.1.3.1 The Closeout Manager will work under the supervision of WVEMD and oversee the work of the Closeout Specialist. The Closeout Manager will assist with preparing and submitting documentation to FEMA. The Closeout Manager must perform all work onsite, in remote locations as needed.

For a list of the following responsibilities see attached specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due 10:00 am EST.	2021-03-29

	Document Phase	Document Description	Page
HSE2100000004	Draft	Addendum No.1 <input type="checkbox"/> Disaster Closeout Specialist and Manager	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ – HSE2100000004
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ HSE2100000004 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide answers to technical questions, see attached.
2. Bid open remains the same.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ HSE21*04

Addendum No. 1

Questions:

- Q1. Can the State verify whether the travel expenses are reimbursed separately, or included in the rate?
- A1. Travel costs must be included in the hourly rate. They will not be reimbursed separately.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO HSE2100000004

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Tidal Basin Government Consulting, LLC

Company

Mona E Suppa

Authorized Signature

3/31/2021

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See Reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):	b. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Mona E Suppa</u> Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)