

**Franklin County
Board of County Commissioners-
Emergency Management**

**Request for Qualifications
for
Homeland Security Exercise
Evaluation Program
Exercise and Drills**

Submitted by:

Disaster, Strategies and Ideas Group, LLC
2050-D Capital Circle NE
Tallahassee, Florida 32308
850.385.4013



June 3, 2016

Ms. Pamela Brownel, Director
Franklin County Emergency Management
33 Market Street
Apalachicola, Florida 32320



RE: Request for Qualifications for HSEEP Compliant Exercise and Drills

Dear Ms. Brownell:

Exercises are conducted to educate and update the county's emergency management players who may become involved in emergency operations center (EOC) operations. Exercises provide participants with any important updates to existing response and recovery plans. Successful responses to emergencies over the years have demonstrated that providing exercises eventually pays huge dividends when an emergency occurs.

Disaster, Strategies and Ideas Group, LLC (DSI) is ready to provide our emergency management team to assist Franklin County Emergency Management (FCEM) office in successfully executing a one-day exercise and communications drills based on a scenario decided upon the county's exercise planning team. DSI will provide an experienced team to facilitate the exercise and drills and ensure all documents are compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) throughout the event. Additionally, DSI will participate in the planning conferences, the creation of an agenda, the preparation of a multi-media presentation, and provide any handouts and necessary equipment. We understand Franklin County will coordinate agency invitations, provide technical assistance to ensure consistency with county emergency management objectives, and provide the workshop venues.

DSI's HSEEP-certified exercise team members bring years of planning and training experiences to both public and private sectors. Included within are DSI's overall emergency management qualifications, including general project experience. We have outlined a proposed technical approach for developing the exercise needed to satisfy your requirements.

DSI is committed to providing the most qualified team possible to effectively complete all of the services, including reports and requests for payment, as required by the Franklin County emergency management office and the Florida Division of Emergency Management.

Mr. David Crisp will serve as the Exercise Director and he can be reached at david@dsideas.com. Mr. Gary Yates will be the administrative contract manager and he can be reached via cell at 850.491.2407 or by calling the DSI office at 850.385.4013. The entire team is listed below.

David Crisp – Mr. Crisp has more than 30 years of combined experience in the Emergency Management field on the local, state and federal levels of government. His relevant experience includes project management, planning, emergency management risk assessment, physical and information security management, and training. As a result of Mr. Crisp's extensive planning expertise, he is currently providing exercise planning services on behalf of the DSI Group.

Prior to joining the DSI team, Mr. Crisp was a senior planner at the Federal Emergency Management Agency, Region IV Thomasville, Georgia, office where he provided comprehensive planning services following major disasters in the southeastern United States. As the Planning Chief, he was responsible for compiling the Incident Action Plan, the Situation Report and status briefings.

Mr. Crisp served as Planning Chief for the emergency management programs in North Carolina and in Florida. While in Florida, he was the Planning Chief for all Emergency Operations Center activations of the State Emergency Response Team. He was instrumental in restructuring the SERT to reflect the Incident Command System approach and implementing the Incident Action Planning process during exercises and real-time events.

Assisting Mr. Crisp will be a team of at least three other DSI professionals that will act as facilitators, evaluators, and scribes for the exercise. These professionals will include emergency management subject matter experts as deemed appropriate for the exercise by Mr. Crisp and agreed to by FCEM and the Exercise Planning Committee.

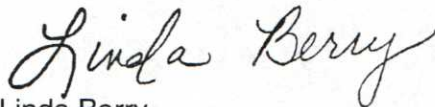
Harold Joyner, Senior Planner and Facilitator. Mr. Joyner has worked for both the Florida and North Carolina Divisions of Emergency Management as a Planner, including in the area of Emergency Operations Center planning and training. He has been involved in the development of several planning documents in Florida and has worked with DSI for several years in the development and update of emergency management plans for state and local governments. He has facilitated several tabletop exercises in North Florida.

DSI is ready and able to assist Franklin County with the important task of developing and executing an HSEEP compliant exercise and drills as well as with the completion of all the necessary documents and reports to ensure that it complies with all aspects of HSEEP.

For these services, including all the tasks and deliverables outlined above and in the County RFQ, DSI will complete these services for the total lump sum of \$9,800.00.

Please let us know if you have any questions. We look forward to working with the Franklin County Emergency Management on this critically important emergency management project.

Sincerely,



Linda Berry
President

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3. Statement of Background and Experience

This is a response by Disasters, Strategies & Ideas Group, LLC ("DSI") to a Request for Qualifications ("RFQ") issued by the Franklin County Emergency Management office ("FCEM") seeking bids for an HSEEP compliant exercise and (3) three communications drills. DSI and its staff have extensive experience in developing and facilitating Homeland Security Exercise and Evaluation Program ("HSEEP") compliant exercises for local and state governments, and we are ready to assist Franklin County in creating an exercise that would efficiently and effectively test the functionality of the County ESFs in response to a scenario selected at the initial planning meeting. DSI will work closely with Franklin County's Emergency Management Director and the County's Exercise Planning Committee to develop a HSEEP Exercise and Communications Drills that will fulfill the goals and objectives set forth by the RFQ and established by the Committee.

A. Vision for Achieving Project Objectives

DSI will coordinate its planning and actions with the FCEM Director, and the Exercise Planning Committee to jointly develop and facilitate an exercise and drills that is tailored to the specific and likely situational hazards that will test the County ESF response and recovery capabilities.

B. Company Information

DSI is a state-certified woman-owned business with a staff of approximately 40 professionals located throughout Florida, with its primary office located at 2050-D, Tallahassee. DSI provides comprehensive homeland security and emergency management consulting services for clients that include state governments, cities, counties, special districts, federal agencies, and private entities. DSI's mailing address is P.O. Box 12333, Tallahassee, Florida 32317-2333, and our primary contact for questions, information, or negotiation relating to this RFQ response is Gary Yates, our Chief of Operations. DSI's main office phone number is 850-385-4013 and the office fax number is 850-385-1510. Mr. Yates cell phone number is 850-491-2407, and his email address is gary@dsideas.com.

C. Company Experience

DSI offers an integrated approach to project solutions that builds value for clients and helps advance the best practices of the disciplines and industries they serve. Through its successful work history, DSI has earned a reputation as one of the leading emergency management consulting firms in the Southeastern United States. We assist state and local entities as they build capacity needed to examine, conceive, develop, implement, maintain, and enhance plans and programs that reduce the population's vulnerability to natural and human-caused hazards and disasters.

Established in 2003 by former Florida Division of Emergency Management Director Joseph Myers to provide a full array of innovative and relevant emergency management services, DSI's client base has rapidly grown over the past ten years and our products and offerings have also continued to expand. DSI has provided homeland security and emergency management services to many clients, with the majority located in the State of Florida and the Southeastern United States. DSI's services include the development and/or update to a variety of emergency management plans (and annexes); state of the art training, exercises and drills for all response disciplines; Mass Casualty Incident Plans; Continuity of Operations and Continuity of Government plans—including an innovative technology solution; FEMA Public Assistance and Individual Assistance program support to state and local entities; compliance and performance evaluations; and quality assurance programs.

DSI serves or has served as preparedness, response, recovery, and mitigation consultant for a variety of state and local stakeholders, including:

- State of Florida, including the Division of Emergency Management; Department of Health; Department of Economic Opportunity; Department of Financial Services; Executive Office of the Governor; Office of Attorney General; Department of Agriculture and Consumer Services; Florida Court System; and others
- State of North Carolina Division of Emergency Management;
- Many Florida County and Municipal Agencies;
- Several local jurisdictions in North Carolina; and
- Several private organizations

The strength and outstanding reputation that DSI has earned is directly correlated to the core leadership "group" that comprises DSI. Our carefully selected senior consulting staff has amassed a combined total of over 350 years of experience in professional and executive positions in emergency management, homeland security, health and medical, law enforcement, public works, transportation and quality assurance management.

DSI group members have proven expertise in the following areas:

- Homeland Security Exercise and Evaluation Program (HSEEP) Facilitation
- Public Assistance & Mitigation
- Training Development and Delivery
- Grants and Project Management
- Comprehensive Emergency Management Planning (local, state, and federal)
- Continuity of Operations Planning
- Development of Preparedness and Response Plans and Planning Frameworks

D. Company Project Manager

DSI's **Project Manager** for the HSEEP Drills and Exercise will be David Crisp. Mr. Crisp has worked with DSI as a senior planning and training consultant for several

years and has conducted dozens of HSEEP compliant exercises. David will be the ideal Project Manager to work with the FCEM to develop and execute an efficient, practical, and valuable HSEEP Exercise.

Assisting Mr. Crisp will be a team of other DSI professionals that will act as facilitators, evaluators, and scribes for the exercise. These professionals will include emergency management and subject matter experts as deemed appropriate for the exercise by Mr. Crisp and agreed to by FCEM and the Exercise Planning Committee.

E. Deliverables to Provide Required Services

DSI will provide consulting, planning assistance and expertise to Franklin County for the development, delivery, and execution of an HSEEP Exercise and drills that focuses on the functionality of all the County ESFs in response to an incident in the county. The scenario may be serious enough to mandate evacuations and shelter-in-place directives; sufficient casualties will be included such that the County's first responders are also stressed by the event. DSI has conducted many HSEEP compliant exercises in the state of Florida, and we will be prepared to work with Franklin County to specifically tailor the exercise to include any situations, hazards, and/or injects desired by the County's Exercise Planning Committee. In addition, our exercise team is available and committed to personally attend local meetings during the contract period.

DSI will provide FCEM with at least the following deliverables for this project:

1. A written description of the proposed Exercise and drills that will be developed in conjunction with the Franklin County Exercise Planning Committee and then submitted to FCEM for final approval.
2. The development and completion of all HSEEP required exercise planning milestones and documents including: at least three Planning Conferences, an Exercise Plan, a Situation Manual, a Master Scenario Events List, and an Evaluator Handbook.
3. The conduct and facilitation of at least a four- to six-hour long Exercise and drills at the Franklin County EOC.
4. An After Action Report with recommendations and an Improvement Plan.

All of our work will be done in partnership with Franklin County Emergency Management and DSI will ensure that every deliverable is completed professionally and timely. We will also quickly revise deliverables as deemed necessary by the FCEM and its Exercise Planning Committee.

DSI is prepared to develop all the required HSEEP compliant documents and conduct all necessary planning conferences as soon as requested by the County. All post-exercise deliverables will be provided by DSI to Franklin County within forty-five (45) days of the completion of the exercise.

4. Cost Proposal

DSI is ready and able to assist Franklin County with the important task of developing and executing an HSEEP compliant exercise and drills as well as with the completion of all the necessary documents and reports to ensure that it complies with all aspects of HSEEP.

For these services, DSI will charge Franklin County the total sum of \$9,800.00.

5. List of References

We are providing the following three references that you may contact. We believe these counties are comparable to Franklin County in planning for and completing an HSEEP-compliant exercise.

- Ms. Lynn Abel, Director
Washington County Public Safety
- Mr. Scott Nelson, Director
Wakulla County Emergency Management
- Mr. Marshall Nelson, Director
Gulf County Emergency Management