

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: ANTHRAX TABLETOP EXERCISES

CONTRACT No.: OT904812

EFFECTIVE DATES: 03/01/2012 to 06/30/2012

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904812 that opened on 02/17/12. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to OHIO DEPARTMENT OF HEALTH, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Janice Fitzpatrick, CPPB
janice.fitzpatrick@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

REFERENCES REQUIRED: Each Bidder is to submit with the Bid a listing of three (3) references with whom you are or have currently provided state-level tabletop exercises for public health with a focus on coordinated response efforts; including Strategic National Stockpile (SNS), Hospitals, Emergency Management Assistance Compact (EMAC) and Action Request Form (ARF) processes; to meet federal grant requirements within the last five (5) years. Please include name, address, current telephone number and E-mail address of each reference.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS

The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, the mode of transportation applicable to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased, or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the Contractor will have cause to be on State property to make deliveries or to perform services.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate.

This completed form should be returned as part of the Bid response. Failure to complete this page may deem your Bid not responsive.

SPECIFICATIONS FOR ANTHRAX TABLETOP EXERCISES

I. SCOPE

The Ohio Department of Health (ODH) requires a Contractor to develop, conduct, and evaluate two state-level tabletop exercises (TTXs); the first being a TTX involving only ODH personnel, and the second involving participants from Ohio, Indiana and Kentucky state agencies (e.g.; Departments of Health, State Highway Patrol, Emergency Management Agency). The scenario for both exercises is a single aerosolized anthrax attack in southwest Ohio. Both TTX events will assess response capabilities not threat-based prevention activities. A detailed outline for the exercise and after action report is available at http://ema.ohio.gov/Documents/Ohio_EOP/esf_8_tab_a.pdf.

REQUIREMENTS

The Contractor will provide the services and perform the work as specified in the following:

1. As necessary, report to the Ohio Department of Health (ODH)'s designated Strategic National Stockpile Program Manager.
2. The Contractor, in collaboration with ODH and on or before April 14, 2012 shall design, develop, conduct and evaluate one state-level tabletop exercise (TTX), focusing on the in initial decisions and follow-on SNS response actions and concludes with a decision to complete an Action Request Form (ARF) and validation of the ARF process. TTX will be for up to thirty (30) participants.
 - a. The TTX shall conform to ODH, National Incident Management System (NIMS), www.fema.gov/nims, Assistant Secretary for Preparedness and Response (ASPR), <http://www.phe.gov/preparedness/pages/default.aspx> and Homeland Security Exercise and Evaluation Program (HSEEP), https://hseep.dhs.gov/support/HSEEP_101.pdf guidelines, methodologies and formatting.
 - b. Contractor shall be responsible for obtaining the location (at ODH, Columbus, OH), duration [three (3) to four (4) hours], agenda, and date of the TTX.
 - c. ODH, in collaboration with the Contractor, shall develop the TTX participant invitation list, which shall be finalized during the Final Planning Conference.
 - d. The Contractor shall be responsible for sending out the invitations to the prospective participants.
 - e. The Contractor shall provide ODH with the final participant list not later than fifteen (15) days prior to the start of the TTX.
 - f. The Contractor shall collaborate with health officials from ODH on all matters related to TTX design.
 - g. The Contractor will submit the written scenario to ODH a minimum of 14 business days prior to the exercise for review and final approval.
 - h. The ability to begin work on this Contract on March 1, 2012 and complete the Work as required by June 30, 2012, with experienced exercise staff, in accordance with the specifications contained within this Scope of Work
3. The Contractor, in collaboration with ODH and on or before June 30, 2012 shall design, develop, conduct and evaluate one state-level tabletop exercise (TTX), which will include the participation from Ohio, Indiana, and Kentucky state agency personnel, and will focus on the topics and validation of the Emergency Mutual Assistance Compact (EMAC) process for requesting and distributing SNS material from an Ohio Receipt, Stage, Store location to Indiana and/or Kentucky Points of Dispensing and hospital locations. TTX will be for up to thirty (30) participants.
 - a. The TTX shall conform to ODH, National Incident Management System (NIMS), www.fema.gov/nims, Assistant Secretary for Preparedness and Response (ASPR), <http://www.phe.gov/preparedness/pages/default.aspx>, and Homeland Security Exercise and Evaluation Program (HSEEP), https://hseep.dhs.gov/support/HSEEP_101.pdf, guidelines, methodologies and formatting.

- b. Contractor shall be responsible for obtaining and paying for the location (to be coordinated with Ohio, Kentucky and Indiana Health Departments), the duration [no more than five (5) hours], agenda, and date of the TTX.
 - c. ODH, in collaboration with the Contractor, shall develop the TTX participant invitation list, which shall be finalized during the Final Planning Conference.
 - d. The Contractor shall be responsible for sending out the invitations to the prospective participants.
 - e. The Contractor shall provide ODH with the final participant list not later than fifteen (15) days prior to the start of the TTX.
 - f. The Contractor shall collaborate with health officials from ODH on all matters related to TTX design.
 - g. The Contractor will submit the written scenario to ODH for review and final approval a minimum of 14 business days prior to the exercise.
4. The TTX shall be based upon the most current Ohio Strategic National Stockpile (SNS) Plan. A copy of the Plan and supporting documentation are available at Tab A to ESF-8 of the Ohio Emergency Operations Plan http://ema.ohio.gov/Documents/Ohio_EOP/esf_8_tab_a.pdf.
5. The Contractor shall provide for both exercises, at a minimum:
- a. Not later than 30 calendar days after execution of this agreement, submit the Master Task List, including projected due dates for specific tasks, for completing a TTX for an aerosolized anthrax response in southwest Ohio. For the Master Task List refer to http://ema.ohio.gov/Documents/Ohio_EOP/esf_8_tab_a.pdf.
 - b. Provide the Concepts and Objectives meeting agenda, Initial Planning Conference Agenda, Midterm Planning Conference and Final Planning Conference meeting agendas and minutes for each meeting (see HSEEP link, www.hseep.gov).
 - c. Develop and provide a TTX Situation Manual (SITMAN) for all exercise participants specific to the scenario.
 - d. Develop and present a multimedia presentation to TTX participants to support the SITMAN (see HSEEP link, www.hseep.gov).
 - e. Develop and provide TTX Exercise Evaluation Guides (EEG) for exercise controllers and evaluators.
 - f. Not later than 60 days after conclusion of the TTX, will provide to ODH, a draft After Action Report-Improvement Plan (AAR-IP) based upon evaluator and participants observations, participant feedback, participant recommendations and analysis of the TTX.
 - g. The Contractor will conduct an After Action conference. Contractor shall be responsible for obtaining the location, duration, agenda, and date of the conference. All participants in the TTX will be invited to attend.
 - h. The Contractor will provide a final version of the AAR-IP to ODH by June 30, 2012.
6. All exercise documents created for the TTX must be labeled "For Official Use Only". All exercise documents created must be provided to ODH in an editable electronic format at the end of the Contract. Contractor shall return all written materials provided to the Contractor by ODH during performance of this agreement not later than ten (10) days after conclusion of this Contract. Contractor shall not duplicate or otherwise retain any copies of such documentation.

II. QUALIFICATIONS OF THE BIDDERS

- A. Qualified Bidders are individuals, agencies, or organizations with a minimum of three (3) years of experience working with and assessment of Centers for Disease Control (CDC)/Strategic National Stockpile (SNS) and Receipt Stage Store (RSS) operations.
- B. The bidders are to provide proof with the bid response for a minimum of three (3) years of demonstrated performance and experience in the use, process and validation of the Emergency Mutual Assistance Compact (EMAC), and the Action Request Form (ARF) for requesting federal and CDC resource assistance.
- C. The bidder must demonstrate at least three (3) years working as a Certified Emergency Manager (CEM) with the Centers for Disease Control and Prevention (CDC) in the field of the Strategic National Stockpile Program (SNS).
- D. The bidder must demonstrate at least three years exercise experience with CDC/SNS and State Public Health Emergency Response Plans.
- E. The qualified Bidder must demonstrate experience with:
 - 1. CDC and SNS Point of Dispensing Standards and Requirements
 - 2. Medical Countermeasure Distribution and Dispensing
 - 3. Medical Supplies Management and Distribution
 - 4. Statistical analysis expertise
 - 5. Data review and analysis
 - 6. Report writing
 - 7. Experience working with CDC, SNS and RSS exercises
 - 8. Warehousing knowledge/best practices.
 - 9. Expertise and experience with EMAC Agreement development, process, usage and validation.
 - 10. Expertise and experience with Action Request Form (ARF) development, process and validation.
 - 11. Capability and experience working on a multi-state project for TTX training and exercises.
- F. The bidder's key staff assigned to this project must demonstrate minimum three (3) years experience working with the Centers for Disease Control and Prevention (CDC) Strategic National Stockpile (SNS) program initiatives to include Medical Countermeasures. Refer to Attachment Three, page 12.

III. BID RESPONSE

- A. Bidders must provide documentation with the bid response that reflects the depth of knowledge, programmatic experience, and resources necessary to complete a project such as this addressing each of the items listed in Section II. This includes significant work at the State and/or Federal levels with designing, implementing, and evaluating HSEEP-compliant "discussion-based" tabletop exercises, after-action reporting exercises with CDC/SNS and Medical Countermeasure Distribution and Dispensing.
- B. Bidders must submit a listing of a minimum of three (3) references in the past five (5) years, and supporting documentation with the bid response verifying that the Offeror has conducted similar work at the State and/or Federal levels. References will be contacted to verify the types of work performed, the quality, value, and duration of the work performed, and whether the reference would either again engage the Offeror for additional work or would recommend the Offeror to others. Refer to Attachment Two, Page 11.

Upon request from Office of Procurement Services, the Bidder will provide additional references, if needed. Failure to provide references that are able, available and willing to answer questions pertinent to the Bidder's performance and job satisfaction may deem the Bidder as not responsive and further consideration for award may not be given.

- C. The bid response should include the documentation and the references as part of their bid response. Should the document (s) not be included with the bid response, the document(s) will be requested during the bid evaluation. Should the document(s) be requested during the evaluation, the bidder will be provided two (2) business days to submit the document(s). Failure to provide the documents by the deadline provided may deem the Bidder not responsive and further consideration for award may not be given.
- D. The bid response should include the documents listed below, completed in their entirety, as applicable. Should the document(s) not be included with the bid response, the document(s) will be requested during the bid evaluation. Should the document(s) be requested during the evaluation, the bidder will be provided two (2) business days to submit the document(s). Failure to provide the documents by the deadline provided may deem the Bidder not responsive and further consideration for award may not be given.
 - 1. A copy of a DMA (Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization). The form may be obtained from <http://www.publicsafety.ohio.gov/links/HLS0038.pdf>.
 - 2. A copy of AAPV (Affirmative Action Program Verification). A copy of the approval letter issued to your company by EOD (Equal Opportunity Division) may be obtained from <http://www.publicsafety.ohio.gov/links/HLS0038.pdf>. If an Affirmative Action Program has not been filed by your company to date or has lapsed, a new application may be filed at <https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login#MainContainer>.
 - 3. A copy of a certificate of insurance in accordance with the Supplemental Contract Terms and Conditions, Articles S-12 and S-13.
 - 4. A copy of the current Certificate of Premium Payment or Certificate of Employer's Right to Pay Compensation Directly, as applicable, issued by the Bureau of Workers' Compensation.
 - 5. Attachment One, pages 9 & 10; Department of Administrative Services Standard Affirmation and Disclosure Form.

PRICE SCHEDULE

OAKS ITEM: 21567

Description	Cost
Anthrax Tabletop Exercise #1 to be billed monthly in arrears for work completed	\$43,200.00
Anthrax Tabletop Exercise #2 to be billed monthly in arrears for work completed	\$36,800.00
After Action Conference, AAR-IP, EEG and SITMAN meetings, documents, reports	\$30,700.00
Total, not to exceed	\$110,700.00

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

199501
Hagerty Consulting, Inc.
1618 Orrington Avenue, Suite 201
Evanston, IL 60612

BID CONTRACT NO.: OT904812-1

DELIVERY: Complete by June 30, 2012

TERMS: Net 30 days

CONTRACTOR'S CONTACT:

Mr. Perry J. Pockros

Telephone: (847) 492-8454

FAX: (847) 859-1710

E-Mail:

perry.pockros@hagertyconsulting.com