

# ITQ

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**Project Name:** Pennsylvania Schools All-Hazards Planning Grant

**Department:** Pennsylvania Emergency Management Agency  
Bureau of Strategic Planning

**Project Manager:** William T. Dunlap

**Date:** 20 July 2015

**Purpose:** The Pennsylvania Schools All-Hazards Planning Grant (PASAGP) was awarded by the United States Department of Education (USDOE) to the Pennsylvania Department of Education (PDE). The goal of the PASAGP is to provide instruction, training, and technical assistance in the development, implementation, and maintenance of high-quality Emergency Operations Plans (EOPs) to public Local Educational Agencies (LEAs) and non-public school agencies.

To create and deliver the high-quality EOPs intended by this grant, the PDE has partnered with the Pennsylvania Emergency Management Agency (PEMA), which will be administering the grant on the behalf of the PDE. In conjunction with the Safe Schools program, and in order to provide the best possible instruction and training to all LEAs, PEMA is seeking a qualified Offeror to assist in providing the necessary emergency management instruction and training exercise assistance.

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## 1. Objectives

### A. **General**

The purpose of the PASAPG is to ensure the safety of students in their schools through the creation, enhancement, and implementation of high-quality school Emergency Operations Plans (EOPs). PASAPG will meet this goal by increasing PDE's and PEMA's capacity to provide the appropriate tools, training, and technical assistance to all Pennsylvania school entities (K-12) as these LEAs develop, implement, and work to maintain customized EOP for their facilities.

For the purposes of implementing the grant, the Commonwealth has been divided into regions by intermediate unit boundaries. Those regions are currently defined as follows:

- Western Region/PR1: intermediate units 1-3,7
- Northwestern Region/PR2: intermediate units 4-5, 27-28
- North Central Region/PR3: intermediate units 6, 9-10,16-17
- South Central Region/PR4: intermediate units 8,11-15
- Northeast Region/PR5: intermediate units 18-22, 29

- Southeast Region/PR6: intermediate units 22-26

**This bid is for of the Northeast Region for the period of August, 2016 through 30 March, 2017.**

PEMA reserves the right to modify the number of regions or regional boundaries.

**B. Grant Objectives**

- 1) Provide Pennsylvania school entities with evidence-based planning tools, training, and technical assistance so that these LEAs have basic understanding of the emergency management skills necessary to create and maintain their schools' high-quality school EOPs
- 2) Provide technical assistance and additional resources to LEAs to practice their EOPS—in both simulated table top exercises and in real-time drills that include educators and students
- 3) Establish and maintain a cadre of trained personnel at intermediate units, school districts, schools, local emergency management agencies, and first responder organizations capable of supporting the continuity, maintenance, and on-going improvement of emergency operations programming for all schools in the Commonwealth

**C. Outcomes**

- 1) Continuity of high-quality EOPS among all school entities—public and private
- 2) Provision of dual-agency expertise from PDE and PEMA to all school entities, ensuring the development or enhancement of high-quality school EOPs
- 3) Schools have participated in EOP simulations, furthering school personnel's understanding emergency management and response
- 4) Sustainability of these high-quality school EOPs—after the completion of the grant—through the use of a Train-the -trainer model

**D. Regional Objectives**

- 1) Provide an indefinite of training, technical, and planning support to schools and emergency response organizations as directed and approved by the PEMA Project Manager in order to support the goals and objectives of the Grant (estimated support is approximately 1500 hours).
- 2) Offeror's proposed candidates will successfully complete approximately 40 hours of training at PEMA Headquarters

- 3) Deliver approved training, technical, and planning assistance to the target audience in compliance with Section 2 through Section 4 of the scope of work document
- 4) Deliver a minimum of 6-14 classroom training sessions, conduct 50-60 planning meetings, and provide 30 -50 exercise program assistance sessions to intermediate units and K–12 public and private schools within the awarded region(s) by 31 March 2016
- 5) Identify and train a cadre of 40 individuals within each region that may continue to provide emergency management support to all K-12 schools

## **2. Scope of Project**

### **A. PEMA Responsibilities and Provided Materials**

- 1) Training course material (for instructors and students) to be printed for use during courses by Offeror's proposed contractors
- 2) Training for Offeror's proposed candidates (one primary and one alternate) on Commonwealth School Multi-Hazard Planning guidance, the CEM(Comprehensive Emergency Management) Planner system, the PEMA Incident Management System, the PA Prepared Learning Management System (LMS), and all project reporting and evaluation procedures at mutually agreed upon dates and times at PEMA Headquarters
- 3) Template examples of project required forms and documents
- 4) A copy, either electronic or in print, of the Commonwealth's Style Guide for use in the creation of any electronic media or print documents not provided by FEMA through the Commonwealth
- 5) Conduct approximately 80 hours of training for the Offeror's proposed candidate(s) assigned to this project
- 6) Provide audiovisual equipment and software as necessary to support project activities

### **B. Deliverables**

- 1) Offeror's proposed candidate(s), after approved for work on this project, shall complete approximately one weeks (40 hours) of initial training provided by PEMA; this training will be conducted at PEMA headquarters or at other locations as designated by PEMA
- 2) Provide planning, training, and technical services in support of the Pennsylvania Multi-Hazard Emergency Planning Grant Project, per project region, per assigned candidate individual(s); all work performed by the Offerer will be done in accordance with the scope of this project and with the prior approval of and direction of the PEMA Project Manager;

PEMA may modify the number of hours required for this project based on regional demands and responses. The Offeror shall provide a designated primary consultant and to serve as the project's regional consultants for all LEAs located in an assigned project Region; the project regional consultants report to and take direction from the PEMA Project Manager; duties of the regional consultants will include:

- a) Serving as liaisons between PEMA and the LEAs within the assigned region
  - b) Participating in PEMA training and meetings as required by the PEMA Project Manager
  - c) Conducting sessions for the training, planning, and technical assistance for LEAs, counties, intermediate units and other community partners
  - d) Providing guidance and assistance to local school entities in the conduct of All Hazards training, planning and exercises
  - e) Reporting information gained from local school entities to PDE and PEMA
  - f) Development of materials as requested by the PEMA Project Manager to support the development of High Quality Plans for Schools.
  - g) Possessing a familiarity with the mission and organization of PDE and PEMA, as well as any capabilities and priorities for programming or organizational support that could be required
  - h) Understanding the organization, mission, and functions of local education agencies
  - i) Providing a supportive interface between LEA representatives and PEMA, as well as functioning as a technologically proficient resource charged with the primary instruction of CEMPlanner usage
  - j) Providing expertise in the planning and conduct of various exercises based on civil disasters under the individual LEA's All Hazards plan
  - k) Providing the required reports and documentation per sections 3 through 5 of the scope of work
  - l) Provide support to other project regions as directed by the PEMA Project Manager
- 3) Offerer will maintain and update a schedule of all project activities conducted or assisted by said personnel and all project activities scheduled within the region
  - 4) Offerer will maintain LMS data for all project courses scheduled within the region

### **3. Requirements**

- A. Offeror shall conduct instruction in classes with no more than 45 students and no less than 5 students; planning and exercise workshops will generally be conducted with a specific school or group of schools and with a minimum of five attendees; the PEMA Project Manager may waive these requirements on a case-by-case basis
- B. Courses and workshops will be delivered by the use of lecture, facilitated discussion, small group exercises and activities, and facilitated scenario response; all audio, movies, and multimedia not part of the approved course of instruction must be pre-approved by PEMA
- C. Offeror will use the PA Prepared LMS to schedule and track student registration, capture student course critique, document student participation, document final exam grades, and issue course certificates
- D. Offerer will ensure that a sign-in roster is utilized for each day of the course, workshop, and planning session; the roster must include course name, date, location, student's name, student's signature, title, agency or jurisdiction, phone number, e-mail address, and, if applicable, PA state employee number; additionally, the roster must include start and end times for each day and denote when meal periods were taken; for record keeping purposes, Offeror's proposed candidate should be the last entry on the sign-in roster
- E. Offeror's proposed primary and alternate regional candidates will have the following qualifications:
  - 1) Successful completion of a recognized course in adult methodology instruction, with at least 35 hours; approved courses in formal adult methodology instructor training includes courses such as:
    - a) National Wildlife Coordinating Group Facilitative Instructor (M-410) course
    - b) Emergency Management Institute Master Trainer program
    - c) National Fire Academy Instructor Methodology course
    - d) Department of Homeland Security's Office of Grants and Training's Instructor Training Certification course

*Any equivalent technical or academic instructor courses provided by the US military meet this requirement.*
  - 2) Certificates of completion for the following courses:
    - a) IS/ICS-100 (any) Introduction to the Incident Command System
    - b) IS/ICS-200 (current version) Incident Command for Single Resources and Initial Action Incidents
    - c) IS-700.a, National Incident Management System (NIMS), an Introduction
    - d) IS-235 Emergency Planning
    - e) IS-362.a, Multi-Hazard Emergency Planning for Schools
    - f) IS-701 NIMS Multi-agency Coordination Systems

- g) IS-800 (current version) National Response Framework, an Introduction
  - h) ICS 300, Intermediate Incident Command System (may be waived)
  - i) ICS 400, Advanced Incident Command System (may be waived)
  - j) E-361 or G-364 Multi-Hazard Emergency Planning for Schools
  - k) E-361 or G-364 Multi-Hazard Emergency Planning for Schools/Train-the-Trainer
- 3) Offeror's proposed candidates must have five years of experience in emergency preparedness, with at least two of those directly related to the type of activities and tasks required of the regional consultants; while it is understood that resumes, curricula vitae, and summaries of work may be provided, it is incumbent upon the Offeror to ensure that verifiable documentation is given to support each of the five years of emergency preparedness experience and the two years of experience directly related to this project's statement of work for every proposed candidate
  - 4) Candidates must be of professional image and of such moral character as to exemplify professional decorum, facilitating the transfer of knowledge and fostering positive environments when working with LEAs and other community organizations
  - 5) Where possible, the work location of the Offeror's proposed candidates should be located within the region to which they are assigned
  - 6) Provide a completed and signed [PDE 6004: Arrest/Conviction Report and Certification Form](#) for each candidate proposed.

*All documentation demonstrating that the Offeror's proposed candidates have the qualifications for this project must be submitted with the bid package. The only exception to this requirement are the candidates' Incident Command System (ICS) 300 and/or 400 course certifications. In lieu of course certification in ICS 300 and/or 400, Offeror's proposed candidates must each provide a statement that the candidate will complete the ICS 300 and ICS 400 courses within 90 days of the contract award.*

**The Commonwealth reserves the right to require any candidate selected to complete and submit a FBI Criminal Background Check, a Pennsylvania Criminal History Report, and a Pennsylvania Child Abuse History Clearance.**

- F. No part of the work developed under this contract shall be protected by or considered intellectually copyrighted by the Offeror or the candidate for further use
- G. No proprietary hardware, software, or materials will be used by the Offeror or the candidate
- H. When representing the project in the field, the regional consultant's attire shall not display corporate logos
- I. The Offeror must abide by all aspects of Management Directive 215.8 as Amended, Contractor Integrity Provisions

- J. Any travel and subsistence shall conform to the requirements of Commonwealth Management Directive 230.10
- K. Payment of incurred expenses will be facilitated through PEMA's Bureau of Financial Management using standard Commonwealth practices
- L. Invoices will be submitted on a monthly basis within 15 days of the ending of each calendar month during the term of the contract for all labor and expenses incurred within the invoice period; all invoices will be delivered to Commonwealth of Pennsylvania via P.O. Box 69180, Harrisburg, PA 17106; payment may be delayed for invoices without the required information or those lacking proper documentation; every invoice will, at a minimum, include the following information to support the totals indicated:
  - 1) Company name, address, phone and FAX numbers, as well as a phone number and e-mail for a single point-of-contact for the invoice; the point-of-contact must be able to correct errors and resolve issues in the invoice
  - 2) The PEMA purchase order number and project title clearly visible, the specific period of time (billing period) the invoice covers, and a date of invoice within thirty days of the billing period
  - 3) A list of work performed documenting each employee's labor, with one employee's activity code combination per line entry (i.e.: on each line, list the employee's name, billing rate, activity code, region, hours charged and the total cost for the line)
  - 4) A copy of the employee's time sheet indicating dates, times, locations, and hour totals cross-referenced to this project will be attached to the invoice for verification of work performed
  - 5) Travel expense lists will have only one expense per line; every line entry must identify the traveler, date, brief description of the expense, point of origin, destination, and the expense in US dollars; a copy of the receipt is required for validation of every line entry and will be included with the invoice; entries without receipt verification are unacceptable; per diem and mileage must not exceed the Federal maximums for the area, type and style of travel or expense  
**Reimbursement for alcoholic beverages is prohibited.**
  - 6) Reimbursable expense lists will have only one expense per line with a copy of the receipt included for verification
  - 7) Any mark-up for expenses or other reimbursable costs will be included within on the fee portion of the invoice
  - 8) A sample invoice is provided at Annex A of the scope of work.

#### 4. Tasks and Activity Codes

- A. Internal Project Training: "Activity Code PR[Region #]-A"
- B. Project Reporting and Administration: "Activity Code PR[Region #]-B"
- C. Classroom Training
  - 1) Scheduling and Preparation: Activity Code PR[Region #]-C1

- 2) Presentation of Classroom Training: Activity Code PR[Region #]-C2
- 3) Classroom Training Post Class Activities: Activity Code PR[Region #]-C3
- D. Planning Assistance
  - 1) Scheduling and Preparation: Activity Code PR[Region #]-D1
  - 2) Delivery of Planning Assistance: Activity Code PR[Region #]-D2
- E. Exercise Assistance
  - 1) Scheduling and Preparation: Activity Code PR[Region #]-E1
  - 2) Delivery of Exercise Assistance: Activity Code PR[Region #]-E2
- F. Technical Assistance
  - 1) CEMPlanner: Activity Code PR[Region #]-F1
  - 2) Knowledge Center: Activity Code PR[Region #]-F2
  - 3) Other: Activity Code PR[Region #]-F3

**Activity Codes are project region specific (e.g. PR1-C2 would be the activity code for presentation of classroom training in Project Region 1.)**

## **5. Reports and Project Controls**

- A. The Offeror shall provide a work report to the PEMA Project Manager on a weekly basis; this report will indicate all project activities upcoming in the next four weeks, the individual(s) expected to perform the activities, and an estimate of hours to be worked by person during each activity; the report will also include all work activities completed during the prior week
- B. The Offeror shall supply biweekly timesheets for all persons billing time to the contract; timesheets will include daily enumerations of hours worked for each person on approved project activities and tasks
- C. Reports shall be delivered electronically (by email) to an address designated by the PEMA Project Manager
- D. Any work or activities not approved in advanced by the PEMA Project Manager will not be eligible for reimbursement under this contract
- E. Only persons approved by PEMA may provide services under this statement of work

## **6. Collaborative Efforts**

If the Offeror partners with another party, all parties involved must be able to meet the same requirements set forth in this statement of work. Because all known partnerships or sub-contracts that will be utilized for any part of this statement of work must be disclosed at the time of submission, it is strongly suggested that partnerships are developed prior to submitting the price quote for this statement of work. Should a need for a partnership be established after the statement of work is awarded, the selected Offeror must declare the identity of the sub-contractors and what portion of the work will be responsible of the sub-subcontractor. The Offeror must receive approval from PEMA for their sub-contractor before work begins with the subcontractor.



**ANNEX A - Sample Invoice  
Pennsylvania Schools All-Hazards Planning Grant (PASAGP)**

(Insert Your Company Name Here) Invoice date: MM/DD/YYYY  
 (Company Address phone and FAX) Billing period: mm/dd/yyyy thru mm/dd/yyyy  
 (Company project identification)  
 (Federal Tax ID #YY-YYYYYYYY)  
 Commonwealth of Pennsylvania Billing Point of Contact:  
 PO Box 69180 Mrs. Smith (phone number)  
 Harrisburg, PA 17106 smith@ e-mail  
 PO #XXXXXXXXXX PO Title: (insert title from the PEMA Purchase Order)

**Labor charges**

Employee	Rate/Hr.	Task Code	Location	Hours	Cost
Name	\$50.00		City, state, ZIP	2.0	\$100.00
Name	\$50.00		(Company address, ZIP)	2.0	\$150.00
Doe	\$75.00		City, state, ZIP	5.0	\$375.00
Doe	\$75.00		(Company address, ZIP)	8.0	\$600.00
Smith	\$6.15		(Company address, ZIP)	8.0	\$49.20
<b>Total</b>				<b>25.0</b>	<b>\$1274.20</b>

**Travel charges**

Employee	Date	Description	Origin	Activity Code	Destination	Miles	Cost
Name	MM/19	Meeting	Corporate office		City and ZIP	100	\$55.00
Doe	MM/19	Lodging	City and ZIP			0	\$99.00
Doe	MM/20	Meals	City and ZIP			0	\$25.00
Doe	MM/20	Return	City and ZIP		Corporate office	100	\$55.00
<b>Total</b>							<b>\$234.00</b>

**Expense and reimbursable fee authorized by the P.O.**

Item	Fee %	Total of Travel Expenses and Reimbursable Costs	Cost
Fee	5	549.67	\$27.48
<b>TOTAL</b>			<b>\$27.48</b>

**Reimbursable costs**

ITEM	Date	Each	Cost
5 CD-ROM of report	MM/DD	\$2.00 each	\$10.00
One WEB Conference Call	MM/DD		\$5.67
25 Comb bound, plastic cover, full color final reports	MM/DD	\$12.00 each	\$300.00
<b>TOTAL</b>			<b>\$315.67</b>

**Invoice Summary**

Labor	\$1274.20
Travel	\$234.00
Overhead	\$27.48
Reimbursable	\$315.67
<b>INVOICE TOTAL</b>	<b>\$1863.18</b>

