



**FRANKLIN COUNTY  
EMERGENCY  
MANAGEMENT  
REQUEST FOR  
PROPOSAL**

Consultant Services for a Homeland  
Security Exercise and Evaluation  
Program(HSEEP) Compliant Exercise and  
First Responder Drill(s)

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## **A. Executive Summary**

APC staff consists of individuals that have extensive experience in the public safety field and a vast knowledge in emergency preparedness planning that includes developing numerous emergency plans and developing, conducting, and evaluating discussion/operations based Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises. APC takes pride in providing clients with outstanding services and exceeding expectations.

Exercises are a proven method of uncovering unforeseen circumstances and confronting the well-being of the community. They highlight possible gaps in the current planning and potential deficiencies in the response team's readiness to effectively address a challenging situation. Our exercise sessions are custom tailored to the individual needs of the client. A well planned, site-specific exercise, are intended to evaluate the viability of current preparedness measures in-place throughout the community and with its partners.

Where deficiencies are noted, plans for improving the team's processes and response procedures are developed, ensuring that the community is prepared to sustain operations and the Teams can protect the community it serves when faced with an unanticipated event. Our discussion and operations based exercises are structured to test the team's plans, readiness, and recovery capabilities and is consistent with the best practices of incident management. We develop a partnership with our customers to help ensure that they are prepared to respond to and recover from any type of community incident/event.

Our exercises are based on some fundamental principles:

- The exercise is developed, with the local planning team, is based on local plans and resources, and is "realistic in nature".
- There is no "hidden agenda" or any trick questions or injects.
- Participation is the key to making the exercise a success. We encourage it.
- The exercise is conducted in an open, low-stress, no-fault environment.
- We encourage all participants to provide suggestions, recommended actions, and/or varying viewpoints but ask all be respectful of differences.

## **B. Project Contact**

Tim Kitchen

Advanced Planning Consultants LLC.

118 Bearss Circle

Longwood, Florida 32750

321-609-1268

[tim@advanced-plan.com](mailto:tim@advanced-plan.com)



### **C. Introduction**

APC will work in conjunction with Franklin County and the designated Planning Team to establish the goals and objectives of the exercises. APC will furnish the necessary personnel, materials, and services to provide assistance to Franklin County for the development and execution of the Homeland Security Exercise and Evaluation Program (HSEEP) compliant drill/exercise. Our Staff will facilitate all necessary planning meetings, and develop/distribute meeting notices, sign-in rosters, meeting agendas, and meeting minutes. Staff will also provide all of the appropriate exercise documentation such as Situation Manual, Exercise Plan, Master Scenario Events List (MSEL), Feedback Forms, Exercise Evaluation Guides, Controller/Evaluator Book and After-Action Report/Improvement Plan. Further details regarding the exercise are provided throughout the proposal.

## **D. Company Profile/Experience**

### **Advanced Planning Consultants LLC**

Advanced Planning Consultants, LLC has been established as a collaborative partnership of public safety professionals to offer a variety of preparedness services to ensure the continued strengthening of local community's resiliency to disasters. APC offers an abundance of Emergency Preparedness Training and Exercise services to all public safety agencies. APC has the ability to develop and execute Homeland Security Exercise Evaluation Program (HSEEP) compliant Workshops, Drills, Tabletops, Functional, and/or Full-Scale Exercises based on local community plans, protocols, and procedures.

### **Knowledge/Experience with FDEM Contracts**

APC staff ensures full administrative compliance with all contracts and grants. Personnel has extensive knowledge and experience with FDEM contract requirements from managing current agreements as well as previous job responsibilities with the East Central Florida Regional Planning Council (ECFRPC). At the ECFRPC staff served at the Emergency Preparedness Manager, Rural Domestic Security Task Force Planner, and Local Emergency Planning Committee Staff. Job responsibilities consisted of ensuring compliance with the following FDEM grants:

- Emergency Management Preparedness and Assistance (EMPA)
- Emergency Management Performance Grant (EMPG)
- State Homeland Security Grant Program (SHGP)
- Hazardous Materials Emergency Preparedness (HMEP)

\* See Pg. 9 Resume for additional details

### **Project/Emergency Preparedness Experience**

Advanced Planning Consultants, LLC was established in May of 2015 as a collaborative partnership of public safety professionals to offer a variety of preparedness services. Since the establishment of APC, staff has managed several local and regional projects in the state of Florida that include:

- Florida Taskforce 4 - 2 Day Full-Scale Mobilization/Urban Search and Rescue Exercise
- Local Emergency Planning Committee District IX – Hazardous Materials Commodity Flow Study
- Volusia County/City of Port Orange – Hurricane Tabletop Exercise
- Monroe County Emergency Management – Loss of Water Supply Plan Development and Exercise
- Osceola County Emergency Management – Tornado Workshop/Tabletop Exercise
- Florida Department of Health in Osceola County – Poseidon's Trident Full-Scale Community Exercise
- Brevard County Emergency Management – Brevard Preparedness Campaign



APC staff has extensive knowledge in developing, updating, and revising local jurisdictions plans as well as developing and conducting HSEEP compliant discussion based and operations based exercises from previous work for the East Central Florida Regional Planning Council. Additional Experience is as follows:

Contract	Closing Date
Volusia County Staging Area (CSA) Plan	1/31/2012
Brevard Comprehensive Emergency Management Plan	3/1/2012
Orlando Utilities Commission (OUC) Tabletop Exercise	3/31/2012
Orange County Post Disaster Redevelopment Plan (PDRD)	3/31/2012
Orlando/Orange Urban Area Security Initiative (UASI) NBA Exercise	4/30/2012
Osceola Joint Information Center (JIC)/Joint Information System (JIS) Plan and Exercise	4/30/2012
Volusia/Ocean Center Emergency Operations Plan (EOP)	4/30/2012
State Training and Exercise Plan/Workshop – Region 5	4/30/2012
Orange County Sheriff's Office Preventative Radiological Nuclear Detection (PRND) Exercise	4/30/2012
Volusia County Emergency Management Accreditation Program (EMAP)	9/1/2012
Volusia Resource Management and Logistics Plan (RMLP)	9/1/2012
Seminole County Center for Independent Living (CIL) Tabletop Exercise	11/30/2012
Volusia Continuity of Operations Plan (COOP)	12/31/2012
Kissimmee Airport Tabletop Exercise	1/31/2013
Volusia County Debris Management Memorandum of Understanding (MOU)	2/28/2013
Volusia/Daytona Airport Tabletop Exercise	3/31/2013
Urban Area Security Initiative (UASI) Medical Surge Full-Scale Exercise	4/30/2013
Volusia Floodplain Management Plan (FMP) & Local Mitigation Strategy (LMS) Integration	4/30/2013
Florida Department of Health (FDOH) Point of Dispensing (POD) Exercise	6/30/2013
Brevard County Continuity of Operations (COOP) Plan	12/1/2013
Brevard County Local Mitigation Strategy (LMS)	12/1/2013
Brevard Public Information Officer Functional Exercise	12/31/2013
Osceola Hospital Full-Scale Exercise	4/30/2014
Volusia County/Bethune Cookman HazMat Tabletop Exercise	4/30/2014
Volusia County/Stetson Infectious Disease Tabletop Exercise	4/30/2014
Volusia County/City of Deland Tornado Tabletop Exercise	4/30/2014
Brevard County Rail Plan and Tabletop Exercise	4/30/2014
Urban Area Security Initiative (UASI) Functional Med Surge Exercise	4/30/2014
Lake County Comprehensive Emergency Management Plan (CEMP)	6/30/2014
Volusia-Operation Vanishing Mosquito Full-Scale HazMat Exercise	10/30/2014
Volusia County Local Mitigation Strategy (LMS)	10/31/2014
Osceola Continuity of Operations Plan (COOP) Plan	12/1/2014

Contract	Closing Date
Orlando/Orange Urban Area Security Initiative – Threat Hazard Identification Risk Assessment (THIRA)	12/31/2014
Florida Department of Health in Lake County Public Information Office (PIO) – Infectious Disease Tabletop Exercise	2/27/2015
Brevard County Comprehensive Emergency Management Plan (CEMP)	4/1/2015
Volusia County Comprehensive Emergency Management Plan (CEMP)	5/15/2015



## **E. Description of Services**

The tasks/services to be provided by APC under this RFP include the following:

#	Task	Proposed Approach
1	Facilitate/Conduct all necessary TTX planning meetings and develop/distribute all appropriate correspondence.	Staff shall facilitate/conduct all necessary planning meetings in person or virtually (Concept/Objectives, Initial Planning, Mid-Term Planning, Final Planning, Intermittent meetings or conference calls as needed.); develop and distribute meeting notices, sign-in rosters, meeting agendas, and meeting minutes electronically and hard copy as needed.
2	Coordinate and develop Homeland Security and Exercise Evaluation (HSEEP) compliant documentation.	Staff shall incorporate Subject Matter Expert (SME) input from Manatee County for the development of all HSEEP compliance documentation to include: Agendas; Meeting Minutes; Situation Manual; Controller/Evaluator Handbook; Exercise Evaluation Guides; Participant Feedback Forms; After Action Report/Improvement Matrix.
3	Coordinate exercise logistics as identified by planning team.	Staff shall coordinate all appropriate exercise logistics as needed to support the conduct/execution of the Tabletop Exercise (TTX).
4	Coordinate exercise controllers and evaluators.	Staff shall coordinate Subject Matter Experts (SMEs), as appropriate, to serve as exercise controllers and evaluators to ensure proper exercise implementation and documentation of activities.
5	Facilitate exercise conduct.	Staff shall facilitate exercise conduct by ensuring the implementation of the following: Controller/Evaluator Training; Exercise Briefing; Exercise Conduct; Hotwash/Debriefing.
6	Develop After-Action Report and corresponding Improvement Plan.	At the conclusion of the exercise, staff shall develop the After-Action Report to capture the analysis of Core Capabilities, including capability strengths and areas of improvement. The AAR shall also include the appropriate improvement matrix to address corrective actions.
7	Exercise Closeout Package	Staff shall provide a final exercise closeout package to include the following: Meeting Agendas/Minutes; Sign-In Sheets; Situation Manual; Power Point Presentation; After Action Report Improvement Plan; and Participant Evaluations
8	Production of a draft Continuity of Operations Plan for review and approval by the County	Staff shall produce a Draft Continuity of Operations (COOP) Plan to include: Notification Plans; Crisis Communications Plans; and Continuity of Operations Plans.
9	Assistance with the requisite administrative processes and documentation required for grant compliance	Staff shall provide support services to assist the county emergency management office with completing all required quarterly reports, submitting request for reimbursement and conducting the close out report.



## **F. Timeline of Deliverables**

The following calendar timeframes are estimations to be followed for deliverables:

#	Task	Projected Date
1	Concepts and Objectives Meeting / Initial Planning Meeting	June 14, 2016
2	Mid-Term Planning Meeting	June 28, 2016
3	Final Planning Conference	July 12, 2016
4	Conduct the HSEEP Exercise	July 26, 2016
6	Conduct First Responder Drill(s)	July 27-29, 2016
7	Initial review of AAR	August 12, 2016
8	Final AAR	August 26, 2016

\* The proposed dates are recommendations and are subject to change based on needs/availability.

## **G. Project Costs**

Total Project Cost: \$11,000.00

Payments will be made by Manatee County to Advanced Planning Consultants LLC as follows:

1. 25% after the Concepts and Objectives Meeting/Initial Planning Meeting
2. 25% after the conduct of the HSEEP Exercise and First Responder Drill(s)
3. 50% after the final delivery of the After Action Report

## **H. Staff Qualifications**

The following is the primary staff assigned to serve a leadership role for this project. Please reference the subsequent pages for additional information regarding personnel experience and qualifications to include resume and references.

### **Project Manager**

Tim Kitchen  
Master Exercise Practitioner  
B.S. Fire and Emergency Services  
University of Florida



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## **Resume - Timothy Kitchen**

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### **Education**

**University of Florida — Gainesville, FL**  
**Bachelor of Science in Fire & Emergency Management**

**May 2009**

*Relevant Courses:*

- FES & EMS Management
- Natural Disaster Phenomena
- Multi Agency Command
- Integrated operations
- Management of Mass Casualty Incidents
- Design & Management of Community Disaster Exercises

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### **Work Experience**

**Advanced Planning Consultants LLC.**  
**Partner/Associate**

**May 2015-Present**

- Emergency Preparedness Planning, Development, and Review
- Standard/Complex HSEEP Compliant Exercise Planning and Conduct
- Specialized Emergency Preparedness Planning Services

**East Central Florida Regional Planning Council**  
**Emergency Preparedness Manager**

**October 2012-May 2015**

- Supervise all Emergency Preparedness Activities
- Emergency Planning, Development, and Review
- Plan and Conduct of HSEEP Compliant Exercises
- Staff to the District VI Local Emergency Planning Committee
- Region 5 Regional Domestic Security Task Force Planner
- Urban Area Security Initiative Emergency Management Project Manager

**East Central Florida Regional Planning Council**  
**Emergency Preparedness Planner**

**February 2011-October 2012**

- Emergency Planning, Development, and Review
- Plan and Conduct of HSEEP Compliant Exercises
- Staff Support to District VI Local Emergency Planning Committee
- Region 5 Regional Domestic Security Task Force Support
- Urban Area Security Initiative Emergency Management Project Support

**Brevard County Emergency Management**  
**Volunteer Staff**

**October 2010-February 2011**

- Mitigation and Preparedness Planning Support
- Via Radio Project
- Comprehensive Emergency Management Plan Review
- ALF Emergency Plans & Special Needs Registry

**Red Cross of North Central Florida**  
**Emergency Services Volunteer**

**May 2009-August 2009**

- Review/Update the Chapters Disaster Response Plan
- Updated the Chapters Continuity of Operations Plan (COOP)
- Recreated/Updated the Chapters Disaster Action Team (DAT) Manual
- Updated the Chapters Shelter Information
- Provided several casework functions and responded to numerous incidents

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### **Emergency Management Qualifications**

**FEMA Emergency Management Institute**

- Master Exercise Practitioner
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS for Command and General Staff
- Professional Development Series (PDS)
- 40+ Additional Certificates.(Available Upon Request)

## **I. Professional References**

### **REFERENCE #1**

Name: Kimberly Prosser  
Title: Emergency Management Director  
Organization: Brevard County Emergency Management  
Address: 1746 Cedar Street  
City/State/Zip: Rockledge/Florida/32955  
Phone/E-mail: 321-637-6670/ [Kimberly.prosser@brevardcounty.us](mailto:Kimberly.prosser@brevardcounty.us)

### **REFERENCE #2**

Name: Thomas Carpenter  
Title: Emergency Management Director  
Organization: Lake County Emergency Management  
Address: 425 W Alfred St.  
City/State/Zip: Tavares/Florida/32778  
Phone/E-mail: 352-343-9420/ [tcarpenter@lakecountyfl.gov](mailto:tcarpenter@lakecountyfl.gov)

### **REFERENCE #3**

Name: Jim Judge  
Title: Emergency Management Director  
Organization: Volusia County Emergency Management  
Address: 3825 Tiger Bay Rd.  
City/State/Zip: Daytona Beach/Florida/32124  
Phone/E-mail: 386-254-1500 Ext. 11505/ [jjudge@volusia.org](mailto:jjudge@volusia.org)

### **REFERENCE #4**

Name: Manuel Soto  
Title: Emergency Management Director  
Organization: City of Orlando Emergency Management  
Address: 110 N George De Salvia  
City/State/Zip: Orlando/Florida/32807  
Phone/E-mail: 321-235-5438/ [Manuel.soto@cityoforlando.net](mailto:Manuel.soto@cityoforlando.net)