



All-HAZARDS EMERGENCY PLANNING SOFTWARE

Request for Information 6100064731

Summary.

The Commonwealth of Pennsylvania (Commonwealth) issues this Request for Information (RFI) to solicit information that will be used to assist with the development of a solicitation for Emergency Operations Planning Software which may be released by the Commonwealth in the near future.

Specifically, this request seeks information from which the Commonwealth can formulate specifications and requirements, realistic timeframes and cost structures for the referenced procurement and project. The Commonwealth desires to produce a solicitation that promotes vendor competition and creative technical solutions. The Commonwealth is open to any and all ideas in relation to this project and encourages alternative ideas that will help the Commonwealth better define its requirements. This RFI is an earnest attempt to become aware of and knowledgeable about current solutions to support the project requirements of the Commonwealth. This RFI will also help the Commonwealth identify vendors who are able to provide the required services to support this goal.

Background.

The Pennsylvania Emergency Management Agency (PEMA) is seeking to modernize the process and solution used to develop, maintain, and utilize emergency operations plans (EOP). An EOP is a framework that defines who is doing what during an emergency.

PEMA is focused on implementing a modern EOP process that facilitates stakeholders working through different scenarios that are relative to their operations, which results in an EOP that is concise, written in plain language, clearly defines the framework of responsibilities, and easy to use.

Additionally, the ability for a solution to support different types of emergency management related plans, efficiently organize and manage a large number of plans, flexible user management, customizable workflows, and the ability to share a plan during an emergency are important considerations.

Potential users of the solution are listed below.

- **PEMA:** PEMA is required to maintain a Commonwealth Emergency Operations Plan.
- **Counties and Municipalities:** There are sixty-seven (67) counties and over 2,500 municipalities in Pennsylvania. Pennsylvania law requires each political subdivision to prepare, maintain and keep current an EOP for their jurisdiction.
- **PA Department of Environmental Protection (DEP) and High Hazard Dam Owners:** There are over 1,000 entities including engineers, dam owners, county EMC personnel, and DEP staff that utilize the existing software to develop and manage High Hazard Dam Emergency Action Plans (EAPs).
- **School Districts and Other Entities:** School districts are required to maintain an EOP. There are 700 school entities and 29 Intermediate Units in Pennsylvania.

Issues to Be Addressed.

The Commonwealth is requesting feedback from firms with expertise in Emergency Operations Planning Software as set forth below:

- 1) Include a cover letter, with the RFI response, on Company Letterhead, which includes a point of contact name, phone number and email address.
- 2) Complete Attachment A, Emergency Operations Planning Software Questionnaire. Please respond to the questions in the questionnaire to the best of your ability. Additional information can be provided during the demonstration.
- 3) Complete Attachment B, Trade Secret/Confidential Proprietary Notice.

Points of Contact.

The primary point of contact for this RFI shall be: Larry Dove at ldove@pa.gov. The secondary point of contact will be Brandon McGowan at brmcgowan@pa.gov.

Due Date.

The Commonwealth is requesting that all responses to this RFI be submitted via email to Larry Dove at **ra-emrfi@pa.gov** by 4:00 PM Friday January 9, 2026, with the subject line of "All-Hazards Emergency Planning Software – 6100064731".

Virtual Demonstrations.

All Offerors who participate in this RFI must provide a mandatory live demonstration detailing the functionality of the proposed solution as it relates to the requirements of the RFI. Please refer to Attachment C, General Demonstration Guidance and Instructions.

The Offerors will be contacted around January 26, 2026, for demonstration scheduling by the listed points of contact above.

Disclaimer.

This RFI is issued solely for information and planning purposes only and does not constitute a solicitation for future business, an offer for procurement or any other type of current or future procurement or contractual action and is only intended to gather input. The Commonwealth will not award a contract on the basis of this RFI nor will it pay for information it receives. Responses to this notice are not offers and cannot be accepted by the Commonwealth to form a binding contract. No party is bound by the information provided in response to this RFI.

Respondents are solely responsible for all expenses associated with responding to this RFI. The Commonwealth is not liable for any costs or expenses incurred by the Respondent in the preparation of its responses.

All material submitted shall be considered the property of the Commonwealth and may be returned only at the Commonwealth's option. Notwithstanding any Respondents copyright designations contained on responses, the Commonwealth shall have the right to make copies and distribute responses internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

Respondents to this Request shall not provide recommendations as to specific courses of action and shall not be deemed to be an advisor or consultant to the Commonwealth. The Commonwealth, in its sole discretion, may request additional information from respondents. The Commonwealth also may request, in its sole discretion, to meet with certain respondents to discuss the services identified in their responses to the RFI. The Commonwealth will evaluate the information presented and determine any subsequent course of action, which may consist of contracting for implementation of Commonwealth-determined work. Such work may be procured through any procurement method available, and respondents to this Request may be considered for selection to perform such work.

Responses to this RFI will not be returned. Respondents will not be notified of the result of the review, nor will they be provided copies of it.

Contents of Response.

A. Confidential Information. The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Respondents' response. Except as provided, Respondents should not label responses as confidential or proprietary or trade secret protected. A Respondent who determines that it must divulge such information must submit the completed Attachment B, Trade Secret/Confidential Proprietary Notice must additionally provide a redacted version of its response which removes only the confidential proprietary information and trade secrets.

B. Commonwealth Use. All material submitted with the response will be the property of the Commonwealth and may be returned only at PEMA's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any response. Notwithstanding any Respondent copyright designations contained on responses, the Commonwealth will have the right to make copies and distribute responses internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

C. Public Disclosure. All responses are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101, et seq. If a response contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to Attachment 2, Trade Secret/Confidential Proprietary Information Notice that may be utilized as the signed written statement. If Attachment 2, Trade Secret/Confidential Proprietary Information is not completed, any trade secret or confidential/proprietary information contained in Respondents' response to this RFI may be released in response to a Pennsylvania Right-to-Know Law request.

Commonwealth Reservation of Rights.

The Commonwealth reserves the right to consider or reject any and all responses to this Request, to amend and/or reissue this Request and to abandon and then recommence at any time, or not recommence, this process. All costs of any response to this Request and participation in any presentations to the Commonwealth are solely the responsibility of the Respondent and the Commonwealth shall not be liable for payment of any such costs.

REQUEST FOR INFORMATION
ATTACHMENT A
EMERGENCY OPERATIONS PLANNING SOFTWARE QUESTIONNAIRE

I. Company Experience: Please provide a brief overview of your company and experience with developing emergency management plans.

II. Module 1: All-Hazards Emergency Operations Planning Software

Anticipated system users: Municipal, County, State Emergency Management

Approach:

Describe innovative approaches to all-hazards emergency operations planning solutions that facilitate stakeholders working through different scenarios to develop comprehensive plans, resulting in concise and functional deliverables (e.g., inclusion of checklists, tear sheets, etc.) which are readily accessible by those responding to or managing an emergency.

Plan Creation and Editing:

1. Describe the use of standard and custom templates in plan creation.
2. Describe version control, edit history.
3. Describe ability to reference other plans and include live links in finished digital product.
4. Describe capabilities to generate formatted, printable deliverables that can be personalized by jurisdiction.
5. Describe attachment and storage capabilities for required information (maps, images, shapefiles...)

Plan Management:

1. Describe the process to create and maintain approval workflows.
2. Describe your solution's capability to support Pennsylvania specific internal and external review and approval workflows (municipal → county → state approval chains)
3. Describe the capability and scalability of your planning solution to support multiple types of emergency management related plans beyond a basic Emergency Operations Plan (EOPs, HMPs, COOPs, etc.)
4. Describe how your solution can integrate with existing government systems in use at the municipal, county, and state level.

Plan Access and Distribution:

1. Describe capability to access completed plans by field responders and emergency operations center staff.
2. Explain capabilities for authorized users to share read-only versions with external stakeholders during emergencies.
3. Describe download/export capabilities and offline access options during system interruptions.

User Management:

1. Describe bulk user management capabilities across multiple jurisdictions (e.g., replacing retiring emergency managers across multiple plans)

III. Module 2: School Emergency Operations Planning Software

Anticipated system users: school planners, superintendents, school boards, school safety specialists.

Anticipated read-only users of a plan: municipal, county and state emergency management, law enforcement, the Pennsylvania Department of Education.

Approach:

Describe innovative approaches to school emergency operations planning that address the unique requirements of educational environments, including integration with ancillary plans and compliance with Pennsylvania school safety regulations.

Plan Creation and Editing:

1. Describe how your solution addresses the unique planning needs of educational environments (K12) versus general emergency management.
2. How does your solution support different planning approaches for elementary versus secondary schools?
3. Describe how your solution manages and integrates specialized school emergency plans:
 - a. Reunification plans and procedures
 - b. Lockdown and shelter in place protocols
 - c. Evacuation and transportation plans
 - d. Crisis communication plans
 - e. Threat assessment protocols
4. Explain how these ancillary plans connect to the main Emergency Operations Plan.

Plan Management:

1. Describe review and approval workflows appropriate for school districts (individual school, superintendent, school board, local/county EMA).
2. How does your solution handle input of multiple stakeholders (administrators, teachers, support staff, law enforcement, parents)?
3. Explain capabilities for managing plans across multiple schools within a district.
4. How does your solution ensure compliance with Pennsylvania school safety requirements and regulations?
5. Explain capabilities for generating required reporting to state education and emergency management agencies.

Plan Access and Distribution:

1. Explain integration capabilities with existing school information systems and communication platforms.
2. How does your solution support collaboration between school personnel and external emergency responders?
3. Describe capability to access completed plans by field responders and emergency operations center staff.
4. Explain capabilities for authorized users to share read-only versions with external stakeholders during emergencies.
5. Describe download/export capabilities and offline access options during system interruptions.
6. Describe how your solution can integrate with existing government systems in use at the municipal, county, and state level.

User Management:

1. Describe integration with training programs and emergency drills.
2. Describe bulk user management capabilities across multiple jurisdictions (e.g., replacing retiring planner across multiple plans)

IV. Module 3: High-Hazard Dam Emergency Action Planning Software

Anticipated system users: Engineering software companies, dam safety specialists, municipal governments.

Anticipated read-only users of a plan: county and state emergency management, Department of Environmental Protection.

Approach:

Describe innovative approaches to High-Hazard Dam Emergency Action Planning that address the complex technical requirements, multiagency coordination, and specialized approval processes unique to dam safety emergency planning.

Plan Creation and Editing:

1. Describe how your solution addresses the unique technical requirements of dam emergency action planning versus general emergency planning.
2. Explain integration capabilities with engineering software, GIS systems, and inundation mapping tools.
3. How does your solution handle the complex technical data requirements (dam specifications, hydrologic data, evacuation zone mapping, inundation areas)?
4. Describe capabilities for managing large technical attachments (engineering drawings, inundation maps, hydrologic studies).
5. How does your solution handle version control for technical documents that may be updated independently of the main plan?
6. How does your solution integrate with existing government systems in use at the municipal, county, and state level.
7. Describe the process to create and maintain approval workflows and notifications.

Plan Management:

1. Describe the capability of your solution to support the unique dam Emergency Action Plan (EAP) approval and review workflows that differ significantly from standard emergency plans.
2. How does your solution manage the technical review process involving engineers, regulators, and emergency managers?
3. Explain capabilities for tracking regulatory compliance and required updates.
4. How does your solution ensure compliance with federal dam safety requirements and state regulations?
5. Explain tracking of required plan updates and review frequencies.

Plan Access and Distribution:

1. Describe how your solution manages the complex stakeholder environment for dam emergency planning:
 - a. Dam owners/operators
 - b. State regulatory agencies (PA DEP)
 - c. Local emergency management
 - d. Downstream communities
 - e. Engineering consultants
2. Explain how your software solution supports the collaboration requirements of multiple technical experts contributing to a single plan, or a single technical expert contributing to multiple plans.
3. Describe capability to access completed plans by field responders and emergency operations center staff.
4. Explain capabilities for authorized users to share read-only versions with external stakeholders during emergencies.
5. Describe download/export capabilities and offline access options during system interruptions.

User Management:

1. Describe how your software solution manages the replacement of individual user accounts that have access to multiple different plans.

V. Cost or Licensing Methodology based on the potential users of the solution described for Modules 1 -3: Please note that not all of the potential users described in the Background Section may choose to not use the emergency operations planning software. **Please do not include pricing in your response.**

- a. Please provide a cost methodology that your company utilizes for planning solutions. **The Commonwealth is seeking information on a costing model only.**
- b. What cost-saving measures or industry best practices should the Commonwealth consider to ensure the optimal pricing?

VI. Are there any value-add services that we should consider when developing a new solicitation? Please describe.

VII. Are there any other recommendations that have not already been mentioned but that the Commonwealth should consider?

REQUEST FOR INFORMATION
ATTACHMENT C
GENERAL DEMONSTRATION GUIDANCE AND INSTRUCTIONS

All Offerors who participate in this RFI must provide a mandatory live demonstration detailing the functionality of the proposed solution as it relates to the requirements of the RFI.

At the beginning of the demonstration, the Procurement Officer will inform all attendees that the demonstration is not to be recorded.

Each Offeror will follow the same agenda as bulleted below. The management and key personnel from the Offeror's proposed team must be in attendance. It is the Commonwealth's expectation that key members of the actual proposed project team will present the material. All key personnel should introduce themselves and briefly address:

- A. Prior experience relevant to this project.
- B. Your role and responsibilities on the project, including interactions with other key personnel.

The Commonwealth expects the Offeror to demonstrate how the scenario would function in a production environment. If it is not possible to demonstrate the functionality in a production-like environment, the Offeror should explain why it cannot be demonstrated and use storyboards (e.g. PowerPoint slides, mock-up system screens) to conceptually present the proposed functionality and identify those components.

Questions may arise and take place during the demonstration. The Commonwealth reserves the right to deviate from the agenda to get a better understanding of the solution being presented. If the Offeror is unable to address a question or issue during the session, the Commonwealth will develop it as a clarification and submit it to the vendor for response after the meeting.

Discussions with attendees outside of the formal demonstration related to the solution, demonstration and/or the proposal process are strictly prohibited.

Agenda/Demonstration Expectations:

The following agenda identifies the Commonwealth's expectations for the demonstration and items to be addressed during the demonstration:

- The Offeror is responsible for effectively managing their allotted time.
- The demonstration will take place virtually via the Microsoft Teams application.
- Please email an electronic version of the slide presentation to Larry Dove (ldove@pa.gov) by the end of the business day on the day of the demonstration. The demonstration items will be included as part of the proposal.