

Request for Qualifications for
Franklin County
Emergency Management



Prepared by:
The Management Experts, LLC

June 3, 2016

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Tallahassee, FL 32312
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June 3, 2016

Franklin County Clerk's Office
33 Market Street, Suite 203
Apalachicola, Florida 32320

RE: RFQ - Homeland Security Exercise Execution

To Whom It May Concern:

The Management Experts (TME), LLC is pleased to submit this proposal to execute one Homeland Security Exercise Evaluation Program (HSEEP) Compliant Exercise and a minimum of one Drill for First Responders in Franklin County.

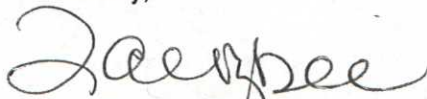
Established in 2007, TME, LLC, is a woman-owned company and is a certified State of Florida Minority Business. TME has worked with Franklin County Emergency Management since 2008 and the principals of The Management Experts, LLC have extensive experience in executing Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises.

We are considered highly skilled executive leaders in managing, planning, coordinating, and implementing exercises with achievements in meeting the goals and objectives for our clients and adhering to strict deadlines. We use our comprehensive emergency management services from past experiences and present achievements to integrate all facets of today's emergency management landscape to benefit our clients.

I will serve as the Project Manager and ensure success of the project. I may be reached via email at traci@tme-consultants.com or on 850-528-0785. The Management Experts, LLC is headquartered in Tallahassee, Florida with a mailing address of, 2514 Manassas Way, Tallahassee, Florida 32312. The fax number is 850-727-8244.

TME commits that it will deliver a HSEEP Compliant Exercise within the allocated contract periods. Further, I have full authority to bind TME, LLC, and all other involved parties.

Sincerely,



Traci Buzbee, Owner
The Management Experts, LLC

Project Approach

The Management Experts (TME), LLC will execute an Exercise no later than November 30, 2016 in order to remain in compliance with the contract provisions set forth by the Florida Division of Emergency Management (FDEM) and Department of Homeland Security guidelines. TME is proficient in the contract deliverables pertaining to HSEEP compliance and has been certified in HSEEP since 2008.

HSEEP is a capabilities and performance-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction. The purpose of HSEEP is to build a self-sustaining exercise program, providing standardized policy, methodology, and terminology for designing, developing, conducting, evaluating and improving all exercises. Evaluations tied to the exercise will provide Franklin County's exercise participants with the mechanisms to utilize task-specific and performance-based criteria, which will be used to identify corrective actions and develop the improvement plan.

TME has over eight years of experience in the FDEM Agreement requirements and over nineteen years of experience with working with employees of FDEM. Prior to entering the private sector, Ms. Buzbee worked with the former Department of Community Affairs, (which FDEM was a division) developing, executing and conducting performance tracking for county contracts. She is proficient in producing contract deliverables and meeting fiscal year funding requirements.

The HSEEP compliant exercise for Franklin County will test the plans and procedures of the Franklin County First Responders. The TME emergency management team members will utilize their extensive expertise to meet the objectives identified by the planning team for Franklin County within the scheduled timeframe to perform the exercise.

TME will provide the required professional planning, design, development and execution of the exercise in compliance with HSEEP standards as outlined in the RFQ. In addition, we will assist with the production of the exercise materials, facilitation of all the planning meetings, prepare the After-Action Report/Improvement Plan and conduct a minimum of one drill no later than November 2016.

TME's Exercises and Trainings have been highlighted at Professional Conferences and Workshops throughout the state. Several local articles have been written and TV stations have reported on the importance for all disciplines to receive our critical training and exercise simulating "real world" events. TME develops exercises to meet the client's needs. Participants who have completed our trainings and exercises have stated that the experience they gained was invaluable due to the realism that is portrayed.

TME will provide Exercise Support Team members to assist in the design, development and conduct of the Exercise. TME will facilitate three exercise planning meetings with representatives from key disciplines and aid with the identification of the exercise objectives and scenario development, setting the stage for the "day of play". TME will produce a Situation Manual and perform all required exercise registration and sign in. TME will provide subject matter experts in

the respective disciplines to serve as evaluators in order to meet Franklin County's identified objectives.

TME will ensure that all participants are challenged with a realistic scenario that could affect Franklin County. The day will end with a "hot-wash", enabling all participants to give and/or receive immediate feedback. Within 30-days of the exercise, TME will submit two paper copies of all required documentation. This will include all meeting minutes, sign-in sheets, a Situation Manual, After Action Report and Improvement Plan.

TME, LLC will conduct the exercise planning process at the Franklin County Emergency Operations Center or other designated location. The Exercise will be conducted at a location determined by the planning committee.

Throughout the contract process, TME will assist with completing all quarterly reports, submit requests for reimbursement on behalf of Franklin County and execute the Close-Out Report at the end of the agreement. In addition, TME will provide on-site technical assistance throughout the process to include but not be limited to serving on-behalf of Franklin County with FDEM representatives.

In summary, The Management Experts, LLC will meet the project goals and objectives for Franklin County Emergency Management and provide all final deliverables with exceptional quality products.

Proposed Exercise Schedule:

Contract Execution – June/July 2016

Initial Planning Conference – July 20, 2016 at 1p

Mid Planning Conference – August 9, 2016 at 1p

Final Planning Conference – August 24, 2016 at 1p

Exercise Execution – September 7, 2016 at 1p

Required Drill – September 21, 2016 at 1p*

Additional Optional Drill – October 12, 2016 at 1p*

Additional Optional Drill – November 9, 2016 at 1p*

The price for executing the Exercise and all the above listed components: \$9,500.00**

****The required drill and two additional optional drills will be conducted at no cost to Franklin County.***

*****This price will leave a \$1,500 balance that Franklin County can use to purchase any equipment deficiencies identified through the exercise and drills.***

The Management Experts Profile and Qualifications

Franklin County Emergency Management has been a client of The Management Experts (TME), LLC since 2010. During the last six years, TME has conducted numerous activities for the County including training classes, workshops, table top exercises, functional exercises and several required planning documents.

Exercise Client List

TME has provided Table Top and/or Functional Exercises for the following State of Florida Counties:

Baker County	Bradford County	Calhoun County
Columbia County	Franklin County	Gadsden County
Gilchrist County	Hamilton County	Jackson County
Jefferson County	Lafayette County	Levy County
Liberty County	Suwannee County	Taylor County
Union County		

The services we offer include:

- Budget Administration and Management
- Business Continuity Program Management
- Comprehensive Emergency Management Planning
- Continuity of Government/Operations Planning
- Contract Management
- Curriculum Development
- Debris Management Planning
- Detailed Budget Development, Analysis and Fiscal Impact
- Event Coordination
- Exercise Development & Execution
- Federal and State Disaster Response and Management Policies and Regulations
- Grant Development, Review and Administration
- Healthcare Facility Emergency Planning
- Incident Command System Training
- Interagency Procedures and Planning
- Interoperable Emergency Communications Planning
- L449 Approved Instructors
- Law Enforcement "Simunitions" Training
- Legislative Analysis

- Local Disaster Housing Planning
- Local Mitigation Strategy Planning and Marketing Initiatives
- Personnel Recruitment, Retention and Development
- Policy Development and Analysis
- Post Disaster Redevelopment Planning
- Project Coordination and Management
- Public Relations & Communications
- Research, Drafting, Examination and Implementation of Legislative Proposals
- Strategic Business Planning
- Technical Assistance
- Technical Regulatory Development and Evaluation
- Training Delivery and Implementation

Planning, Training, Exercises, and Workshops

TME, LLC's dedicated planning and training staff provides first responders, emergency management staff and officials, private organizations, non-governmental partners, and other key personnel with the knowledge, skills, and abilities needed to perform key tasks that are required in disaster management including mitigating, preparing, responding and recovery before, during and after an emergency.

Organized, customized, and detailed planning meetings provide for productive training and exercise sessions, which will benefit an entire community. Quality, knowledgeable, qualified researchers, writers, instructors, and staff are available to plan, train and educate.

The Management Experts, LLC works with educated, experienced, subject matter experts to deliver outstanding results. We have delivered and will continue into the future numerous successful projects for our clients.

Each section outlines the types of projects or programs that were designed for internal use by the interagency community, or was set to a larger scale involving state and outside organizations that we have completed successfully.

In addition, TME has provided guidance and expertise in grant proposal development, grant management, technical assistance, and intergovernmental coordination.

Plans/Procedures Development and Updates

- Comprehensive Emergency Management Plans (CEMP)
- Continuity of Operations Plans (COOP)
- County Comprehensive Plan Review
- County Logistics Plans
- Debris Management Plans
- Emergency Operations Procedures
- Interoperable Emergency Communications Plans

- Local Disaster Housing Plans
- Local Mitigation Strategy (LMS) Plans
- Pet Friendly Shelter Plans
- Post Disaster Redevelopment Plans (PDRP)
- Sheriff's Office Complex Evacuation Plan

Trainings/Workshops

- Active Shooter Felony Stops
- Active Shooter Entry Team
- Community Emergency Response Team (CERT)
- First Responders
- Homeland Security Grant
- ICS Training
 - 100/200/300/400/402/449/700/701/702/703/704/800
- Functional Needs Support Services (FNSS)
- Keeping Independent Seniors Safe (KISS) Awareness Campaign
- Public Awareness Campaign
- Position Specific Overview
- Search & Rescue
- Weapons of Mass Destruction Basic
- 2009 Flooding Event
- Basic Public Information Officer
- Bomb Awareness
- Command and General Staff
- Clandestine Labs Awareness
- Continuity of Operations Plan (COOP)
- Courthouse Planning
- Debris Planning
- EOC/ICS Interface
- EOC Planning
- EOC Pre - and Post- Disaster Planning
- Emergency Response Guide Basic Awareness
- Hazard Mitigation Strategy
- Hazard Vulnerability
- Intelligence Awareness Interactive
- Law Enforcement Integration
- Pre-Hurricane Season
- Water Rescue

Exercises

- Active Shooter Table Top
- Active Shooter Functional
- Catastrophic Planning Table Top

- Continuity of Operations Planning Table Top
- Hazardous Chemical Release Table Top
- Hazardous Chemical Release Functional
- Mass Casualty Functional
- Points of Distribution Functional
- Water Rescue Functional
- Search and Rescue Functional
- Statewide Hurricane Table Top

Grant Proposal Development/Grant Management

- Community Emergency Response Team (CERT)
- Emergency Management Planning Assistance (EMPA)
- Emergency Management Performance Grant (EMPG)
- Emergency Operations Center (EOC)
- Hazard Mitigation Grant Program (HMGP)
- Homeland Security Grant Program (HSGP)
- Pre-Disaster Mitigation (PDM)
- Flood Mitigation Assistance Program (FMAP)

Technical Assistance/Intergovernmental Coordination

- BSIR
- National Incident Management System Compliance Assistance Support Tool (NIMSCAST)
- Quarterly Reports

TME, LLC Execution Team

In evaluating the Scope of Work in this RFQ, The Management Experts, LLC has carefully selected key individuals that will make each project successful.

- The Project Manager and Contact Person for the RFQ, Traci Buzbee, owner of The Management Experts, LLC has over 19-years' experience in emergency management and has executed over 125 HSEEP compliant exercises, including conducting the required planning meetings, developing Exercise Plans, Situation Manuals, Master Sequence of Events Lists (MSEL) and completing After Action Reports (AAR) and Improvement Plans (IP) for all exercises.

Contact person for coordination and communication between Franklin County and TME, LLC:

Traci Buzbee, Owner
Phone: (850) 528-0785
Fax: (850) 727-8244
traci@tme-consultants.com

The Project Manager will coordinate and collaborate with the TME, LLC support team to discuss the development on the procedures and requirements for the exercise. In addition, selected team members will advise and share their expertise to ensure the desired results are met for Franklin County Emergency Management.

The resumes included are a brief outline of the extensive experience of the TME team. The team members are seasoned professionals that have made significant contributions in their field of expertise, have numerous certifications and have achieved recognition. The Management Experts, LLC team can provide the very best in delivering exceptional results for the exercise components for Franklin County.

Resumes

Traci Buzbee

2514 Manassas Way, Tallahassee, FL 32312

cell: (850) 528-0785

email: traci@tme-consultants.com

Summary of Qualifications

- Successful Emergency Management Leader with 19-years' Experience in Managing, Planning, Coordinating and Implementing State-Wide Initiatives.
- Knowledge in Creating and Executing Exercises (Catastrophic Scenario).
- Expertise in the Development of Emergency Operations Center (EOC) Procedures.
- Meticulous Emergency Management Planner, Exceptional Research & Writing Skills.
- Extensive experience in producing the required exercise materials (i.e. evaluator handbook, evaluation guide and after action report and improvement plans).
- Accomplished Business, Marketing and Public Relations Professional.
- Excellent Written and Verbal Communication Skills.
- Analytical, Organized and Detail Oriented.

Key Strengths

Budget Administration
Contract Management
Experienced Planning Services
Curriculum Development
Training Event Coordination
Planning Technical Expert

Plan and Procedure Development
Program Development
Executing Successful Exercises
Project Coordination
Strategic Business Advisor
Marketing Initiatives

Accomplishments

- Executed over 125 HSEEP compliant exercises, including conducting the required planning meetings, developing Exercise Plans, Situation Manuals, MSELs and completing After Action Reports and Improvement Plans for all exercises.
 - Achieved compliance from FEMA/FDEM for numerous COOPs, COGs, CEMPs, SOPs and LMS plans.
 - Conducted yearly training classes for all TME, LLC counties to ensure NIMS requirements are compliant.
 - Successfully provided Subject Matter Experts personnel on all facets of required deliverables and projects.
 - Established a long-standing relationship with clients, FDEM, and FEMA personnel.
-

Professional Experience

President, The Management Experts, LLC
Tallahassee, FL

January 2007 - Present

TME, LLC is a comprehensive emergency management service business for all phases in disaster management (i.e. mitigation, preparedness, response and recovery).

- Design, develop and implement customized and standardized training courses, drill-based exercises and workshop programs for our clients in preparing for, protecting and mitigating against, responding to, and recovering from the impacts of natural disasters, man-made incidents, and terrorist events.
- Research, plan, manage and write comprehensive EOC procedures and FEMA-required plans.
- Direct, prepare and implement proposals, grants and contracts.
- Manage contract financials and execute reports.
- Provide on-site technical assistance during the drill-based exercise and workshops.
- Assist clients in developing strategic plans to meet specific goals and objectives, including their Planning, Training and Exercise (PT&E) plans.
- Develop emergency management marketing and communication materials.

Consultant, Disasters, Strategies and Ideas Group, LLC
Tallahassee, FL

July 2006 – December 2006

President/Partner, Disaster, Strategies and Ideas Group, LLC
Tallahassee, FL

March 2003 – June 2006

- Conducted training and exercises on emergency management issues.
- Research and wrote comprehensive plans and procedures.
- Developed, prepared and implemented proposals, grants and contracts.
- Managed contract financials and executed reports.
- Provided on-site technical assistance to clients.
- Developed and conducted presentations to emergency management professionals.
- Proficient in Continuity of Operations and Continuity of Government Planning.

Deputy Director, Federal Alliance for Safe Homes – FLASH, Inc. April 2000 – March 2003
Tallahassee, FL

- Developed, coordinated and implemented a national award winning contractor/inspector training program.
- Developed, prepared and implemented grants and contracts.
- Managed budgets and executed reports.
- Coordinated interest groups on home safety mitigation.
- Provided technical assistance to consumers on mitigation activities.
- Conducted presentations on mitigation and consumer marketing.
- Orchestrated outreach activities throughout the United States.

Planning Manager, Florida Department of Community Affairs April 1996 – April 2000
Tallahassee, FL

- Developed and executed various statewide mitigation programs.
- Managed million dollar budgets for each program.
- Planned and organized committee meetings and conventions.
- Served as liaison for various state, federal, non-profit and private organizations.
- Wrote inspection and construction contracts for State of Florida counties.
- Developed and prepared grants for Federal funds for State of Florida programs.

Director of Legislative Affairs, Florida Home Builders Association October 1993 – April 1996
Tallahassee, FL

- Implemented political involvement programs for the FHBA members.
- Staff liaison to the Governmental Affairs Committees.
- Editor of the bi-monthly publications.
- Tracked and analyzed legislative data.
- Planned and organized the HBA committee meetings and conventions.
- Responsible for the Builder Capital Campaign, PAC/PIC and lobbyists reports.

Education

Bachelor of Science in Criminology
Florida State University, 1991

Professional Affiliations and Certifications

Florida Emergency Preparedness Association
Florida Sheriff's Association
Homeland Security Exercise Evaluation Program Certified
L-449 Incident Command Training Curricula Train the Trainer Certified

Eric K. Black

P O Box 277, Mayo, FL 32066
cell: (813) 600-9598
email:erickevinblack.com

Summary of Qualifications

- Knowledge in Developing and Writing Disaster Management Plans.
 - Proficient in Training both English and Spanish.
 - Over 18 years of Forestry Experience with Numerous Certifications.
 - Speaker for several Governor's Hurricane Conferences and has Achieved Recognition for his work.
 - Over 62 Professional Training/Certifications.
-

Professional Experience

Emergency Management Consultant, The Management Experts, LLC
Tallahassee, FL

November 2010 – Present

- Provide professional emergency management support to private and public sector clients with an emphasis in emergency planning, training and exercises; policy analysis and development and public sector project and financial management responsibilities.
- Key clients include Florida local governments and private sector firms that provide support for public sector services.

Consultant, Disaster Crossroad, LLC
Mayo, FL

September 2007 – Present

- Facilitate and evaluate HSEEP full-scale and tabletop disaster response exercises.
- Conduct CERT training in both English and Spanish for community groups.
- Create, advise, and review disaster management plans for rural communities in Guatemala.
- Provide consultation to non-governmental organizations working in Guatemala on topics such as risk assessment and GIS mapping.

Forest Area Supervisor, Florida Forest Service
Mayo, FL

July 2012 – Present

Senior Forester, Florida Forest Service
Mayo, FL

March 2012 – July 2012

- Supervise and direct the emergency response activities of 12 wildland firefighters in Dixie and Lafayette Counties.
- Respond to emergencies and disaster as requested by the State of Florida under the Incident Command System.
- Situation Unit Leader (Plans Section) of Florida's Blue Team (Type 2 Incident Management Team).

Disaster Preparedness and Mitigation Specialist, United States Peace Corps.
Governors Office for the Department of San Marcos September 2006 – August 2007

Disaster Preparedness and Mitigation Specialist, United States Peace Corps. Municipality of Tacana for the Department of San Marcos May 2004 – September 2006
Guatemala

- Facilitated the education of municipal employees in the topic of disaster preparedness and mitigation.
- Led the elaboration of vulnerability maps of various municipalities in the Department.
- Educated employees of various municipalities in the department on the use of global positioning systems, GIS, and their value in all phases of the disaster management cycle.

Environmental Administrator, Florida Department of Agriculture and Consumer Services, Division of Plant Industry, Citrus Canker Eradication Program August 2003 – May 2004

- Manage all aspects of the Florida Citrus Canker Eradication Program area of Palm Beach, Broward, Miami-Dade, and Monroe counties.
- Directed the activities of the 480 professional and support staff personnel.
- Directed a management team overseeing the \$36 million annual budget.

Planning Section Chief, Forestry Operations Administrator March 2000 – August 2003

Forestry Operations Administrator, Division of Forestry March 1998 – March 2000

Gainesville, FL

County Forester, Gilchrist County

August 1994 – March 1998

Gilchrist County, FL

Education

Graduate Certificate in Disaster Management
University of South Florida, 2010

Bachelor of Science in Forestry
University of Florida, 1994

Professional Recognitions and Certifications

Chairperson, ARRL Field Day, June 2009 (world's largest disaster preparedness drill)
Certificate of Recognition, Municipalities of Tacana, Guatemala, August 2006 for work in helping coordinate disaster response and recovery after Hurricane Stan
Letter of Appreciation, United Nations Ambassador Tony P. Hall, November 2005, for help in translating and guiding him through a disaster struck area in Guatemala
L-449 Incident Command Training Curricula Train the Trainer Certified

GAIL M LEEK

1079 Cochetopa Drive Larkspur, CO 80118

cell: (303) 304-9260

email: gleek@realknow.com

Summary of Qualifications

- Meticulous Emergency Management Planner, Exceptional Research & Writing Expertise.
 - Extensive Experience in Developing and Writing Comprehensive Plans and Procedures.
 - Thorough Knowledge in the Mitigation Methodologies
 - Comprehensive Financial Management & Administration Experience.
 - Accomplished Business, Marketing and Communications Professional.
 - Excellent Written and Verbal Communication Skills.
 - Analytical, Detail Oriented & Strong Editing Skills.
 - Proficient in Analytical Planning Techniques.
 - Knowledge in Process Improvement Methods (Lean and Six Sigma).
-

Recent Accomplishments

- Researched and wrote several components for a comprehensive Post Disaster Redevelopment Plan.
 - Assisted in the research and writing for a Sheriff's Office Complex Evacuation Plan.
 - Researched and wrote several Federal Emergency Management Agency (FEMA) required comprehensive Florida County Local Mitigation Strategy (LMS) Plans.
 - Researched and wrote various Interoperable Emergency Communications Plans.
 - Wrote and was awarded State of Colorado Request for Proposal (RFP) and Invitation for Bid (IFB) contracts.
 - Research and wrote numerous Local Disaster Housing Strategy Plans.
-

Professional Experience

Emergency Management Planner, The Management Experts, LLC
Tallahassee, FL

March 2007 - Present

- Research and write comprehensive Emergency Management (EM) County plans and grants under the FEMA guidelines for preparedness, response, recovery, and hazard mitigation as related to emergency and disaster events.
- Develop, implement, and evaluate plans, policies and procedures for special emphasis on emergency programs or services.

Business Manager, Sigma Consulting Resources, LLC
Larkspur, CO

October 2000 - Present

- Manage revenue in excess of \$4 million, develop budgets, financial statements and statistical reports.
- Responsible for the strategic management and operational administration for the company.
- Research and write RFP's and IFB's for business development.
- Assist in the research and writing of Lean Six Sigma course materials for classroom and online instruction.
- Evaluate, develop and maintain the organizational strategy of the company.
- Direct marketing strategies, promotional materials and website content.
- Develop and write company policies and procedures.

Marketing Manager, International Council of Shopping Centers
New York, NY

July 1999 – Sept. 2000

- Managed the production of promotional copy for the 1000 + marketing/advertising materials (i.e. catalogs, directories, brochures, letters, advertisements and flyers).
- Developed and maintained marketing strategies to meet the organizational objectives.
- Directed work of graphic artists on all marketing/communication materials.

Marketing Director, ACFE
Austin, TX

July 1993 – Feb. 1999

- Hired, trained, supervised and directed staff for the Marketing and Public Relations Department.
- Developed, implemented and facilitated the marketing plan for the association.
- Researched, analyzed and managed numerous domestic and international direct marketing campaigns.
- Managed the production of promotional copy for all the catalogs, brochures, letters, and advertisements.

Marketing Manager, Florida Philharmonic
Ft. Lauderdale, FL

1989 – 1991

Marketing Manager, Florida Symphony Orchestra
Orlando, FL

1986 – 1989

Marketing Representative, Personnel One
Orlando, FL

1984 - 1986

Education

Bachelor of Science in Business Administration
Florida State University, 1984

Professional Affiliation

American Society of Quality
Florida Emergency Preparedness Association
American Society for Training & Development

References

John Walker, Emergency Management Director
Union County Sheriff's Office
Phone: (386) 496-4300

Brian Johns, Emergency Management Director
Bradford County Emergency Management
Phone: (904) 966-6337

Carol Ellerbe, Director
Jefferson County Sheriff's Office
Phone: (850) 342-0211

Shawn Wood, Emergency Management Director
Gadsden County Sheriff's Office
Phone: (850) 875-8642

Rhonda Lewis, Emergency Management Director
Liberty County Emergency Management
Phone: (850) 643-2339

Shayne Morgan, Emergency Management Director
Columbia County Emergency Management
Phone: (386) 623-2248

State of Florida
Minority Business Certificate

State of Florida
Minority, Women & Florida Veteran
Business Certification

The Management Experts, LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

01/08/2016 to 01/08/2018




Chad Poppe, Secretary
Florida Department of Management Services



Office of Supplier Diversity • 1050 Esplanade Way, Suite 380 • Tallahassee, FL 32399 • 850-187-0915 • www.osd.dms.state.fl.us