

REQUEST FOR PROPOSAL FOR

**2025 Full Scale Exercise Development, Design, Facilitation, Control,
Evaluation, After Action Report**

Due Date: February 7, 2025

Issued by

**The Susquehanna County Emergency Management Agency
210 Public Way, Suite 3
New Milford, PA 18834**

Quotes can be submitted electronically to saylesworth@susqco.com

By COB on February 7, 2025

Direct any questions to Scott Aylesworth @570-278-5914

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDORS

1. Susquehanna County reserves the right to reject any or all quotes and, unless otherwise specified by the vendor, to accept any item in the quote. In case of error in extending the total amount of the quote, the unit price will govern.
2. The County will make the final payment when the materials, supplies, equipment, or the work performed has been fully delivered or completed to the full satisfaction of the Board of County Commissioners.
3. In case of default by the vendor or contractor, the Susquehanna County Commissioners, Susquehanna County Emergency Management Agency, and LEPC may procure the articles or services from other sources and hold the vendor or contractor responsible for any excess costs occasioned thereby.
4. Quotes submitted shall be irrevocable.

5. Whenever a reference is made in the specifications or in describing the materials, supplies, or services required, of a particular trade name or manufacturer's catalog or model number, the vendor, if awarded the contract, will be required to furnish the particular item referred to in strict accordance with the specifications and descriptions **UNLESS** a departure or substitution is clearly noted and described in the quote by the vendor and accepted by the County.
6. The vendor, if awarded a contract or order, agrees to protect, defend, and hold harmless the Board of County Commissioners against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract. He/she further agrees to indemnify and hold harmless the Board of County Commissioners from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, his/her servants or agents. To this extent, the vendor or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the Board of County Commissioners wherever such insurance, in the opinion of the Board, is deemed necessary.
7. Concealed weapons, whether with or without a permit, are not allowed in any Susquehanna County Building or any facilities participating in this exercise.
8. As a governmental body we are tax exempt.

The Susquehanna County Emergency Management Agency and LEPC on behalf of Susquehanna County are accepting proposals for a Spring 2025 Full Scale Exercise Development, Design, Facilitation, Control, Evaluation, and After Action Report. The purpose of this proposal is to select a lowest responsive and responsible bidder for the specified time periods. The vendor selected from this RFP process shall provide these services, as defined hereafter. The details of the services needed are further defined below:

Request for Price

This request for pricing is to coordinate the planning and execution of a mock train derailment involving hazardous materials for Susquehanna County.

The Drill will exercise the participating groups:

Norfolk Southern Railroad

Endless Mountain Health Care/Barnes Kasson Hospital: procedures for mass casualties, and possible decontamination of patients if required.

Blue Ridge School District: the district policy for incidents with students that have sustained injuries, require treatment and transportation to a medical facility and the school reunification policy

Emergency Medical Services: mass casualty procedures, triage, patient packaging and transportation and decontamination of patients

Fire Department: control of the hazardous materials, extrication of patients, and decontamination of the patients if required.

Susquehanna County Contracted HazMat Team: control of the hazardous materials, extrication of patients, and decontamination of the patients if required

Susquehanna County\New Milford Township Emergency Management

What is requested:

1. A Scenario involving a train derailment with hazardous materials
2. 3 Planning meetings
3. 1 Tabletop exercises prior to the drill
4. Evaluators for all functioning entities participating in the drill
5. After Action Discussion with all entities (Hot Wash)
6. Follow up report for each entity on the recommendations for implementation to enhance their procedures for incidents of this nature.

7. All entities participating will provide actors, equipment, personnel, props, emergency vehicles etc. to conduct the exercise
8. With an Execution date of May 2025
9. The exercise must meet all the current Homeland Security Exercise and Evaluation Program (HSEEP) requirements.

Acceptance and Rejection of Quotes:

Susquehanna County reserves the right to:

- Award a quote received on the basis of individual items, or on the entire list of items
- Reject any or all quotes, or any part thereof
- Waive any informality in the quotes
- Eliminate conditions or terms that are not in the best interest of Susquehanna County and its residents or participating entities.
- Susquehanna County makes no representations or guarantees as to any minimum amounts being purchased by the County or if the County will purchase through this quote.

Quote Selection:

Quote selection does not guarantee a contract for services will be awarded.

The selection process includes:

- All quotes will be evaluated in accordance with the criteria in the RFP.
- Based upon the results of the evaluation, the Susquehanna County Commissioners, Susquehanna County EMA and LEPC will select a Vendor for the service which determines to be the lowest responsive and responsible bidder.
- Susquehanna County EMA and LEPC will work with the vendor who was selected as the lowest responsive and responsible bidder to finalize the details of the contract document.
- If the Susquehanna County Commissioners, Susquehanna County EMA, and LEPC and the vendor are able to successfully finalize the contract document details, Susquehanna County EMA and LEPC will recommend the vendor for hire.

- If the Susquehanna County Commissioners, Susquehanna County EMA and LEPC and the Vendor are unable to successfully come to terms regarding the contract, EMA reserves the right to terminate contract discussions with the Vendor. In this event, EMA reserves the right to select another Vendor from the quote process, cancel the RFP, or reissue the RFP if this is deemed necessary.

Contract Period, Funding and Invoicing:

The contract will be written for a period of **time deemed required to complete all requirements of the RFP**. Contract reimbursement is based on successful completion and approval of all equipment and services over the period of the contract

Insurance Requirements:

GENERAL CONDITIONS

Bidder's Insurance Provisions

During the Agreement and for such additional time as may be required, Bidder shall provide, pay for, and maintain in full force and effect the insurance outlined herein for coverage at not less than the prescribed minimum limits covering Bidder's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Bidder or subcontractor or by anyone for whose acts any of them may be liable.

Certificates of Insurance

Before starting work, Bidder shall give the County a certificate of insurance completed by Bidder's duly authorized insurance representative certifying that at least the minimum coverage required herein is in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy (ies) of issuance without thirty (30) days advance written notice to:

**Susquehanna County Emergency Management Agency
210 Public Way, Suite 3
New Milford, PA 18834**

REQUIREMENTS AND SPECIFICATIONS

The intent of this QUOTE is to obtain proposals and secure pricing for this Full-Scale Exercise

Request for Proposal/Quotes for:

2025 Full Scale Exercise Development, Design, Facilitation, Control, Evaluation, After Action Report

The Susquehanna Emergency Management Agency is requesting proposals for the development, design, facilitation, evaluation, and after-action report/improvement plan reporting for a Full-Scale exercise. Susquehanna County Emergency Management has limited funds and a set budget for this exercise.

The exercise concept and objectives meeting has been conducted and has generated the following:

1. The exercise is scheduled for May 2025 in Susquehanna County, Pennsylvania. The exercise scenario is to involve a “train derailment with hazardous materials” transportation related incident, of local significance. Multiple local jurisdictions will participate in the response to, mitigation of, and the recovery from the incident.
2. The private contractor deliverables (to be in accordance with the exercise planning, deployment, and deliverables target timeline) are as follows:
 - a. Master Schedule of Events (MSEL) and associated injects (including social media injects) for the ROC and Forward Command Post vehicle (simulation cell to be staffed by non-private contractor personnel).
 - b. Electronic copy of the After-Action Report (AAR) Improvement Plan (IP)
 - c. Exercise Plan (Ex Plan) – Situation Manual.
 - d. Provide one (1) Senior Controller/Evaluator to facilitate training and briefing of exercise controllers and evaluators prior to the start of the exercise and to conduct the post exercise hot wash.
 - e. In-person facilitation of three (3) planning meetings to be held at the Susquehanna County EOC and the production of meeting minutes.
 - f. Sign-in sheets for the Forward Command Post.
 - g. Production, copying, and printing of all exercise documents.

3. Project Deliverables Itemization:

Deliverable
Master Schedule of Events and Associated Injects
Facilitate 1 Tabletop Exercise with critiques Facilitate 3 Planning Meetings and Produce Minutes
Scenario Development, Exercise Plan/Situation Manual Development (including all appendices), Publishing and Shipping
Controller/Evaluator Pre-Exercise Training and Briefing.
Facilitators and Supporting Staff
After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping
Production, Copying, and Printing of All Exercise Documents

4. Exercise planning, deployment, and deliverables target timeline:

- a. Feb 7, 2025 Develop and request responses for contractor RFPs
- b. Feb 12, 2025 Bids to be opened at County Commissioners meeting
- c. Feb 14, 2025 Bid to be awarded
- d. Feb 26, 2025 Initial Planning Meeting
- e. Mar 12, 2025 First draft of MSEL and updated participant list
- f. Mar 26, 2025 Mid-Term planning meeting
- g. Apr 9, 2025 Final Planning Meeting
- h. Within 20 days of the confirmed exercise date – submit final version of Situation and Players Manuals to Susquehanna County EMA \ LEPC
- i. Apr 30, 2025 Tabletop Exercise
- j. May 17, 2025 Full Scale Exercise
- k. May 2025 Draft of AAR/Improvement Plan
- l. May 2025 Finalized AARP
- m. May 2025 Full payment to contractor

5. The core capabilities to be tested are from the response mission area:

- a. Operational Coordination
- b. Environmental Response/Health and Safety
- c. Planning (School\County response plans)
- d. Operational Communications

e. Public Health, Healthcare, and Emergency Medical Services

The Susquehanna County EMA and LEPC must approve all exercise aspects, and will assist as possible with miscellaneous tasks, coordination, and incidental items.

PROPOSAL FORMAT AND EVALUATION PROCESS

To expedite and simplify the process for evaluating quotes, and to assure each quote receives the same orderly review, it is required that all quotes be submitted in the format as described in this section. Quotes must contain all the elements of information specified without exception.

Section 1 – Cover Sheet

Section 2 – Cost Sheet/Line Items:

For electronic - submit a cost sheet
Proposals submitted with escalations and/or footnotes indicating changes or negotiations in price may be disqualified.

Section 3 – Executive Summary:

Provide the following information relative to the company:

- **Location of Company** – Provide the address for the company’s headquarters or name of the Vendor’s local office nearest to the City of Cincinnati, Ohio (if applicable). Include a contact name, address, and phone number.
- **Vendor’s Primary Business** – State the company’s primary line of business, the date established, the number of years of relevant experience, and the number of employees.
- **Company History** – Provide a brief history of Vendor’s organization. State briefly the programmatic and administrative experience qualifying the Vendor to perform the proposed services. Include the Vendor’s mission statement, philosophy of service, and any special qualifications.

Section 4 –Project Deliverables

Describe your action for meeting the project deliverables as described in section numbers 3 and 4. Vendors are encouraged to identify their services’ distinguishing characteristics, which should be reviewed.

Attachment COST SHEET

Deliverable	Cost per Deliverable
Master Schedule of Events and Associated Injects	\$
Facilitate 1 Tabletop Exercises and Critiques	\$
Facilitate 3 Planning Meetings and Produce Minutes	\$
Scenario Development, Exercise Plan/Situation Manual Development (including all appendices), Publishing and Shipping	\$
Controller/Evaluator Pre-Exercise Training and Briefing.	\$
Facilitators and Supporting Staff	\$
After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping	\$
Production, Copying, and Printing of All Exercise Documents	\$
Exercise Cost: Total	\$

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____