



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: STATE HOMELAND SECURITY GRANT EXERCISE PROGRAM (SHSGEP) -
EXERCISE CONTRACTOR

CONTRACT NUMBER: CSP903412

EFFECTIVE DATES: 11/18/11 TO 06/30/13

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903412 that opened on 07/15/11. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services 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 the Department of Public Safety, Ohio Emergency Management Agency, all State agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

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

Therese Gallego, CPPB
therese.gallego@das.state.oh.us

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

www.ohio.gov/procure

COST SUMMARY

State Homeland Security Grant Exercise Program (SHSGEP) – Exercise Contractor
 CSP903412
 UNSPSC CATEGORY CODE: 80101500

Level I Tabletop Exercise (TTX) Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables) for forty (40) participants or less, grouped around one (1) large U-shaped table or a maximum of two (2) tables			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
5014	a	Initial Planning Conference (IPC)	\$ 4,032.00
9772	b	Final Planning Conference (FPC)	\$ 2,688.00
9773	c	PowerPoint Presentation Development for the Interactive Exercise Presentation and pre/post exercise briefings	\$ 1,344.00
5016	d	Scenario Development/Situation Manual Development (including all appendices), Publishing and Shipping	\$ 5,376.00
9774	e	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)	\$ 1,344.00
5018	f	* Cost for Facilitators/Support Staff (cost for three [3] facilitators)	\$ 5,377.00
5017	g	After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping	\$ 4,032.00
10635	h	After Action Conference (AAC)	\$ 2,688.00

Level II Tabletop Exercise (TTX) Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables) for forty-one (41) to one hundred twenty (120) participants, grouped at a maximum of six (6) tables			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
10636	a	Initial Planning Conference (IPC)	\$ 6,222.00
10637	b	Final Planning Conference (FPC)	\$ 4,148.00
10638	c	PowerPoint Presentation Development for the Interactive Exercise Presentation and pre/post exercise briefings	\$ 2,074.00
10639	d	Scenario Development/Situation Manual Development (including all appendices), Publishing and Shipping	\$ 8,296.00
10640	e	Exercise Support Materials (i.e., badges, sign-in sheets, table tents, etc.)	\$ 2,074.00
10641	f	* Cost for Facilitators/Support Staff (cost for ten [10] facilitators)	\$ 8,296.00
10642	g	After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping	\$ 6,222.00
10644	h	After Action Conference (AAC)	\$ 4,148.00

* Should an exercise require less or more facilitators/staff, the cost for facilitators/staff will be reduced or increased proportionately.

Level III Tabletop Exercise (TTX) Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables) for one hundred twenty-one (121) to two hundred (200) participants grouped at a maximum of ten (10) tables			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
20019	a	Initial Planning Conference (IPC)	\$ 7,611.00
20020	b	Final Planning Conference (FPC)	\$ 5,074.00
20021	c	PowerPoint Presentation Development for the Interactive Exercise Presentation and pre/post exercise briefings	\$ 2,537.00
20022	d	Scenario Development/Situation Manual Development (including all appendices), Publishing and Shipping	\$ 10,148.00
20023	e	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)	\$ 2,537.00
20024	f	* Cost for Facilitators/Support Staff (cost for ten [10] facilitators)	\$ 10,148.00
20026	g	After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping	\$ 7,611.00
20025	h	After Action Conference (AAC)	\$ 5,074.00

Functional Exercise (FE) Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables).			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
9791	a	Initial Planning Conference (IPC)	\$ 8,014.00
5020	b	Mid-Term Planning Conference (MPC)	\$ 10,018.00
9776	c	Final Planning Conference (FPC)	\$ 4,675.00
9777	d	Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL) and Scenario Development	\$ 10,018.00
5022	e	PowerPoint Presentation Development for Player, Controller, Simulator, Evaluator, Actor/Victim and Hospital briefings and debriefings	\$ 3,339.00
9778	f	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, controller and evaluator packets, etc.)	\$ 2,671.00
5024	g	* Cost for exercise controllers/support staff (cost for ten [10] staff)	\$ 13,357.00
5023	h	After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping	\$ 10,018.00
10656	i	After Action Conference (AAC)	\$ 4,675.00

* Should an exercise require less or more facilitators/staff, the cost for facilitators/staff will be reduced or increased proportionately.

Full Scale Exercise (FSE) Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables).			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
5025	a	Initial Planning Conference (IPC)	\$ 10,676.00
9780	b	Mid-Term Planning Conference (MPC)	\$ 10,676.00
5026	c	Final Planning Conference (FPC)	\$ 7,117.00
9782	d	Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL) and Scenario Development	\$ 7,117.00
9847	e	PowerPoint Presentation Development for Player, Controller, Simulator, Evaluator, Actor/Victim and Hospital briefings and debriefings	\$ 2,847.00
5095	f	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, victim tags, forms, controller and evaluator packets, actor waiver forms, marking tape, etc.)	\$ 2,847.00
9848	g	* Cost for exercise controllers/support staff (cost for ten [10] staff)	\$ 14,234.00
9866	h	After Action Report/Improvement Plan (AAR/IP) Development, Publishing and Shipping	\$ 10,676.00
10657	i	After Action Conference (AAC)	\$ 4,982.00

Training and Exercise Plan Workshop Support Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables).			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
20031	a	Training and Exercise Plan Workshop (TEPW) Prep (including AAR/IP analysis, TEPW briefing development, read-ahead material development)	\$ 4,686.00
20032	b	Cost per TEPW support staff (cost for two [2] support staff)	\$ 4,686.00
20033	c	Multi-Year Training and Exercise Plan Development (including printing and shipping)	\$ 4,700.00

HSEEP Training Course Support Instructor Cost (including all Contractor staff travel, per diem, incidental expenses and deliverables)			
OAKS Item ID	Item	Deliverable	Cost per Deliverable
20034	a	Cost per HSEEP Training Course Instructor (cost for two [2] instructors)	\$ 8,800.00

* Should an exercise require less or more facilitators/staff, the cost for facilitators/staff will be reduced or increased proportionately.

SUPPLEMENTAL TASKS OUTSIDE THE SCOPE OF THIS CONTRACT *

OAKS ITEM ID NO.	JOB TITLE	HOURLY RATE
20035	Program Manager	\$ 129.00
20036	Lead Exercise Planner	\$ 60.00
20037	Exercise Support	\$ 52.00
20038	Quality Control/Exercise Support	\$ 64.00
20041	Publications Level III	\$ 100.00
20040	Publications Level II	\$ 83.00
20039	Publications Level I	\$ 54.00
20042	Travel Coordinator	\$ 58.00
20043	Admin/Logistics	\$ 65.00
20044	Admin	\$ 55.00
20048	Exercise Conduct Support Level IV	\$ 149.00
20047	Exercise Conduct Support Level III	\$ 114.00
20046	Exercise Conduct Support Level II	\$ 98.00
20045	Exercise Conduct Support Level I	\$ 87.00

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: CSP903412-1 (06/30/13)

153593
 Global Security & Engineering Solutions
 3750 Centerview Drive
 Chantilly, VA 20151

TERMS: Net 30 Days

**CONTRACTOR'S CONTACT: Judith Miller

**Telephone: (703) 375-6559
 Fax: (703) 375-6749
 **E-Mail: judy.miller@engilitycorp.com

* Items shall be procured using the agency's Direct Purchase Authority, pursuant to ORC Ch 105.05.

**Indicates change 11/01/12.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
3	07/01/13	Notification of non-renewal.
2	11/01/12	To update Contractor's Contact person.
1	08/09/12	To update Contractor's contact e-mail address.