



October 21, 2009

Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Re: BHP10027 Providing Planning, Development and Execution of HSEEP Compliant Exercises.

Dear Department of Administration:

It is with great pleasure that we offer the services of O'Brien's Response Management to the West Virginia Department of Health and Human Resources DHHR, Bureau for Public Health (BPH) and the Center for Threat Preparedness (CTP). Enclosed is our completed quote for services.

The following individuals are authorized to negotiate with the West Virginia Department of Administration on behalf of O'Brien's Response Management, Inc.:

Daniel M. Sobieski
Executive Vice President, Consulting
2929 East Imperial Highway, #290
Brea, California 92821
Phone: 714 577-2100
Fax: 714 577-2118

Eric Politte
President
6620 Cypresswood Dr., Suite 200
Spring, TX 77379
Phone: (281) 320-9796
Fax: (281) 320-9700

All declarations in this quote are true to the best of our knowledge. We pride ourselves with being able to offer solutions customized to fit the needs of our clients. We would be happy to provide any additional information or to further customize this quote based upon modification of scope of services.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Sobieski", is written over a faint, illegible stamp.

Daniel M. Sobieski
Vice President of Consulting Services
O'Brien's Response Management

RECEIVED

2009 OCT 22 A 11: 21

PURCHASING DIVISION
STATE OF WV

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www.obriensrm.com

24 Hour Emergency Line +1 (985) 781-0804



ORIGINAL

**REQUEST FOR PROPOSAL
BPH10027**

**Providing Planning, Development and
Execution of HSEEP Compliant
Exercises**

Issued By:

WEST VIRGINIA DEPARTMENT OF ADMINISTRATION

Response to RFP submitted by:

O'BRIEN'S RESPONSE MANAGEMENT INC.



103 Morgan Lane | Suite 103 | Plainsboro, New Jersey 08536 USA
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SECTION 1.0 INTRODUCTION

It is with great pleasure that we offer the exercise development and delivery services of O'Brien's Response Management (O'Brien'sRM) to the State of West Virginia DHHR, BPH and the CTP. ***O'Brien'sRM is a global provider of regulatory compliance, emergency preparedness, response management, disaster services, and crisis management for numerous industry sectors and government agencies.***

We employ experts highly trained and experienced in the United States Department of Homeland Security's **Homeland Security Exercise and Evaluation Program (HSEEP)** to develop, coordinate, and conduct flexible exercises AND we have been doing so for the past 15 years. O'Brien'sRM has successfully coordinated and conducted a number of projects and exercises that are comparable in scope and complexity to the requested needs of West Virginia DHHR, BPH, and CTP, such as the following:

- Pandemic Influenza Training and Exercise Programs for Texas Health Service Region 6/5 South and the City of Houston (6/07 - 9/07)
- Operation Higher Ground -Tsunami preparedness Tabletop and Functional Exercises for Los Angeles County (2/08)
- Operation Safe Passage – UASI funded exercise series for Los Angeles Urban Area focusing on multiple improvised explosive devices in airport settings (8/05 – 6/06)
- Pandemic Influenza Training and Exercise Programs for Mississippi State Department of Health (including a statewide Strategic National Stockpile mass vaccination exercise), as support to Mississippi State University (3/06 - 8/06)
- Cobalt International Energy Business Continuity Program (3/08 - ongoing)
- Plains Exploration & Production Company Emergency Response Plan and Business Continuity Plan (5/06 - 7/07)

With over 1100 actual emergency responses in 2008, our team has developed expertise unlike any other response management firm in the world. And have been recognized as a leader in emergency management, response and National Planning Scenarios. O'Brien'sRM has:

- Expert emergency management personnel skilled and experienced in exercise design, facilitation implementation and scenario development **AND** have in-depth experience of HSEEP, NIMS, and ICS requirements;
- Conducted numerous local and statewide public health tabletop exercises and drills and have a multiple experienced staff knowledgeable of the Strategic National Stockpile (SNS) program;
- Have a staff of more than 150 full time personnel and more than 300 network consultants around the United States, including HSEEP certified trainers;

- Utilize state of the art **CommandPro® technology** behind all our exercises and responses, which has been praised by numerous industry professionals and government officials. CommandPro brings coordination, NIMS compliance and flexibility to all our clients' exercises, drills and responses; and
- The experience and expertise allow us to incorporate real-life lessons learned into the exercises we deliver for government, corporate and institutional clients.

Not only does O'Brien'sRM bring state-of-the-art technology, veteran staff, and experienced practitioners' to this project but we bring a methodology to our exercises that is hard to match such as

1. **Custom tailored scenarios and exercise support** to our clients instead of off-the-shelf exercise playbooks.
2. **Genuine learning, dialog and new ideologies** between our two organizations and regulatory officials we are in the presence of.
3. An HSEEP framework and approach that is **new, practiced and fully compliant**.

Brining these methodologies to the table is a veteran Project Manager and HSEEP Certified Trainer, Steve Keggleman and Master Exercise Practitioner (MEP), Alyssa Scala. Steve has more than 16 years of extensive experience in responding and managing large scale emergencies and managing exercise programs and Alyssa has more than 10 years experience and is an expert in emergency preparedness exercise development and delivery More information on the two individuals can be found in [Section 3.0](#).

O'Brien'sRM is excited to bid on this important project and hope to provide planning, development, and execution of HSEEP compliant exercises to the State of West Virginia, Department of Health and Human Resources (DHHR), Bureau of Public Health (BPH), Center for Threat Preparedness (CTP).

Your Primary Contact throughout the Proposal Process is:

Daniel Sobieski
Vice President of Consulting Services
O'Brien's Response Management
Phone: (714) 577-2100
Email: dan.sobieski@obriensrm.com

SECTION 2.0: PROPOSAL

Summary

O'Brien's Response Management recognizes that the State of West Virginia DHHR, BPH, and CTP require the services of a company that is able to provide the following:

- **Technical expertise to the CTP leadership to jointly develop the overall concept, SMART objectives, scenario, and timeline for 2 exercises**—a one-day tabletop exercise of the BPH Continuity of Operations plan and a two-day functional exercise to simulate mass medication dispensing activities within the state's Cities' Readiness Initiative (CRI) jurisdiction , while evaluating several associated state-level operational components.
- **Develop, deliver, and support a one-day tabletop exercise** of the Bureau's Continuity of Operations plan for approximately 50-75 Bureau employees, to be conducted no sooner than February 1, 2010, and no later than April 30, 2010.
- **Develop, deliver, and support a two-day functional exercise** to simulate dispensing activities within the state's CRI jurisdiction (comprised of 7 counties) and evaluate several associated state-level operational components (e.g., incident command functions, risk communications, inventory management, and receipt/ staging./storage of Strategic National Stockpile assets. This exercise will be conducted no sooner then April 1, 2010, and no later than June 30, 2010.
- For each exercise, **conduct a minimum of 3 planning conferences** (Initial, Mid-Term, and Final), 1 evaluator training, 1 evaluator debrief/hot wash, and 1 After Action Conference at the CTP location.
- **Provide exercise controllers/facilitators, an exercise director, and an adequate number of trained staff** to perform exercise planning, development, and coordination.
- **Develop and provide at least 5 electronic and 5 printed bound copies of all finalized HSEEP-compliant exercise documents for each exercise**, to include: Exercise Evaluation Guide (EEG), Master Scenario Events List (MSEL), situation manuals, after action reports, and exercise plans.
- **Develop and submit a draft After Action Report** to BPH/CTP within 30 days of the end of each exercise and a final After Action Report submitted to BPH/CTP within 60 days of the end of each exercise.

A. TABLETOP Exercise Focus Areas:

- Bureau's Continuity of Operations (COOP) plan and results of past exercises
- COOP team member individual roles & responsibilities

**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, the State may deem this contract null and void, and terminate such contract 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.

- COOP team response and emergency management capabilities
- Strengths and shortfalls
- Issue resolution/discussion and problem solving

B. TABLETOP Exercise Package Deliverables:

- **Initial Planning Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
- **Mid-Planning Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
 - Draft Situation Manual (SitMan) and Exercise and Evaluation Guides (EEGs)
- **Master Scenario Event List (MSEL) Conference¹:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 1 week of the conference

¹ A MSEL Conference generally isn't required for tabletop exercises, but it is included in this proposal, per RFQ request

- Review and finalize the MSEL with exercise design team members. This will be a working meeting which lasts approximately 8 hours and requires participants with decision-making authority
- **Final Planning Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
 - Final Situation Manual (SitMan) and Exercise and Evaluation Guides (EEGs); media presentation
- **Facilitator, Evaluator, and Support Training:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Facilitator/Evaluator Handbook with EEGs
- **Conduct Tabletop Exercise:** (Bureau's Continuity of Operations plan, 50 – 75 people; locations to be provided by CTP; one-day exercise will run no sooner than February 1, 2010 and no later than April 30, 2010.)
 - Personnel
 - 1 Exercise Director/Lead Facilitator
 - 4 Facilitator/Evaluators
 - Documentation
 - Sign-in sheets
 - Finalized Situation Manuals (black and white, 5 electronic and 5 printed, bound copies) for 50 – 75 people
 - Finalized Exercise and Evaluation Guides for facilitators/evaluators (5 electronic and 5 printed, bound copies)

- Participant evaluation forms
- Develop a comprehensive HSEEP-compliant **Draft After Action Report** within 30 days of each exercise and a **Final After Action Report** within 60 days of each exercise.
- **After Action Conference** to present the After Action Report and facilitate improvement planning: (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager; 1 Senior Consultant
 - Documentation
 - 5 hard copies of the AAR (black and white)
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
 - Improvement Plan developed with AAR team

C. TABLETOP Exercise - Project Reporting Mechanism:

The O'Brien'sRM Project Manager will maintain active contact with the BPH/CTP designated Coordinator. Active contact is defined as follows:

- Establishing and maintaining a telephone list and group email list of Exercise Planning Team members
- Emailing announcements of all meetings
- Vetting and publishing meeting agendas
- Distributing electronic minutes of all meetings
- Maintaining continuous telephone availability with the BPH/CTP Coordinator
- Being available for same day (in most cases) or next day (in all cases) face-to-face meetings with designated agency personnel
- Providing electronic updates, as requested
- Providing complete electronic records and data at project completion

D. FUNCTIONAL Exercise Focus Areas:

- Public Information / Communications
 - Consistency of messages
 - Rapid development and dissemination of information

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- PIO skills
- Volunteer activation/notification
- Incident Command
 - Initial activation and organization
 - Chain of command
 - Command, Operations, Logistics, Planning, and Finance/Administration functions
- Notifications and Reporting
 - Response notification development and distribution
 - Response time
 - Reporting procedures
- Emergency Support Function- 8 Public Health and Medical
 - Ability to stand up ESF-8
 - Submission of requests for support
 - Receipt, storage, and staging of SNS assets
 - Management of the Receipt, Storage, and Staging (RSS) site
 - Management of Points of Dispensing (PODs)
 - Mass dispensing of SNS assets
 - SNS asset inventory management
- West Virginia Division of Homeland Security and Emergency Management
 - Ability to receive information from and coordinate with ESF-8

E. FUNCTIONAL Exercise Package Deliverables:

- **Initial Planning Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference

- **Mid-Planning Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
 - Draft Exercise Plan, Controller and Evaluator (C/E) Handbook, Exercise Plan (ExPlan), Exercise and Evaluation Guides
- **MSEL Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 1 week of the conference
 - Review and finalize the MSEL (Master Scenario Event List) with exercise design team members. This will be a working meeting which lasts approximately 8 hours and requires participants with decision-making authority.
- **Final Planning Conference:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
 - Documentation
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
 - Final exercise documents
- **Controller, Evaluator, Simulator, and Support Training:** (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)

- Personnel: O'Brien'sRM Project Manager/Exercise Planning Team Leader; 1 Senior Consultant
- Documentation
 - Sign-in sheets
 - C/E Handbook with EEGs
- **Conduct Functional Exercise:** (7 counties and several associated state level operational components; locations to be provided by CTP; two-day exercise will run no sooner than April 1, 2010 and no later than June 30, 2010.)
 - Personnel
 - 1 Exercise Director/Lead Facilitator
 - 8 Controller/Evaluators
 - Documentation
 - Sign-in sheets
 - Finalized ExPlan (black and white 5 electronic and 5 printed, bound copies) for exercise participants
 - Finalized C/E Handbook, MSEL, and Exercise and Evaluation Guides for controllers/evaluators (5 electronic and 5 printed, bound copies)
 - Participant evaluation forms
- Develop a comprehensive HSEEP-compliant **Draft After Action Report** within 30 days of each exercise and a **Final After Action Report** within 60 days of each exercise.
- **After Action Conference** to present the After Action Reports and facilitate improvement planning: (Participants, times, and locations to be determined by CTP; meeting duration will last up to ½ day)
 - Personnel: O'Brien'sRM Project Manager; 1 Senior Consultant
 - Documentation
 - 5 hard copies of the AAR (black and white)
 - Sign-in sheets
 - Meeting minutes distributed within 7 days of the conference
 - Improvement Plan developed with AAR team

F. FUNCTIONAL Exercise - Project Reporting Mechanisms:

The O'Brien'sRM Project Manager will maintain active contact with the BPH/CTP designated Coordinator. Active contact is defined as follows:

- Establishing and maintaining a telephone list and group email list of Exercise Planning Team members
- Emailing announcements of all meetings
- Vetting and publishing meeting agendas
- Distributing electronic minutes of all meetings
- Maintaining continuous telephone availability with the BPH/CTP Coordinator
- Being available for same day (in most cases) or next day (in all cases) face-to-face meetings with designated agency personnel
- Providing electronic updates, as requested
- Providing complete electronic records and data at project completion

SECTION 3.0: KEY TECHNICAL STAFF CERTIFICATIONS AND QUALIFICATIONS

Key technical staff and their certifications are as follows:

Key Technical Staff	HSEEP	NIMS	ICS
Clinton Ladd	X ²	X	X
Patricia McIntosh	X ²	X	X
Steven Kegelman	X ³	X	X
Alyssa Scala	X ⁴	X	X
Marvin Crawford		X	X
C. Niell Irvin		X	X
Charles R. Walters		X	X
KC Leidolph		X	X
Lisa Saint		X	X
Ian Hernandez		X	X

Copies of certifications for each key technical staff are provided as separate documents in Attachment A of this proposal.

Management team

Steve Kegleman is currently responsible for the overall management and coordination of emergency response services throughout the Eastern Seaboard spanning from the Caribbean through the United States and Canada. He is responsible for coordinating response efforts to various emergencies with responding agencies on the local, state and national level forming a Unified Command and developing comprehensive Incident Action Plans. When not responding, Steve is busy developing/maintaining exercise scenarios and conducting emergency response related training workshops and conducting full-scale tabletop exercises and drills for government and the private industry. Steve has designed, coordinated and evaluated numerous tabletop exercises throughout the Northeast including several SNS POD, HSEEP and NIMS compliance exercises for Counties and Hospitals. Steve will be supported by an outstanding team of highly qualified individuals throughout this project if won.

² Has completed HSEEP train-the-trainer training and has participated in multiple HSEEP-compliant exercises, but does not have a certificate for verification

³ Certified to teach the HSEEP train-the-trainer course

⁴ Has a Master Exercise Practitioner (MEP) certification

Alyssa Scala is an education expert in emergency preparedness exercise development and delivery especially among federally mandated Homeland Security Exercise and Evaluation Program (HSEEP) doctrine. She has proven skills in the 5 phases of exercise design through the corrective action cycle and is exceptional at facilitating discussions among key leaders across all disciplines. Alyssa has a MA in Health Education; minor in Medical Studies and her major areas of expertise include Curriculum Development Writing; Design, Development and Implementation of Emergency Preparedness Exercises and Training; and Hazard Vulnerability Assessments and Gap Analysis of Current Plans.

Other Key Members

Clinton Ladd has over 7 years of experience in public health preparedness and homeland security consulting, focusing on all-hazards response. He has served as Project Manager and Lead Developer for several large-scale training and exercise programs, including projects for states and major metropolis areas. He has also authored numerous preparedness and response plans (including 12 pandemic influenza plans), coordinated epidemiological response and hospital syndromic surveillance efforts, trained hundreds of people on various all-hazards response topics, and acted as a liaison at several Emergency Operations Centers. Clint has an MS in Epidemiology and BA Microbiology/Cultural Anthropology. Clint is also an instructor for DHS HSEEP and WMD Awareness

Patricia McIntosh has over 10 years of experience in public health. Her recent focus has been on public health preparedness, planning and response, with expertise in infectious disease investigation and surveillance. This experience includes working with federal, state, and local agencies, private industry, and community-based organizations. Patricia has a Master of Public Health with an emphasis in Homeland Security and a B.A. in Sociology. She is also a HSEEP Train-the-Trainer.

Lisa Saint has over 18 years of experience in environmental, regulatory and emergency response consulting including contingency plan development (facility response plans, crisis management plans, and business continuity plans) and design and facilitation of exercises and training programs in accordance with HSEEP, PREP and the Training Reference for Oil Spill Response Guidelines. Lisa is also a member of O'Brien'sRM contract Incident Management Team.

KC Leidolph has over 9 years of experience in emergency response, environmental management, and emergency medical services. Her recent focus has been on all hazard preparedness, planning and response with a specialization in oil spill emergency response, hazardous materials incidents and emergency action plans. This currently includes the development of client specific emergency response, all hazard contingency, hurricane preparedness, facility response, and oil spill response plans

SECTION 4.0: REFERENCES

Houston Department of Health and Human Services

Frank Levy
Bureau Chief,
Public Health Preparedness
8000, N. Stadium Drive, 8th floor
Houston, TX-77054
Phone: 713-558-2429
Frank.Levy@cityofhouston.net

Multiple projects including:

- Development and delivery of two large scale pandemic influenza conferences for health and community organization partners in the Greater Houston area. (2006 & 2007/2008)
- Assessment and revision of strategic National Stockpile Dispensing Plan (2008)

Fort Bend County Health and Human Services

Kaye Reynolds
Deputy Director
4520 Reading Rd., Suite A
Rosenberg, TX 77471
Phone: 281-238-3519
Email: reynokay@co.fort-bend.tx.us

- Comprehensive multi-jurisdictional pandemic plan assessment, development, revision, training and discussion based exercise program -2006
- Development of inter-jurisdictional Standard Operating guidelines, training and operational exercise - 2007
- Developed courses and hosted the learning management system for 14 computer based trainings

Mississippi State University for Mississippi State Department of Health

Tom Ball
Governmental Training Officer
P.O. Box 9643
Mississippi State, MS 39762
Phone: 662-325-3141
tomb@ext.msstate.edu

- Designed and supported 15 statewide pandemic influenza training seminars
- Supported the production and facilitation of 82 county tabletop exercises.
- Developed, co-facilitated, and evaluated 8 regional tabletop exercises, 1 tabletop exercise for top-level state officials,
- Developed, controlled, and evaluated 1 statewide full-scale exercise
- Each exercise concentrated on the introduction and response to a flu pandemic—with the full-scale exercise focusing on Strategic National Stockpile (SNS) Point of Dispensing (POD) operations in multiple sites across the state

SECTION 5.0: PRICE

Phase/Task	Cost
Deliverable 1 - Meet with CTP leadership to jointly develop overall concept, objectives, scenario, and timeline for exercises.	\$8,300.00
Deliverable 2 - For each exercise, provide exercise controllers, an exercise director and an adequate number of trained staff to perform exercise planning, development and coordination.	\$24,000.00
Deliverable 3 - For each exercise, conduct a minimum of 3 planning (initial, midpoint and final) conferences, 1 evaluator, training, 1 evaluator debrief and 1 after action planning conference at the CTP location as scheduled as part of the exercise plan developed between the contractor and CTP.	\$41,000.00
Deliverable 4 - Design, develop, deliver and support 1, one day tabletop exercise of the Bureau's Continuity of Operations plan for approximately 50 – 75 Bureau employees.	\$10,200.00
Deliverable 5 - Design, develop, deliver and support 1, 2 day functional exercise to simulate dispensing activity within the state's Cities Readiness Initiative (CRI) jurisdiction (comprised of Kanawha, Clay, Boone, Putman, Lincoln, Jefferson and Berkeley counties) in addition to several associated state level operational components that may include incident command functions, risk, communications, inventory management, and Receipt, Staging and Storage (RSS) of mass vaccination and prophylaxis from the Strategic National Stockpile.	\$47,000.00
Deliverable 6 - Develop and provide at least 5 electronic and 5 written copies of all finalized HSEEP compliant required exercise documents for each exercise to include: Exercise Evaluation Guides (EEG), Master Scenario Events List (MSEL), situation manuals, and exercise plans tailored to the exercise and to be delivered based on an exercise schedule developed with the CTP.	\$6,000.00
Deliverable 7 - A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.	\$6,700.00
TOTAL	\$143,200.00

Total cost including all labor, materials, and expenses to develop and support 1 one-day tabletop exercise of the Bureau's Continuity of Operations plan and 1 two-day functional exercise with the state's Cities' Readiness Initiative (7 counties) in addition to several associated state level operational components:

\$143,200.00

This amount includes all professional time and expenses necessary to deliver a one-day tabletop exercise of the Bureau's Continuity of Operations plan and a two-day functional exercise within the state's Cities' Readiness Initiative jurisdiction (7 counties). Printed materials for exercises delivery are also included in costs. This amount does not include provision of any refreshments or facilities for exercise deliveries.

This firm fixed price bid may be delivered in other formats (time and materials, itemized billing, etc.) prior to execution of the contract at the request of BPH/CTP.

Attachment A: Certificates for Key Staff

Certificates are in the following order:

Steven Kegelman

Alyssa Scala

Clinton Ladd

Patricia McIntosh

Marvin Crawford

C. Niell Irvin

Charles R. Walters

KC Leidolph

Lisa Saint

Ian Hernandez

CERTIFICATES FOR STEVEN KEGELMAN

See following pages

DETACH THIS STUB

EMERGENCY MANAGEMENT INSTITUTE

Certificate of Achievement

This Certificate of Achievement is to acknowledge that

STEVEN SELLMAN

Has reaffirmed a dedication to serve in times of emergency through continued professional development and completion of the following study course:

An Orientation to Emergency Disaster Exercises

Issued this **17th** Day of **February**, 2004

Stephen G. Sbarro

Stephen G. Sbarro
Director, Training Division

UNITED STATES FIRE ADMINISTRATION

EMERGENCY MANAGEMENT INSTITUTE

Certificate of Achievement

This Certificate of Achievement is to acknowledge that

STEVEN SELLMAN

Has reaffirmed a dedication to serve in times of emergency through continued professional development and completion of the following study course:

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

STEVEN D KEGELMAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00120.A

An Introduction to Exercises

Issued this 2nd Day of February, 2009

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This is to certify that

Steven D Keigelman

successfully completed

Incident Command System (ICS) Curricula
Train-the-Trainer (TTT)
2.8 CEU

Issued this 6th day of November, 2008

A handwritten signature in cursive script, appearing to read "Tina Milose".

Deputy Superintendent
Emergency Management Institute

A handwritten signature in cursive script, appearing to read "Colin Lawrence".

Superintendent
Emergency Management Institute

EMERGENCY MANAGEMENT INSTITUTE
Certificate of Achievement

This Certificate of Achievement is to acknowledge that

STEVEN D. KEGELMAN

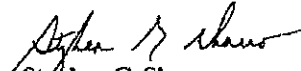
Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-195

Basic Incident Command System

Issued this 19th Day of July, 2001

1 CEU


Stephen G. Sharro
Director, Training Division



EMERGENCY MANAGEMENT INSTITUTE
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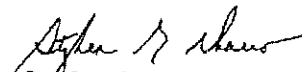
Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-700

**National Incident Management System
(NIMS) an Introduction**

Issued this 24th Day of August, 2004

0.3 CEU


Stephen G. Sharro
Director, Training Division



UNITED STATES FIRE ADMINISTRATION

EMERGENCY MANAGEMENT INSTITUTE
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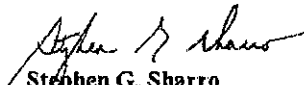
Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-230

Principles of Emergency Management

Issued this 24th Day of August, 2004

1.0 CEU


Stephen G. Sharro
Director, Training Division



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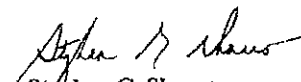
Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

Department of Homeland Security IS-235

Emergency Planning

Issued this 12th Day of October, 2004

1.0 CEU


Stephen G. Sharro
Director, Training Division



UNITED STATES FIRE ADMINISTRATION

EMERGENCY MANAGEMENT INSTITUTE
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STEVEN D. KEGELMAN

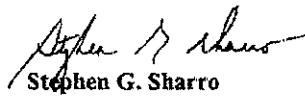
Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-100

**Introduction to the Incident Command System,
I-100 for Federal Disaster Workers**

Issued this 28th Day of August, 2004

0.3 CEU


Stephen G. Sharro

Director, Training Division



UNITED STATES FIRE ADMINISTRATION

EMERGENCY MANAGEMENT INSTITUTE
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Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-120

An Orientation to Community Disaster Exercises

Issued this 24th Day of February, 2004

1.0 CEU


Stephen G. Sharro

Director, Training Division

UNITED STATES FIRE ADMINISTRATION

Emergency Management Institute



FEMIA

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STEVEN D KEGELMAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:


IS-00800.b

National Response Framework, An Introduction

Issued this 29th Day of June, 2009



0.3 IACET CEU


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

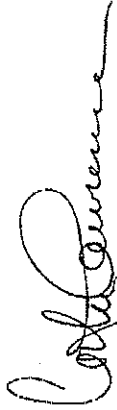
This Certificate of Achievement is to acknowledge that
STEVEN D KEGELMAN
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00775
EOC Management and Operations

Issued this 30th Day of June, 2009



0.4 IACET CEU


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

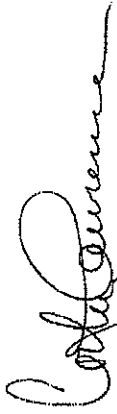
This Certificate of Achievement is to acknowledge that
STEVEN D KEGELMAN
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00120.A
An Introduction to Exercises

Issued this 2nd Day of February, 2009



0.5 IACET CEU


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

STEVEN D KEGELMAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00130

Exercise Evaluation and Improvement Planning

A handwritten signature in black ink, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Issued this 30th Day of June, 2009



0.5 IACET CEU

CERTIFICATES FOR ALYSSA SCALA

See following pages

Emergency Management Institute



FEMA

This is to certify that
Alyssa D Scala
successfully completed

EXERCISE DEVELOPMENT COURSE

Issued this 31st day of August, 2007

A handwritten signature in cursive script, appearing to read "Tina Milrose".

Deputy Superintendent
Emergency Management Institute

A handwritten signature in cursive script, appearing to read "Cathy Courson".

Superintendent
Emergency Management Institute

Center for Domestic Preparedness



Homeland Security

This is to certify that

Alyssa D. Scala

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the:

Emergency Management Institute's ICS-300
Intermediate ICS for Expanding Incidents

(1.9 Continuing Education Units)



at Brooklyn, New York

March 12-14, 2007

A handwritten signature in black ink, appearing to read "F. Marion Cain III".

F. Marion Cain III, Director
Center for Domestic Preparedness

National Emergency Training Center



FEMA

Certificate of Achievement

Alyssa D. Scala

has successfully fulfilled all course activities and requirements for the
Master Exercise Practitioner Program and is hereby recognized by
the Emergency Management Institute as a

Master Exercise Practitioner

August 30, 2007

Superintendent
Emergency Management Institute

Emergency Management Institute



FEMIA

This is to certify that

Alyssa D Scala

successfully completed

**EXERCISE PROGRAM MANAGEMENT AND CONTROL
SIMULATION**

2.5 CEU

Issued this 8th day of June, 2007

Deputy Superintendent
Emergency Management Institute

Superintendent
Emergency Management Institute

Emergency Management Institute

EMERGENCY
MANAGEMENT
INSTITUTE

ALYSSA

This Certificate of Achievement is to acknowledge that

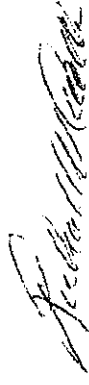
ALYSSA SCALA

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00139

Exercise Design

Issued this 10th Day of October, 2006



Richard Callis, Acting Superintendent

Emergency Management Institute

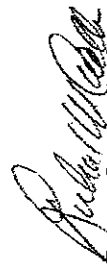


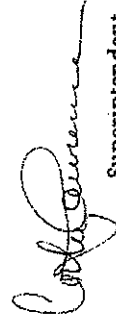
FEMA

This is to certify that
Alyssa D Scala
successfully completed

EXERCISE DESIGN & EVALUATION

Issued this 9th day of February, 2007


Deputy Superintendent
Emergency Management Institute


Superintendent
Emergency Management Institute

Center for Domestic Preparedness



Homeland Security

This is to certify that

Alyssa D. Scala

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the:

Emergency Management Institute's ICS-400
Advanced ICS Command and General Staff-Complex Incidents

(1.4 Continuing Education Units)

at Brooklyn, New York

April 4-5, 2007



Handwritten signature of F. Marion Cam III in black ink.

F. Marion Cam III, Director
Center for Domestic Preparedness

Certificate No. 132110



New Jersey
Department of Community Affairs
Division of Fire Safety

This Certificate is Awarded to

ALYSSA D. SCALA

for the completion of the course

NATIONAL INCIDENT MGT SYSTEM IS700 UPDATE TTT

on

JANUARY 14, 2005



CEU Credit: 0.50 Technical

Certification No. 158701