

# Statement of Work

**Project Name: 2017 Radiological Officer Development in Emergency Operations (RODEO)**

**Project Manager: Bureau of Technological Hazards  
Pennsylvania Emergency Management Agency (PEMA)**

**Date: February 22, 2017**

## **I. OBJECTIVE**

To provide a venue and support the offering of the 2017 Radiological Officer Development in Emergency Operations (RODEO). This training will include a general session, breakout sessions and varied hands-on exercises relevant to enhancing the radiological preparedness and response posture of the Commonwealth.

## **II. BACKGROUND**

This document outlines the services required in preparation for and during the 2017 RODEO, hotel accommodations, meeting rooms, outdoor drill grounds, and food service arrangements. The dates for the event are Saturday, May 6, 2017 – Sunday, May 7, 2017 from 7:00 a.m. until 6:00 p.m. each day. This event will be conducted at the Lancaster County Public Safety Training Center in Manheim, Pennsylvania.

## **III. NATURE and SCOPE of PROJECT SUPPORT ACTIVITIES**

Contractor will provide support for the following activities:

### **A. Planning Meetings**

Contractor will participate in up to 6 conference calls that are arranged as required to coordinate the planning of this event.

### **B. Hotel Contract and Coordination**

1. Contractor will contract a hotel(s) located within 10 road miles of 101 Champ Boulevard, Manheim, Pennsylvania 17545 for lodging accommodations. Contractor will coordinate site visits with the hotel(s) as requested by PEMA (“Client”) for the purposes of verifying information prior to a contract award. Contractor will be responsible for signing a contract with the hotel on behalf of Client, acting as the main point of

contact with the hotel, and for being present at all meetings with the hotel. Contractor will monitor sleeping room reservations to ensure an appropriate number of rooms remain open for expected reservations. A room block of up to 100 single occupancy rooms for up to two nights lodging is the anticipated need for this event. Contractor is expected to monitor and adjust lodging requirements, as appropriate, to minimize cost of unused lodging. **All potential contractors should provide the total pricing for these lodging accommodations, meeting facilities, and meal costs as part of their proposal. Note: several newly established hotels are in close proximity to the training facility and are preferred, based on lodging availability.**

2. Meeting Room and Food Service Requirements:
  - a. General session meeting room space for 150 persons is required on both days. Four breakout rooms and outdoor drill ground space for response scenarios is also required at the Lancaster County Public Safety Training Center on both days. All facility and food service requirements of this statement of work shall be arranged with the Lancaster County Public Safety Training Center.
  - b. Breakout rooms should be set in classroom style seating, and plenary sessions should be either classroom or auditorium style seating. These rooms should accommodate up to 50 persons with classroom style seating. Ideally, both rooms could be used as one large room to support general session(s).
  - c. All catering services shall be arranged through the Lancaster County Public Safety Training Center for both days. A continental breakfast/morning break will be available to all attendees between 7:30 a.m. and 11:00 a.m. each day. This should consist of hot coffee and tea, water, assorted juices, pastries, doughnuts, bagels, and associated condiments for each. Pricing should be included in the proposal for 150 attendees for each meal and break.
  - d. A lunch consisting of sandwiches or wraps, and a choice of two soups and salads will be provided to all attendees on each day. Assorted soda, iced tea and ice water shall also be made available as part of this meal. All meals are to be served buffet style, with a 10 percent overage to be included in estimated counts.
  - e. An afternoon break will also be provided that includes soda, iced tea, lemonade, and ice water.
  - f. A small conference room (10-12 person capacity) will be secured for use by event management staff to coordinate activities and supplies.

g. All potential contractors should provide the total food and beverage costs, as well as any additional meeting room charges as part of their proposal.

3. Contractor will be responsible for providing all necessary information to the hotel for the RODEO and for the preparation of food and beverage orders. Contractor will prepare draft food and beverage menus for review and approval by Client. Contractor will be responsible for monitoring food and beverage delivery and consumption on site, and ordering additional quantities if needed.
4. Contractor will act as Client's point of contact with the hotel. As such, one senior planner will be made available by the contractor on-site at all times while the event is occurring, and will be available in person or via mobile phone.

C. Audio-Visual/Sound Amplification Support

1. Contractor will provide support for coordinating needed audio-visual equipment and capabilities as indicated by the client.
2. Client will provide all computers and video projection equipment as required and will set up and dismantle this equipment as required.
3. Contractor will be responsible for ensuring needed Internet is available at all times on-site, including in the client's on-site work room, as specified in section 2, *Meeting Room and Food Service Requirements*, paragraph *f*.
4. All costs associated with the audio/visual and sound amplification shall be included as a separate cost as part of the potential contractor's proposal.

D. Registration

Client will process all advance registrations and provide the Contractor with weekly registration data for use in planning. **Client will provide all staff necessary to cover on-site registration needs during the event.**

E. Agenda Development and Retention of Speakers

The Client will be responsible for agenda development and distribution as well as the arrangements for all guest speakers.

F. Reporting and Invoicing

Within 30 days after the event's conclusion, Contractor will provide Client with a complete final registration list containing all contact information provided by the

registrant, general and break-out session sign-in sheets, fully detailed expense reports, and all invoices and receipts for expenses associated with the event. The submitted expense reports shall detail the Contractor's activities that resulted in each of the invoiced charges when a third party reimbursement is not involved.