

Statement of Work

Project Name: EMAP 4.13: Hazard Mitigation Training - Commonwealth of Pennsylvania All-Hazard Mitigation (HM) Training Plan – Workshops, Courses, Conference Attendance/Support

Department: Bureau of Recovery and Mitigation – Hazard Mitigation Division

Project Manager: Ernest Szabo - 717 651 2159 – erszabo@pa.gov

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IV-1 OBJECTIVES: Provide training and certification for Hazard Mitigation Personnel working at the State, County and Municipal level. Training involves the assessment, development, and implementation of a training/educational program for public/private officials and emergency personnel. The Key Objective for this project will be the successful delivery of the courses listed below in support of the county and municipal emergency managers continuing professional development. Courses will all be delivered at PEMA HQs during 2015.

1. GENERAL OBJECTIVE (Contractor): Present Federal Emergency Management Agency (FEMA) courses at PEMA HQs, Harrisburg to classes of 12 -30 county and municipal planners each, at PEMA HQs. Courses will be scheduled beginning no earlier than March 2015 and concluding no later than September 2015.
 - a. Background: PEMA has the responsibility to administer Hazard Mitigation Assistance Grants on behalf of FEMA in accordance with 44 CFR and FEMA Hazard Mitigation Assistance Unified Guidance dated July 12, 2013. PEMA, County and Municipal Hazard Mitigation planners must be familiar with the principles of Unified Hazard Mitigation Assistance (UHMA).
 - b. PEMA Objective: To train PEMA personnel and county and municipal planners on Hazard Mitigation principles, process and regulatory guidance. To help counties and municipalities develop better Hazard Mitigation plans and projects, and to better execute those projects once they are approved.
2. SPECIFIC OBJECTIVES (Contractor):
 - a. Coordinate with PEMA to schedule and deliver one or more of the courses in accordance to FEMA standards.
 - b. Develop a method to validate student mastery of objectives.
 - c. Present the FEMA course(s) to the target audience as stipulated in IV-4 TASKS.
 - d. Courses:
 - 1) E273 Flood Plain Manager's course
 - 2) G318 All-Hazard Mitigation Planning Workshop
 - 3) G398.2 (Flood) Mitigation & Recovery Exercises 1-day Session
 - 4)

IV-2 NATURE and SCOPE of the PROJECT:

1. [DELIVERABLE] The Contractor selected will conduct a kickoff conference call with the State Hazard Mitigation Officer (SHMO) to discuss logistics, finalize the agenda, and address any additional concerns for the training session. Two instructors will conduct each course between March 2015 and September 2015 at PEMA HQs in Harrisburg PA. The training will include the FEMA approved curriculum for each course including all practical exercise and exams. There will be a minimum of 12 students in each course.
2. [DELIVERABLE] All courses shall be taught in accordance with current established FEMA Plans Of Instruction (POI).
3. PEMA will provide lodging for individual students that meet the 50-mile travel restriction; others will travel to the course so course cannot start before 09:00 AM and must conclude by 5:00 PM on each day of the courses. PEMA will provide a box lunch to participants each day. Classroom facility will have laptop computers, screen, tables, and projection devices.
4. [DELIVERABLE] Contractor will develop an overall project time line that includes each course date, and analysis of course feedback.
5. The Contractor will meet with the PEMA project manager within 10 days of contract award to begin planning.
6. [DELIVERABLE] Contractor will develop a course schedule. A DRAFT version of this time line is due fifteen (15) days after the first meeting with the Project Manager. The final draft is due twenty (20) days after the first meeting with the project manager.
7. Contractor will coordinate closely with PEMA to determine the best possible facility for conducting training. Training will begin no earlier than 09:00 AM and will end no later than 5:00 PM each day.
8. [DELIVERABLE] Contractor will provide a list of the identified instructors and subject matter experts presenting their qualifications prior to the prospective candidate delivering any course. Course credentials must accompany any recommended instructor.
9. [DELIVERABLE] The contractor will provide a copy of any handouts, and final exam (including student exam and Instructor Reference sheet) in grammatically correct English. Microsoft Office 2007 or Adobe PDF electronic format is preferred for the delivery of this material.
10. [DELIVERABLE] The Contractor will provide all printed materials needed for the delivery of all courses.
11. [DELIVERABLE] Contractor will use only current FEMA approved course material.
12. Contractor will not have any expectation of copyright or proprietary claim on any course material developed from or included in this project.

IV3 REQUIREMENTS:

1. The contractor is responsible for securing the most current POI for each course from FEMA.
2. The use of sound Instructional Systems Design (ISD) methodology is required for course development. The ADDIE (Analysis, Design, Development, Implementation, and Evaluation), model is a good example.
3. Class size will be a maximum of 30 students and a minimum of twelve (12) students.
4. Course will be delivered by the use of lecture, facilitated discussion, small group exercises and activities, and facilitated scenario response. Any audio, movies, or multimedia must be preapproved by PEMA.
5. The Contractor will coordinate with PEMA for integration of course announcements and tests into the PA Prepared Learning Management System (LMS) to announce course, schedule and track student registration, capture student course critique, document student participation, document final exam grades, and issue course certificates. Registration for PEMA course will only be accomplished through PA Prepared Learning Management System (LMS) .
6. The Contractor is responsible to electronically send course announcements at least twice to PEMA. Contractor is encouraged to propose additional avenues of announcing a course, however, each must be approved by PEMA.
7. The target audience for these course will be emergency management professionals from state, county, and municipal governments and Pennsylvania state agencies.
8. An adult-learning methodology approach to instruction shall be used.
9. Common backgrounds or “slide master” must be approved by PEMA. A small PEMA logo is appropriate but there will be no corporate or company logos or insignias permitted.
10. All written material will be provided in grammatically correct English, unencrypted Microsoft Word version 2007 format. Only fonts and styles common to Microsoft Word may be used.
11. The Contractor will ensure at least two qualified instructors are available at all times throughout each course. Instructors will, at a minimum, possess the following qualifications.
 - a. Completed a recognized course in adult methodology instruction (at least 35 hours). Formal instructor training such as National Wildlife Coordinating Group Facilitative Instructor M-410 Course, Emergency Management Institute Master Trainer Program, National Fire Academy instructor methodology class, or DHS Office of Grants and training’s Instructor training Certification Course, US military technical or academic instructor course or equivalent course meet this requirement. A bachelor’s degree in education or Pennsylvania teaching credentials is preferred.
 - b. Certificate of completion of:
 - i. IS-235 Emergency Planning.
 - ii. IS-393.a Introduction to Hazard Mitigation.
 - iii. E/L/G series version of the course assigned to teach.
 - c. The lead instructor must have personal experience in the area of the course of instruction.
 - d. Be of professional image and of such moral character as to exemplify a professional decorum, which facilitates the transfer of knowledge and fosters a positive learning environment for students.
12. The Contractor will arrange for any subject matter experts for course as needed. Any subject matter expert chosen to assist in the delivery of a course must be preapproved by PEMA. A

Resume or Curriculum Vitae and appropriate training information must be provided. Use of a subject matter expert does not release the contractor from providing a qualified lead instructor.

13. PEMA approval of course content is required before the course is presented.

IV-4 TASKS:

1. The contractor will be responsible for:
 - a. Verifying all students meet prerequisites for course attendance.
 - b. Coordinating with PEMA to verify a student represents the target audience before authorizing the student to attend a course. Students from other backgrounds may be authorized to attend a course, however, first priority must be given to members of the target audience.
 - c. Providing students a reasonable time for a noon meal. The noon meal will be provided by PEMA.
2. Coordinate course dates with the PEMA so that there is a maximum amount of lead time before the course start date.
3. Present the course(s).
4. Contractor will provide a student manual to each student. Additionally each student manual will include an electronic version of all printed material provided during the course.
5. The Contractor will include in the proposal an itemized list of specific Costs of Supplies and Materials and specific costs for each item.
6. Contractor will coordinate with FEMA, Association of State Flood Plain Managers (ASFPM) and other relevant credentialing organizations to ensure that appropriate academic or continuing education credit is given to graduates of each course.

IV-5 REPORTS AND PROJECT CONTROLS:

1. Contractor will provide a report within three (3) days after a course indicating final exam grades and evaluations. The PA Prepared Learning Management System (LMS) is capable of producing an acceptable report. Paper evaluations are not required as LMS has a course survey. If the contractor uses paper feedback forms these paper forms must be provided.
2. A sign-in roster is required for every course. A separate roster will be accomplished for each day of a course and will document the course, course date, course location and, the student's name, student's written signature, title, agency or jurisdiction, phone number, e-mail address and State Employee Number. No Social Security Numbers (SSN) or parts of the SSN or date-of birth will be recorded on the roster or by the contractor for any purposes. All instructors for the course will sign-in as last entries on the student roster for record keeping purposes. The original copy of all student sign-in rosters will be forwarded to PEMA no later than ten (10) days after the last day of each course.
3. The Contractor will provide to PEMA a monthly status of training report that lists all course (sorted by course then by date) that have been presented (complete), including dates, location, and number of students.
4. Any written course critiques and any paper final exam will be consolidated into a single file and sent to the PEMA no later than five (5) days after the last day of the course.

5. The Contractor will provide to PEMA a monthly Spend Detail Report for each course detailing the actual costs of each course.

Project Objective

The overall goal is to provide relevant, consistent course(s) to county and municipal emergency managers for professional qualification. All blocks in course must be in compliance with current PEMA circulars and directives which delineate the minimum training required for these critical positions in government. Contractor will coordinate appropriate professional and/or continuing education credit for successful students.