

Roberta Wagner
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25311

June 29, 2009

RE: RFQ- CME90131

Dear Ms. Wagner:

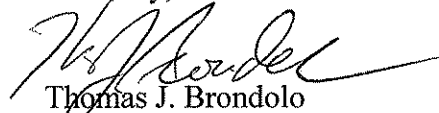
Brondolo Associates, LLC is please to provide the following quote for your RFQ CME90131 for a strategic mass fatality response plan and table top exercise. Attached please find the following documents with one additional copy.

- Original signed RFQ with Bid amount
- Signed Amendment Number One, dated June 22, 2009
- Statement of Qualifications and supporting documents
 - CV for Thomas Brondolo
 - NYC OCME Organization Chart 2004
 - Certificates of Completion for technical training
 - List of Tabletop Exercises
- Insurance Certificates

Please note that our aggregate Errors and Omissions insurance is currently \$1 million dollars. We have been advised by our broker that we can quickly increase this to the required \$2 million and this increase has been requested.

Please feel free to contact me if you need any additional information.

Sincerely,


Thomas J. Brondolo
President

RECEIVED
2009 JUN 30 A 10: 32
PURCHASING DIVISION
STATE OF WV

ORIGINAL

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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

Request for Quotation

RFQ NUMBER
CME90131

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

*C22140809 212-202-1621
 BRONDOLO ASSOCIATES LLC
 104 EAST 40TH STREET STE 906
 NEW YORK NY 10016

HEALTH AND HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH
 OFFICE CHIEF MEDICAL EXAMINER
 619 VIRGINIA STREET, WEST
 CHARLESTON, WV
 25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/01/2009				

BID OPENING DATE: 06/30/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-20		
PROFESSIONAL SERV. TO ASSIST IN DEVEL. OF STRATEGIC TO DEVELOP A STRATEGIC MASS FATALITY RESPONSE PLAN FOR THE WEST VIRGINIA OFFICE OF THE CHIEF MEDICAL EXAMINER. THE PLAN WILL PROVIDE SPECIFIC GUIDANCE ON THE STRATEGIC RESPONSE TO A MASS FATALITY INCIDENT INCLUDING CONCEPT OF OPERATIONS, INCIDENT CHARACTERIZATION, RESPONSE ACTIONS AND KEY ROLES AND RESPONSIBILITIES PER THE ATTACHED SPECIFICATIONS. TERM SHALL BE UPON AWARD AND THE PROJECT MUST BE COMPLETED BY OCTOBER 31, 2009. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND WILL EXPIRE ON OCTOBER 31, 2009. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.						

ORIGINAL

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>[Signature]</i>	TELEPHONE 212-202-1621	DATE 6/29/09	
TITLE President	FEIN 20-3721356	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFO NUMBER
CME90131

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

VENDOR

*C22140809 212-202-1621
 BRONDOLO ASSOCIATES LLC
 104 EAST 40TH STREET STE 906
 NEW YORK NY 10016

SHIP TO

HEALTH AND HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH
 OFFICE CHIEF MEDICAL EXAMINER
 619 VIRGINIA STREET, WEST
 CHARLESTON, WV
 25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/01/2009				

BID OPENING DATE: 06/30/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON...6/15/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION</p>						

ORIGINAL

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Roberto</i>	212-202-1661	6/29/09	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
President	20-3721356		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
CME90131

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

SHIPPING

*C22140809 212-202-1621
 BRONDOLO ASSOCIATES LLC
 104 EAST 40TH STREET STE 906
 NEW YORK NY 10016

SHIPPING

HEALTH AND HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH
 OFFICE CHIEF MEDICAL EXAMINER
 619 VIRGINIA STREET, WEST
 CHARLESTON, WV
 25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/01/2009				

BID OPENING DATE: 06/30/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER:-----ROBERTA WAGNER/FILE 22-----						
RFQ. NO.:-----CME90131-----						
BID OPENING DATE:-----06/30/2009-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----646-349-4126-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----THOMAS BRONDOLO-----						

ORIGINAL

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Thomas Brondo</i>	212-202-1621	6/29/09	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
President	20-3721356		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
CME90131

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR

*C22140809 212-202-1621
BRONDOLO ASSOCIATES LLC
104 EAST 40TH STREET STE 906

NEW YORK NY 10016

SHIP TO

HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE CHIEF MEDICAL EXAMINER
619 VIRGINIA STREET, WEST
CHARLESTON, WV
25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/01/2009				

BID OPENING DATE: **06/30/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ CME90131 ***** TOTAL:						<u>28,000⁰⁰/₇₂</u>

ORIGINAL

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>W. Brondolo</i>	TELEPHONE 212-202-1621	DATE 6/29/09
TITLE <i>President</i>	FEIN 20-73 20-3721356	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Mass Fatality Plan Specifications

Project Timeline:

The activities for current project funds must be completed by October 31, 2009.

Project Deliverables:

1. The vendor will develop a strategic mass fatality response plan for the West Virginia Office of Chief Medical Examiner. The plan will provide specific guidance on the strategic response to a **mass fatality incident** including concept of operations, incident characterization, response actions and key roles and responsibilities. The vendor will address the following list of functional components below by the project due date.

Functional components (OCME Mass Fatality Incident Response):

- a. The vendor will identify and define the Office of the Chief Medical Examiner's (OCME) authority, responsibility, jurisdiction and its key stakeholders.
 - b. The vendor will provide the OCME a mechanism for incident characterization.
 - c. The vendor will define the OCME's initial response actions.
 - d. The vendor will identify the OCME's functional components of a response and responsible units for implementing action plans.
 - e. The vendor will identify the OCME's resource requirements.
 - f. The vendor will identify potential sites for the OCME to utilize in relation to short and extended operations.
 - g. The vendor will identify key assets that the OCME will need.
 - h. The vendor will identify areas of the plan that require additional specification and development that is beyond the scope of this contract; **examples:** building OCME response team personnel, building the capacity of the current OCME database to accommodate this project plan deliverables, identifying the different types of incident scenarios of mass fatality response that the OCME could potentially be responsible requiring ongoing planning beyond this contract.
2. The plan must conform to the National Incident Management System and Incident Command objectives (http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf).
 3. The fee of this project will include the production of ten spiral bound copies of the final plan with a color front page and black and white print for all other pages. Draft copies of the plan will be delivered in electronic format and the final copy will be delivered by electronic (PDF format and WORD Format) and hard copy.
 4. The vendor will provide a tabletop mass fatality management exercise and after action report.

The tabletop exercise will include the development of a plausible mass fatality event based on threat assessment factors for West Virginia. The tabletop exercise will include audio and video prompts, exercise playbook (10 copies) and facilitator guide (3 copies).
 5. This is a fixed fee proposal that includes a minimum of three site visits to West Virginia for the project team.

ORIGINAL

Draft Project Work Plan: Tabletop exercise at the end of the planning process - Schedule/Activities

- Weeks 1-3: The vendor will finalize goals and objectives of project. Data collection and review of existing plans: local, county and state. Identify key stakeholders in plan development (OCME along with other state, county, and local personnel), and points of contact for Stakeholders. Identify trusted agents for exercise design.
- Weeks 4-7: The vendor will present draft plan outline for discussion at the kick-off meeting. The vendor will set timetable for tabletop exercise, location, date and players. The vendor will arrange/make conference call with trusted agents to assist in exercise design.
- Week 8: The vendor will kick-off a meeting with key stakeholders; Present the characteristics/factors in Mass Fatality Incident Response and facilitate discussions on Mass Fatality Incident Response strategy and needed resources.
- Week 9-11: The vendor will provide a plan revision based on data collection from stakeholders. This plan revision will refine and confirm existing OCME and partners' mass fatality incident response capabilities.
- Week 12: The vendor will deliver the first draft of OCME mass fatality incident response plan.
- Week 13: The vendor will visit OCME to review draft response plan and adjust/revise as needed (**required second site visit**). The vendor will review the scope of the planned tabletop exercise and define key objectives of the exercise to OCME personnel.
- Week 14: The vendor will distribute draft plan to the previously identified key players (OCME mass fatality incident response team staff and other key parties; Threat Preparedness, Behavioral Health, etc.) in the tabletop exercise.
- Week 15: The vendor will implement/complete tabletop exercise; **required third site visit** (See Project Deliverable #4 and #5).
- Week 16: The vendor will create and provide an after action report on exercise to OCME mass fatality incident response key stakeholders.
- Weeks 17-18: The vendor will review and revise the mass fatality incident response plan based on the tabletop exercise after action report findings and subsequent feedback from OCME key stakeholders.
- Week 19: The vendor will provide the final version of plan for review and approval.
- Week 20: Upon OCME leadership approval, vendor will complete this mass fatality response plan project by providing Project Deliverable #3.

ORIGINAL

Source Requirements:

NOTE: Vendors will be required to provide a written description/documentation attesting compliance with each of the following requirements (detailed experience must be documented). Copies of certifications must be provided in addition to the requested written detailed documentation.

1. Vendor will have a principal/project manager with experience in the management or evaluation of four or more actual mass fatality events of 50 fatalities or greater with at least one event of 2,000 fatalities or greater. At least two of these events should be non-manifest type incidents.
2. Vendor will have a principal/project manager with experience in the design and implementation of at least four mass fatality field and/or table top exercises.
3. Vendor will provide a project manager with at least three of the following certifications with at least one certification in Hazmat COBRA, Hazmat Radiological or Explosives:
 - a. Occupational Safety and Health Administration (OSHA) Hazmat Technician
 - b. Emergency Service Unit (ESU) Weapons of Mass Destruction (WMD) Hazmat Technician
 - c. U.S. Department of Energy (DOE) Radiological Hazmat Technician
 - d. U.S. Department of Justice (DOJ) Weapons of Mass Destruction (WMD) Hazmat Technician; Chemical, Ordinance, Biological, and Radiological (COBRA)
 - e. U.S. Department of Justice (DOJ) Incident Command Course
 - f. U.S. Department of Justice (DOJ) Incident Response to Terrorist Bombings
 - g. U.S. Federal Emergency Management Agency (FEMA) Emergency Management Certification
4. Vendor will have 10 years of experience; work experience should include time within the past five years. The 10 years of experience will include the management of a large medical examiner operation (jurisdictional population of 1 million people), with experience in budget, operations, health and safety, personnel, disaster planning and information systems.
5. Vendor will have either high level incident command or executive level command experience (experience defined as "directing" authority) in management of mass fatality incidents, policy and procedures.
6. Vendor will have experience working with local, state and federal response agencies in large mass fatality incidents (jurisdictional population of 1 million people).
7. Vendor will have experience integrating law enforcement, emergency operations and medical examiner operations with regard to mass fatality response.
8. Vendor will have experience in developing and managing manifests for large mass fatality incidents (50 fatalities or more).
9. Vendor will be fully versed in medical examiner operations, policy, procedure and jurisdictional issues.
10. Vendor will be experienced in database management, systems and resources as they relate to mass fatality incidents. Vendor will have experience in mental health issues that can impact response personnel in mass fatality incidents and strategies for mitigating the impact on personnel.

ORIGINAL

RFQ COST SHEET

Bidders shall provide a cost for the following:

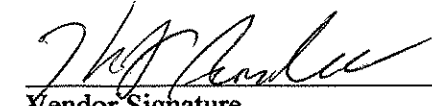
Developing a strategic mass fatality response plan including production of ten spiral bound copies of the final plan, tabletop mass fatality management exercise and after action report, and three site visits to West Virginia for the project team.

Total Cost of Project

\$ 28,000⁰⁰

Twenty eight thousand dollars and zero cents.

The award will be made to the vendor with the lowest overall total cost which meets all requested specifications and requirements. Payment will be made in arrears.


Vendor Signature

President, Brando Associates LLC

6/25/09
Date

ORIGINAL

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: BRONDOLO ASSOCIATES LLC
Authorized Signature: [Signature] Date: 6/29/2009

ORIGINAL

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: FERRIS BRONDOLO ASSOCIATE LLC Signed: [Signature]
 Date: 6/29/09 Title: President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

ORIGINAL



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

Request for Quotation

RFQ NUMBER
CME90131

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

VENDOR

*C22140809 212-202-1621
BRONDOLO ASSOCIATES LLC
104 EAST 40TH STREET STE 906
NEW YORK NY 10016

SHIP TO

HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE CHIEF MEDICAL EXAMINER
619 VIRGINIA STREET, WEST
CHARLESTON, WV
25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/22/2009				

BID OPENING DATE: **06/30/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: CME90131						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

ORIGINAL

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
 CME90131

PAGE
 2


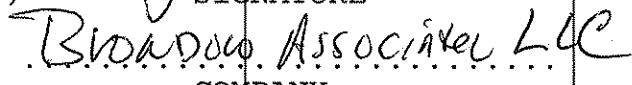
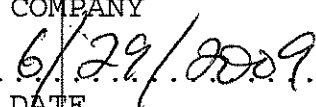
ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

VENDOR
 *C22140809 212-202-1621
 BRONDOLO ASSOCIATES LLC
 104 EAST 40TH STREET STE 906
 NEW YORK NY 10016

SHIP TO
 HEALTH AND HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH
 OFFICE CHIEF MEDICAL EXAMINER
 619 VIRGINIA STREET, WEST
 CHARLESTON, WV
 25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/22/2009				

BID OPENING DATE: 06/30/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND 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.</p> <p style="text-align: center;">  SIGNATURE  COMPANY  DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p> <p style="text-align: right; font-size: 24pt; font-weight: bold;">ORIGINAL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**STATE OF WEST VIRGINIA
PURCHASE CONTINUATION SHEET**

Page 2 of 2 Pages

Requisition / P.O. No.: CME90131	
File: <u>RW22</u>	Acct. No.: 8802-2009-2937-096-251-16367
Spending Unit: DHHR/OCME	

Vendor: _____ P.O. Date: _____

Item No.	Quantity	Description	Unit Price	Amount
		<p>VENDOR QUESTION #1:</p> <p>Are there specific insurance requirements for the contractor such as general liability, errors and omission and/or motor vehicle coverage?</p> <p>RESPONSE:</p> <p>Insurance Requirements: The successful Vendor shall maintain, and provide evidence thereof, for the duration of the agreement, and any extensions thereof, insurance issued by a company or companies qualified to do business in the State of West Virginia in the following types and amounts:</p> <p>A. Worker's Compensation Insurance covering all liability of the Vendor arising under the Worker's Compensation Act.</p> <p>B. Comprehensive General Liability insurance in broad form, written on an "occurrence" basis, with a combined single limit of not less than One Million Dollars (\$1,000,000) to include coverage for the following where exposure exists:</p> <ol style="list-style-type: none"> 1. Premises/operations 2. Independent Contractors 3. Products/Completed Operations 4. Personal Injury <p>C. Professional Liability Insurance:</p> <ol style="list-style-type: none"> 1. Limit of Liability: Shall not be less than (\$1,000,000) per occurrence and (\$2,000,000) aggregate. 2. Coverage: Errors and Omissions including liability assumed under this contract. 3. Professional Liability Insurance may be written on a claims-made basis provided that coverage for occurrences arising out of performance of the services required under the contract shall be maintained in full force and effect under the policy or "tail" coverage for a period of at least two (2) years after termination of the services. <p>D. Automobile Liability Insurance against claims of Personal Injury (including injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with the State with coverage equal to the policy limits, which shall be at least (\$1,000,000) each occurrence.</p>		

ORIGINAL

Statement of Qualifications

Statement of Qualifications
RFQ CME90131

1. Vendor will have a principal/project manager with experience in the management or evaluation of four or more actual mass fatality events of 50 fatalities or greater with at least one event of 2,000 fatalities or greater. At least two of these events should be non-manifest type incidents.

The principal of the company Thomas Brondolo served as Deputy Commissioner for the New York City Office of Chief Medical Examiner from 1989 through 2005. In that management capacity he assisted directly in the planning and execution of the medical examiners response to several mass fatality incidents including the following:

- Happy Land Social Club Fire 87 Fatalities, no manifest
- World Trade Center attack of 9/11/2001 2,539 Fatalities, partial manifest
- Crash of Flight 587 11/11/2001 259 Fatalities, partial manifest

In his capacity as Deputy Commissioner, Mr. Brondolo evaluated and consulted in the following incidents.

- South East Asian Tsunami, Thailand 5,000 + fatalities, no manifest
- Hurricane Katrina, 1,000 + fatalities, no manifest

2. Vendor will have a principal/project manager with experience in the design and implementation of at least four mass fatality field and/or table top exercises.

Brondolo Associates, LLC has completed the following table top exercises.

- Charleston County Coroner, June 2009, Charleston South Carolina
- Washoe County Regional Emergency Operations Center, Reno Nevada .
- "Operation Full House" August 2007
- South Carolina Coroner's Association and South Carolina Law Enforcement Division, "Operation First Down", October 2006

As Deputy Commissioner for the NYC Medical Examiner Mr. Brondolo was directly involved in the planning and execution of the following exercises:

- "Operation Stress Test" NYC OCME June 2004
- "Trifecta 05" a CBRNE exercise, NYC OEM
- "Maritime Strength" October 2005, NYC OEM
- "Operation Transit Safe" May 2004, NYC OEM
- "Republican National Convention Exercise" 2004
- "Operation Spring Tree" August 2003, NYC OCME & NYC NYPD

3. Vendor will provide a project manager with at least three of the following certifications with at least one certification in Hazmat COBRA, Hazmat Radiological or Explosives:
- OSHA Hazmat Technician
 - NYPD ESU WMD-Hazmat Technician
 - US DOE Radiological Hazmat Technician
 - US DOJ WMD Hazmat Technician (COBRA)
 - US DOJ Incident Command Course
 - US DOJ Incident Response to Terrorist Bombings
 - FEMA Emergency Management Certification

Mr. Brondolo will serve as project manager and has completed all of the above certifications. Please see attached copies of certificates of completion.

4. Vendor will have 10 years experience; work experience should include time within the past five years. The 10 years of experience will include the management of a large medical examiner operation (jurisdictional population of on million people), with experience in budget, operations, health and safety, personnel, disaster planning and information systems.

Mr. Brondolo served as Deputy Commissioner for the New York City Office of Chief Medical Examiner from 1989 through 2005. The NYC OCME is the largest medical examiner operation in the country with a staff of over 600 and a budget of over 30 million dollars and includes the key forensic DNA laboratory for the City. The NYC OCME serves the five counties of NYC with a combined population of over 8 million people. Mr. Brondolo was responsible for all administrative operations, mortuary operations, health and safety, information management and served as a member of the WMD response team. Mr. Brondolo was a key member of the agency executive management team. Please see attached organization chart from which reflect agency organization in 2004.

5. Vendor will have either high level incident command or executive level command experience (experience defined as "directing" authority) in management of mass fatality incidents, policy and procedures.

As Deputy Commissioner for the OCME, Mr. Brondolo was engaged in all aspects of the agency response to several mass fatality incidents. Specifically, he was part of the four person executive management team that met daily after the 9/11 attack and crafted the medical examiner response. He represented the agency at many high level interagency meetings composed of City, State and Federal representatives. He was also was a key member of the team that met with 9/11 families from the start of the incident and for several years after.

6. Vendor will have experience working with local, state and federal response agencies in large mass fatality incidents (jurisdictional population of over 1 million).

As Deputy Commissioner during the 9/11 attack on the World Trade Center. Mr. Brondolo was engaged on management level with representatives from local, state and federal agencies

including law enforcement, judiciary, anti-terrorist and accident investigation personnel from the NTSB. The work of all these agencies required careful coordination and cooperation to meet all requirements of the task.

7. Vendor will have experience integrating law enforcement, emergency operations and medical examiner operations with regard to mass fatality response.

A key aspect of the response to the 9/11 incident was the overlapping jurisdictions of law enforcement and medical examiner in the identification and notification of the deceased. Mr. Brondolo helped develop the systems and procedures used by NYPD, FDNY, FBI, Fire Investigators and others to work together in response to the incident. Specifically in the area of constructing the missing persons list (manifest) and the notification process to the next of kin.

8. Vendor will have experience in developing and managing manifests for large mass fatality incidents (50 fatalities or more).

In several of the mass fatality incidents, including 9/11 Mr. Brondolo wrote the software used to build the manifest lists. In the WTC event Mr. Brondolo wrote the initial code for the system, developed the business rules for the system and managed the early stages of development of the manifest process. This included systems to track the reported missing and the family member ante-mortem data. Mr. Brondolo also spearheaded the development of the Unified Victim Identification System (UVIS) which has now been expanded to other jurisdictions.

9. Vendor will be fully versed in medical examiner operations, policy, procedure and jurisdictional issues.

Mr. Brondolo has spent over 16 years working with medical examiners and coroners in various capacities. He is also an internationally recognized speaker on medical examiner issues and mass fatality response (See attached CV).

10. Vendor will be experienced in database management, systems and resources as they relate to mass fatality incidents. Vendor will have experience in mental health issues that can impact response personnel in mass fatality incidents and strategies for mitigating the impact on personnel.

Mr. Brondolo is an experienced database programmer and has written numerous databases to support medical examiner operations. He also wrote the initial databases to support the OCME response to the 9/11 incident. He then managed with others the development of the larger database systems to support the agency response.

After the 9/11 incident Mr. Brondolo coauthored a paper on PTSD and stress related issues in forensic recovery workers. Mr. Brondolo is currently on the advisory board for a research project with St. Johns University to measure PTSD and stress related issues in forensic recovery workers.

On-line references to Thomas Brondolo
www.govtech.com/gt/print_article.php?id=118649

<http://www.who.int/hac/events/tsunamiconf/purpose/en/index19.html>

http://books.google.com/books?id=eI1pVWM38wEC&pg=PA238&|pg=PA238&dq=thomas+brondolo+ocme&source=bl&ots=IPZ3SQiYlf&sig=PHTfgzI5MKHO28F19Fy2px4j950&hl=en&ei=d0xCSqT5KY_AMrfwhMIH&a=X&oi=book_result&ct=result&resnum=1

http://www71.dataease.com/customers/nycgov_story.html

104 East 40th Street
Suite 906
New York, NY 10016
Info@BA NYC.com



Tel: 212-202-1621
Fax: 646-349-4126
www.BrondoloAssociates.com

Curriculum Vita for Thomas J. Brondolo

THOMAS J. BRONDOLO

104 East 40th Street, Suite 906
New York, NY 10016

Business (212) 202-1621
Cell (917) 828-5980
Tom.Brondolo@BANyc.com

PROFESSIONAL EXPERIENCE

Brondolo Associates, LLC

dba Evidence Systems

President/CEO

2005-Present

In November 2005 I opened a NYC based consulting firm that provides services to both private and public clients in the emergency management, medical examiner and law enforcement community. Within three years the firm successfully completed multiple public contracts with revenues in the high six figures. For a list of key clients and services please visit our website.

www.BrondoloAssociates.com

New York City Office of Chief Medical Examiner

Deputy Commissioner

1989-2005

As a member of the senior management team I was responsible for administrative services, strategic planning, mass fatality response planning, policy development, and day-to-day operations of several divisions of the Medical Examiner's office. Over the past ten years I have managed progressively increasing responsibilities, including oversight of new functions and divisions. The New York City Office of Chief Medical Examiner is the largest Medical Examiner operation in the country and includes the largest public DNA laboratory. The office has an annual budget of over 35 million dollars and over 700 full time employees. In addition to past mass fatality incidents, in 2001 the office managed the recovery and identification of victims from the attack on the World Trade Center and the crash of Flight 587.

2004- 2005: Developed the Unified Victim Identification System (UVIS). This is a multi-agency system to track missing persons and collection of antemortem data in the event of a mass casualty or fatality event. The system is housed at the NYC 311 Call Center, managed by the OCME and used by a combined team of NYPD and OCME staff.

2004- 2005: Additional responsibilities include for Disaster Planning, Medical Records, Operations Support, Citywide Mortuary Functions, Health and Safety, Transportation, Imaging and X-ray.

2001- 2005: Responsible for administrative and strategic management of medical examiner response to World Trade Center Terrorist Attack and crash of Flight 587. In addition to strategic planning and administrative oversight for \$350 million dollars of capital construction including a new state-of-the-art Forensic Biology (DNA) building and two new medical examiner buildings.

1989 - 2005: Responsible for Budget, Human Resources, Management Information Systems, Purchasing, Management Analysis and served as Agency Chief Contract Officer. Management support for several mass fatality incidents including the 1989 Happy Land Social Club Fire, the 1993 World Trade Center Bombing and the crash of USAir Flight 111.

NYC Department of Sanitation

Deputy Director, Administration

1984 - 1989

1988 - 1989

As Deputy Director I managed fiscal, procurement, forecasting and MIS functions for the Bureau of Waste Disposal. I supervised a staff of six professional and four technical employees with a budget of \$20 million. I reorganized manual procurement and workload recording systems onto a networked database system, providing the first reliable workload accounting, leading to more efficient staffing and less waste.

Director, Manpower Forecasting

1984 - 1988

As Director of Manpower Forecasting I directed field audits of staffing to develop annual staffing plans for various operational units. Installed computer systems to track staffing levels and developed formulas for predicting manpower availability for the nation's largest landfill and marine transfer operations. I created models for more efficient deployment of personnel and superior budget requests supported by verifiable data.

ORIGINAL

NYS Attorney General, Antitrust Bureau

1981 - 1984

Assistant Director

The Competitive Bid Monitoring Project

Directed field audits of public bid records for jurisdictions across New York State. Audits included reviews of the waste disposal, concrete, asphalt and dairy industries for possible collusion and bid rigging. The audits consisted of statistical tools to identify areas of bid rigging and other violations of anti-trust laws. These audits were used to support prosecutions by the Organized Crime Task Force.

Consulting and Assessment

Brondolo Associates, LLC

Charleston County Coroner or South Carolina 2009

Mass fatality tabletop exercise

City of New Haven, Department of Police Services: 2006 - 2009

Evidence and Property Room: Systems analysis, training, planning, systems implementation and plan development for an evidence warehouse.

Coroners Association of South Carolina 2007

Mass fatality training program

Washoe Regional Emergency Operations Center, September 2007

Operation FULL HOUSE, A mass fatality table top exercise

Coroners Association of South Carolina 2006

FIRST DOWN, a mass fatality table top exercise

Office of Chief Medical Examiner

Health and Human Services and the Coroner's Office for the State of Louisiana

Review of response strategies for the Katrina Hurricane Disaster

Metropolitan Police and Coroner's Office of London, July 7th Bombing of the Underground

August 2005

World Health Organization, Thailand Department of Health, Royal Thai Police

Assessment of Thailand response to the Thai Tsunami disaster, March 2005

Forensic Biology: Office of Chief Medical Examiner

Developed staffing and budget models for the new forensic biology laboratory, including revenue models and phase program development.

Medicolegal Investigations: Office of Chief Medical Examiner

Completed multiple and extensive reviews of staffing and workload requirements for the medicolegal investigative unit.

Mortuary/Transportation Unit: Office of Chief Medical Examiner

Completed a reorganization of the mortuary and transportation functions of the NYC Health and Hospitals Corporation with those of the OCME into a new centralized unit with greater accountability and faster response times.

ORIGINAL

Publications***Mechanism and strategies for preventing post-traumatic stress disorder in forensic workers responding to mass fatality incidents***

Journal of Forensic and Legal Medicine, Elizabeth Brondolo PhD, Robin Wellington PhD, Nisha Brady BA, Daniel Libby BA, Thomas J. Brondolo,

Factors in Assessing Mass Fatality Incidents

International Association of Emergency Managers, IAEM Bulletin, October 2006 ***Assessment of Victim Identification Operations, Thailand Tsunami Disaster***

Report to the Minister of Public Health, Thailand and the World Health Organization City of New York, Charles S. Hirsch, M.D., Thomas Brondolo, Barbara Butcher, MPH, 2005

Resource Requirements for Medical Examiner Response to Mass Fatality Incidents

Medico-Legal Journal of Ireland, (2004) 10.2 M.L.J.I., Thomson, Round Hall

Impact of Terrorism on Medical Examiner Operations

Terrorism, University of Luebeck, Germany, 2005

Invited Presentations***Disaster Victim Identification: The INTERPOL System***

South Carolina Coroner's Association, Myrtle Beach, SC June 2009

Disaster Victim Identification

World Association for Disaster and Emergency Medicine, Victoria, BC May 2009

Disaster Management, how to use lessons learned from 9/11 for future crisis planning

NORMECA Conference on Disaster and Preparedness Management, Oslo, Norway 2009

Mass Fatality Incidents: The Role of the Emergency Manager

The International Association of Emergency Managers, Reno, Nevada, November 2007

Mass Fatality Incidents: Managing Critical Resources

Washoe County Regional Emergency Operations Center, Reno Nevada, September 2007

Critical Factors in Mass Fatality Management

The International Association of Emergency Managers, Orlando, FL, November 2006

Planning for Failure: Resource Needs for Mass Fatality Management

The NORMECA Conference on Disaster Management, Oslo, Norway June 2006

Factors in Assessing Resource Needs in Mass Fatality Incidents

Northern Ireland Medicolegal Society, Belfast, Northern Ireland, January 2006

Resource Requirements for Managing Mass Fatality Incidents

The Coroner's Society of England and Wales, Annual Conference, York, October 2005

Factors in Assessing Mass Fatality Incidents

World Health Organization, Thailand Tsunami Health Conference, Bangkok, April 2005

Impact of Terrorism on Mass Fatality Incidents

Anti-Terrorism Conference, Luebeck, Germany, December 2004

Resource Requirements for Medical Examiner Response to Mass Fatality Incidents

Coroner's Society of Ireland, Dublin, Ireland, September 2004

Medical Examiner Response to the World Trade Center Attack

Wisconsin Association of Medical Examiners and Coroners, June 2004

Medical Examiner Operations: In Response to the Terrorist Attack of 9/11

4th European STR Working Group Meeting, Prague, April 2002

New York City, September 11, 2001

Intelligent Responses, Ontario's Summit on Counter-Terrorism, Niagara Falls, February 2002

The Attack on the World Trade Center

American Society of Crime Laboratory Directors, Phoenix, December 2001

Education

The New School for Social Research
Graduate School for Urban Management Professionals
Major: Urban Affairs & Policy Analysis
SUNY College at Purchase
Major: Urban Affairs & Public Policy
Bachelor of Arts Degree, 1984

Certifications and Training

OSHA Hazmat Technician
NYPD ESU, EPA WMD-Hazmat Technician
State of New York, Emergency Response to Terrorism
State of New York, Hazardous Materials First Responder Operations
State of New York, Hazardous Materials Awareness
State of New York, Weapons of Mass Destruction Awareness
US DHS, Mass Fatality Incident Response Course
US DOE Radiological Hazmat Technician
US DOJ WMD Hazmat Technician (COBRA)
US DOJ Incident Command Course
US DOJ Incident Response to Terrorist Bombings
FEMA Emergency Management Certification

Professional Memberships

International Association of Emergency Managers
International Association of Identification
National Institute of Government Purchasing Managers
International Association of Property and Evidence
Construction Institute

Board Memberships

Park Terrace Gardens, Inc. www.gardensnyc.net
President, Vice President, Treasurer, Secretary: 1997-Present
Young People's Chorus of New York City www.ypc.org
Founding board member, 1997-2001

New York City Office of Chief Medical Examiner Organization Chart – CY 2004

The City of New York
 The Office of Chief Medical Examiner
 Administration and Operational Support
 2004

Charles S. Hirsch, M.D.
 Chief Medical Examiner

Thomas Brondolo
 Deputy Commissioner

Tawna Trapp
 Principal Administrative Associate

Abigail Rivera
 Executive Secretary

Vacant
 Director for Management
 Analysis and Planning

Bryant Rock
 Assistant Director
 Associate Staff Analyst

Nicole Murphy
 Assistant Commissioner for
 Human Resources

Ethelda Harris
 Recruiting Coordinator
 Associate Staff Analyst

Vacancy
 Secretary IIIA

Carolee Wellman
 Director of Staff Services
 Associate Staff Analyst

Tamoye Hooke
 Staff Analyst II

Cynthia Paulin
 Secretary IIIB

Barbara Kelly
 Timekeeper
 Clerical Associate III

Vivian Forte
 Timekeeper
 Clerical Associate III

Elan Wolf
 Technical Support
 Clerical Associate III

Lorraine Kelly
 Assistant Commissioner for
 Contract and Procurement

Joann Valentine
 Director
 Procurement Analyst III

Vilma Johnson
 Small-Purchase Manager
 Procurement Analyst

Catherine Dentiro
 Procurement Analyst

Annette Clement-Allen
 Procurement Analyst

Vacancy
 Procurement Analyst

Vacancy
 Staff Analyst

Michael Bonilla
 Supervisor
 Stockworker

Rashid Oboe
 Stockworker

Edward Golden Jr.
 Stockworker

Nicholas Portela
 Stockworker

Raju Venkataram
 Director of Management Information
 Systems

Wing Poon
 Computer Specialist Software II

Robyn Gottlieb
 Computer Specialist Software II

Brenda Lambert
 Computer Associate Software II

Nuntra Panasantikul
 Computer Associate Software II

Kwok Lom
 Computer Associate Software II

Geoffere Doxy
 Computer Service Technician

Rosa Ahreu
 Director of Transcription Services

Zolla Sanchez
 Medical Librarian

Geraldina Williams
 Clerical Associate IV

Clerical Associate III (2)
 Clerical Associate II (3)

Daniel Stevelman
 Associate Commissioner of
 Operations

Evidence and Security
 (1) Director
 (1) Deputy Director
 (7) Evidence & Property Control
 Specialist II
 (25) Evidence & Property Control
 Specialist I
 (1) Clerical Associate
 (1) Secretary

Health & Safety
 (1) Director

Transportation
 (1) Supervisor
 (32) Motor Vehicle Operator

X-Ray
 (1) Supervisor
 (1) X-Ray Technician Level II
 (4) X-Ray Technician Level I

Photography
 (7) Photographer

Mortuary Division
 (1) Coordinating Manager
 (6) Principal Morgue Technicians
 (19) Senior Morgue Technicians
 (52) Morgue Technicians

Environmental Sanitation
 (1) Supervisor
 (7) Industrial Aide
 (1) City Laborer

104 East 40th Street
Suite 906
New York, NY 10016
info@BA NYC.com



Tel: 212-202-1621
Fax: 646-349-4126
www.BrondoloAssociates.com

Certificates of Completion

ORIGINAL

To all who read this let it be known

Thomas J. Brondolo

**HAS SUCCESSFULLY COMPLETED
THE DEPARTMENT OF JUSTICE
WEAPONS OF MASS DESTRUCTION**

Radiological/Nuclear Course for Hazardous Materials Technicians

10 - 13 March 2003

Course # 21-03

**At The National Center For Exercise Excellence, Nevada Test Site
CONDUCTED BY BECHTEL NEVADA**

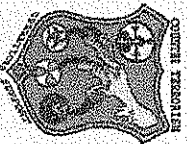
COUNTER TERRORISM OPERATIONS SUPPORT

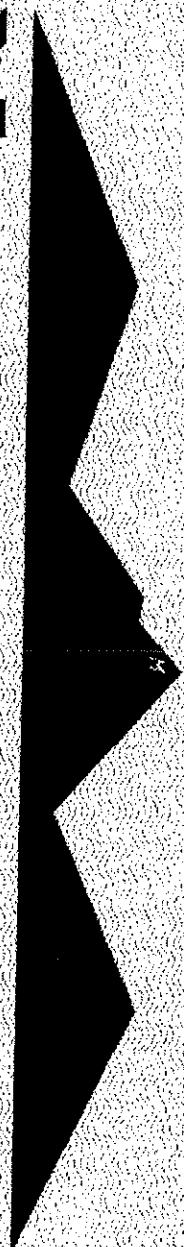
*This course is approved for 3.2 hours of Continuing Education Credit by the
University of Nevada, Las Vegas, Division of Continuing Education*



William B. Roberts
NATIONAL SECURITY RESPONSE
PROGRAM MANAGER

John H. Roberts
COUNTER TERRORISM OPERATIONS
SUPPORT PROJECT MANAGER





New Mexico Tech

ENERGETIC MATERIALS RESEARCH AND TESTING CENTER

Thomas Brondolo

Has successfully completed the

Incident Response to Terrorist Bombings

Technical Operations Course (32 hours) and is awarded 3 Continuing Education Units.

This certificate certifies the holder as an Instructor for the Incident Response to Terrorist Bombings Awareness Level program as administered by New Mexico Institute of Mining and Technology.

December 9-12, 2003

Associate Director/Program Manager

ORIGINAL

**United States Department of Justice
Office of Justice Programs
Center for Domestic Preparedness**

ORIGINAL



this is to certify that

Thomas Brondolo

has successfully met the requirements for
WMD HAZMAT Technician Course (COBRA)
at Anniston, Alabama

February 6, 2003

A handwritten signature in black ink, appearing to read "LZ Johnson".

L. Z. Johnson
Director
Center for Domestic Preparedness

Auburn University

ORIGINAL



This is to certify that

Thomas Brondolo

was a participant in the

WMID HAZMAT Technician Course (COBRA)

2.4 Continuing Education Credits

February 2-6, 2003

Ch. K. Smith

Vice President for Research

Auburn University

ORIGINAL



This is to certify that

Thomas J. Brondolo

was a participant in the

WMD Incident Command Course (COBRA)

2.4 Continuing Education Credits

January 5-9, 2003

C. K. Kunitz

Vice President for Research

**United States Department of Justice
Office of Justice Programs
Center for Domestic Preparedness**

ORIGINAL



this is to certify that

Thomas J. Brundolo

has successfully met the requirements for
WMD Incident Command Course (COBRA)
at Anniston, Alabama

January 9, 2003

A handwritten signature in black ink, appearing to be "LZJ", written over a horizontal line.

L. Z. Johnson
Director
Center for Domestic Preparedness

STATE OF NEW YORK

FIRE TRAINING CERTIFICATE

This is to attest that

THOMAS J. BRONDOLO

is hereby awarded this certificate signifying the completion of

HAZARDOUS MATERIALS AWARENESS

in the standardized fire training program, totalling 3 hours of instruction.

Attested to this 1st day of JANUARY 20 03

GOVERNOR
STATE OF NEW YORK

Mary E. Bono

SECRETARY OF STATE
DEPARTMENT OF STATE

W. A. T. ...

STATE FIRE ADMINISTRATOR
OFFICE OF FIRE PREVENTION AND CONTROL

James P. ...

STATE FIRE INSTRUCTOR
OFFICE OF FIRE PREVENTION AND CONTROL

Erwin ...

ORIGINAL

STATE OF NEW YORK

FIRE TRAINING CERTIFICATE

This is to attest that

THOMAS J. BRONDOLLO

is hereby awarded this certificate signifying the completion of

WEAPONS OF MASS DESTRUCTION AWARENESS

in the standardized fire training program, totalling 3 hours of instruction.

Attested to this 1st day of **JANUARY** *20* **03**

GOVERNOR
STATE OF NEW YORK

My E. Rossi

STATE FIRE ADMINISTRATOR
OFFICE OF FIRE PREVENTION AND CONTROL

James O. Keenan

SECRETARY OF STATE
DEPARTMENT OF STATE

W. A. D. S.

STATE FIRE INSTRUCTOR
OFFICE OF FIRE PREVENTION AND CONTROL

James A. Strachan

ORIGIN

Certificate of Completion



This it to certify that

Tom Brondolo

Has completed the

**Mass Fatalities Incident Response
Course**

February 26-27, 2004
New York, New York

Dale W. Downey

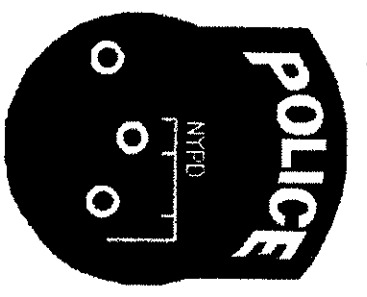
ORIGINAL



POLICE DEPARTMENT

CITY OF NEW YORK

EMERGENCY SERVICE UNIT



ORIGINAL

This is presented to

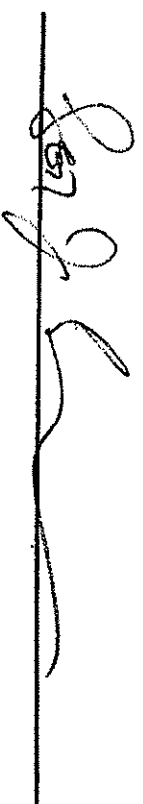
Deputy Commissioner Thomas Brondolo

for successful completion of the

EPA HAZARDOUS MATERIALS TECHNICIAN & WEAPONS OF MASS DESTRUCTION COURSE

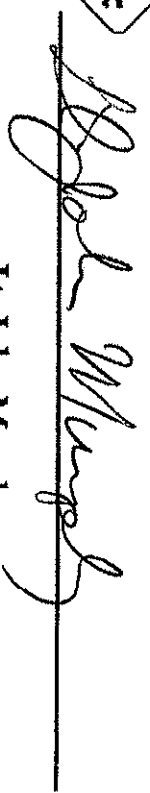
165.15 (40 hours)

December 16 - December 20, 2002



Sgt. John Scrivani





Lt. John Murphy

STATE OF NEW YORK

FIRE TRAINING CERTIFICATE

This is to attest that

THOMAS J. BRONDOLO

is hereby awarded this certificate signifying the completion of

HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONS

in the standardized fire training program, totaling 8 hours of instruction.

Attested to this 1st day of JANUARY 20 03

GOVERNOR
STATE OF NEW YORK

Mary E. Gora

STATE FIRE ADMINISTRATOR
OFFICE OF FIRE PREVENTION AND CONTROL

Thomas P. Burns

SECRETARY OF STATE
DEPARTMENT OF STATE

W. A. D. S.

STATE FIRE INSTRUCTOR
OFFICE OF FIRE PREVENTION AND CONTROL

Erwin A. Stowell

ORIGINAL

STATE OF NEW YORK

FIRE TRAINING CERTIFICATE

This is to attest that

THOMAS J. BRONDOLO

is hereby awarded this certificate signifying the completion of
EMERGENCY RESPONSE TO TERRORISM - BASIC CONCEPTS
in the standardized fire training program, totalling 8 hours of instruction.

Attested to this 1st day of JANUARY 20 03

GOVERNOR
STATE OF NEW YORK

My E. Patrici

STATE FIRE ADMINISTRATOR
OFFICE OF FIRE PREVENTION AND CONTROL

Thomas J. Brondolo

SECRETARY OF STATE
DEPARTMENT OF STATE

Thomas J. Brondolo

STATE FIRE INSTRUCTOR
OFFICE OF FIRE PREVENTION AND CONTROL

Thomas J. Brondolo

ORIGINAL

104 East 40th Street
Suite 906
New York, NY 10016
info@BAnyc.com



Tel: 212-202-1621
Fax: 646-349-4126
www.BrondoloAssociates.com

Tabletop Exercise Documents



Homeland Security



Republican National Convention Exercise Series



SENIOR LEADERS SEMINAR
READ-AHEAD BOOKLET

LIMITED DISTRIBUTION – FOR OFFICIAL USE ONLY



ORIGINAL

US Department of Homeland Security



Office for Domestic Preparedness

OPERATION TRANSIT



NYCOEM 2004

Operation Transit *safe*

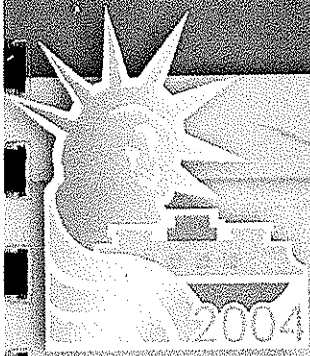
May 16, 2004

**EVALUATION PLAN
(EVALPLAN)**

FOR OFFICIAL USE ONLY



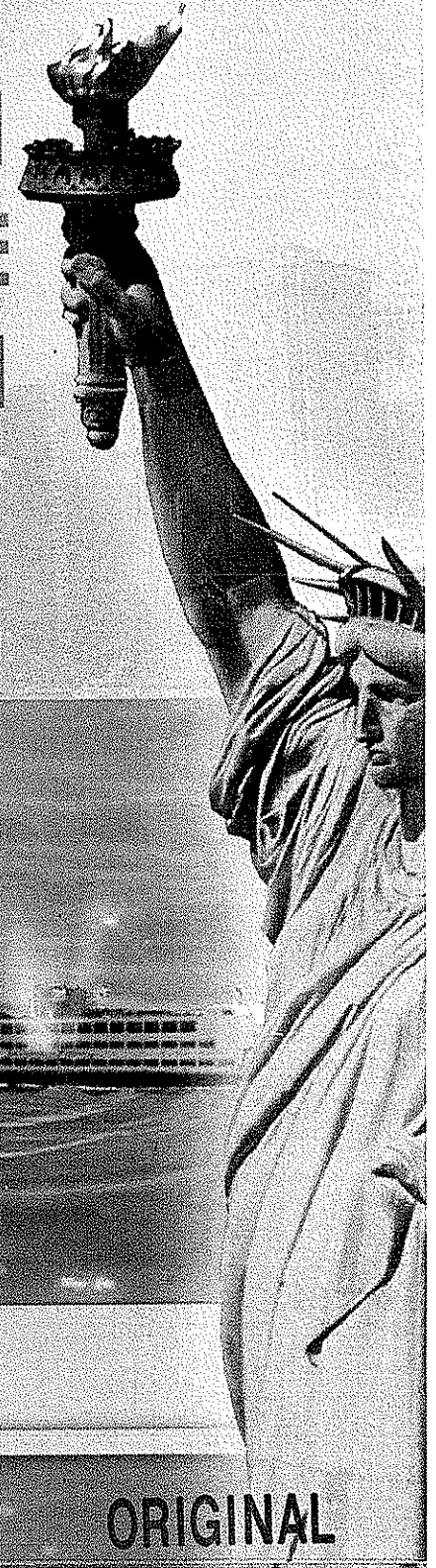
FOR OFFICIAL USE ONLY



PLAYER WORKBOOK

OPERATION MARITIME STRENGTH

NEW YORK CITY
OFFICE OF
EMERGENCY
MANAGEMENT



OCTOBER 8, 2004

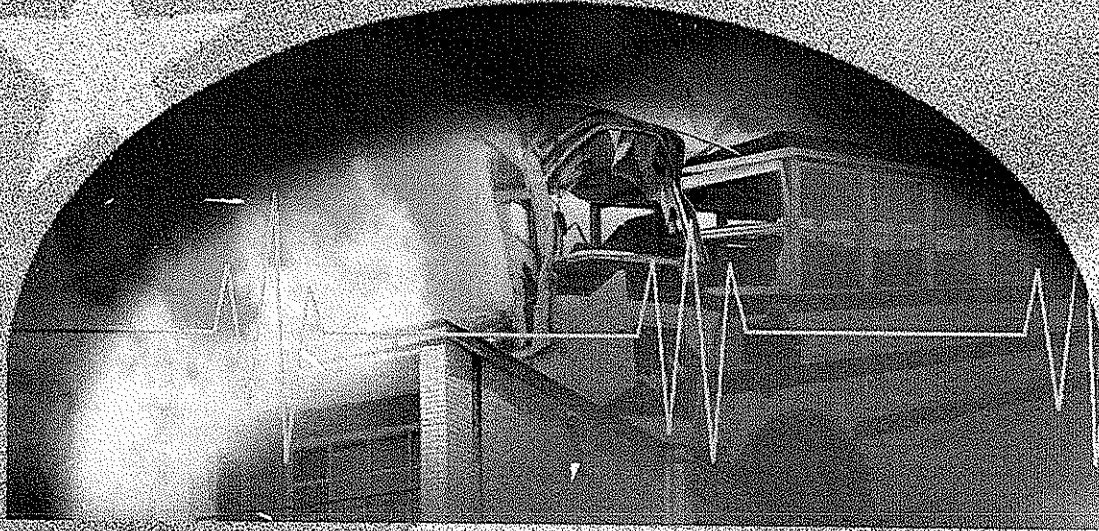
FOR OFFICIAL USE ONLY

ORIGINAL

City of New York
Office of
Chief Medical Examiner



OPERATION STRESS TEST



June 4, 2004

 **TITAN**
ORIGINAL

TRIFECTA 05
Design Team Meeting
July 6, 2005 - 10:00 a.m. - 12:00 p.m.
3 World Financial Center

- I. Welcome
- II. Role of Design Team/Exercise Planning Team
- III. Overview
- IV. Objectives
 - a. Overall Exercise Objectives
 - b. Agency Objectives
- V. Meeting Schedule
- VI. Exercise Schedule

Meeting & Exercise Schedule

- | | |
|-------------------------|---|
| July 6 th | Overview/Introduction (DESIGN TEAM) |
| July 13 th | Finalization of Objectives (DESIGN TEAM) |
| July 20 th | General Meeting - Review Exercise Plan (DESIGN TEAM & EXERCISE PLANNING TEAM) |
| July 27 th | Design Team only |
| August 3 rd | Controller/Evaluator Handbook Review (DESIGN TEAM & EXERCISE TEAM) |
| August 10 th | Design Team only |
| August 17 th | Master Scenario Events Listing (DESIGN TEAM & EXERCISE TEAM) |
| August 24 th | Final Preparation (DESIGN TEAM & EXERCISE TEAM) |
| August 28 th | Full Scale Exercise |
| August 29 th | Full Scale Exercise Debriefing/Preparation for Discussion TTX |
| August 30 th | Discussion/TTX |

ORIGINAL



**Washoe County Regional Emergency
Operations Center**

**DISPLAY COPY
DO NOT REMOVE**

**Operation
FULL HOUSE
A Mass Fatality Tabletop Exercise**

**PLAYBOOK
*For Official Use Only***

September 6, 2007



Produced by
Brondolo Associates, LLC

ORIGINAL

**DISPLAY COPY
DO NOT REMOVE**

OPERATION FULL HOUSE

AFTER ACTION REPORT

**WASHOE COUNTY REGIONAL EMERGENCY
OPERATIONS CENTER
&
WASHOE COUNTY OFFICE OF CHIEF MEDICAL
EXAMINER**

September 27, 2007



ORIGINAL

104 East 40th Street
Suite 906
New York, NY 10016
info@BA NYC.com



Tel: 212-202-1621
Fax: 646-349-4126
www.BrondoloAssociates.com

Insurance Certificates



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/20/2009

PRODUCER (914) 762-6100 FAX: (914) 762-8793
Hagedorn & Company
87 Hawkes

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Ossining NY 10562

INSURERS AFFORDING COVERAGE

NAIC #

INSURED
Brondolo Associates, LLC
104 East 40th St. Suite 906
New York NY 10016

INSURER A:	Pacific Indemnity Ins. Co.	20346
INSURER B:	Federal Insurance Company	20281
INSURER C:	Travelers Casualty And Surety	19038
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	35851448	5/1/2009	5/1/2010	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Incl in GA
B		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	7354-18-30	5/1/2009	5/1/2010	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	79855864	5/1/2009	5/1/2010	EACH OCCURRENCE \$ AGGREGATE \$ 2,000,000 \$ 2,000,000 \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below	IACRUB4903L946	9/1/2008	9/1/2009	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
ADDITIONAL INSURED: COUNTY OF KERN, ITS BOARD MEMEBERS, OFFICIALS, AGENTS, OFFICERS AND EMPLOYEES

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
S Washington/WASST1

ACORD 25 (2009/01)
INS025 (200901)

© 1988-2009 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

ORIGINAL

RUSSELL BOND & CO., INC.

Excess & Surplus Brokers / Managing General Agents

295 Main Street, Suite 866

Buffalo, NY 14203-2595

(800) 333-7226 * Fax: (716) 856-0403

INDICATION

Risk ID#0400236B

Producing Broker:

EG Bowman Co., Inc.

97 Wall Street

New York, NY 10005

Named Insured:

Evidence Systems

Brondolo Associates LLC dba

104 East 40th Street

Suite 906

New York, NY 10016

Name of Insurer(s)

Underwriters At Lloyds

City & State

London England,

Best Rating

A XV

Proposed Policy Term: 4/17/2009 TO 4/17/2010

12:01 A.M. Standard Time

POLICY TYPE: MISCELLANEOUS ERRORS & OMISSIONS

Premium: [REDACTED]
Surplus Lines Tax [REDACTED]
Stamping Office Fee [REDACTED]

Fees:
Broker Fee [REDACTED]

TOTAL CHARGED: [REDACTED]

Commission: 10%

COVERAGES:

Coverage Type: Miscellaneous Errors & Omissions

Policy Form: Claims Made

Deductible Type: Deductible

Deductible: \$2,500 Each and Every Claim Including Costs and Expenses

Limits: \$1,000,000 Any One Claim and in the Aggregate Including Costs and Expenses

ORIGINAL