

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 No.: OT902608

EFFECTIVE DATES: 09/01/07 to 06/30/09
Renewal through 07/31/11 *

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT902608 that opened on 06/29/07. 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 the Department of Public Safety, Division of Ohio Emergency Management Agency, 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:

Elizabeth Lind, CPPB *
elizabeth.lind@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>

* Denotes contract renewal and new Procurement contact

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.

INCURRED COSTS: The State is not liable for any costs incurred by the Bidder prior to issuance of a Contract.

SPECIFICATION QUESTIONS: Information regarding submission of questions and clarifications for this Bid is provided on page one (1) of the Bid. Through the indicated inquiry closure date, Bidders may visit the Procurement Services website to post Bid related questions at <www.ohio.gov/procure>. Answers to all Bidder questions will be posted on the Procurement Services website and linked to the Bid number. Bidders can make their own inquiry and/or review all inquiry questions/responses from the same website page from which the Bid document is downloaded. The State will make every effort to respond to website inquiries within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this Bid. Only Bid communications, issued by the Department of Administrative Services, Office of Procurement Services, in a public, published format, will be considered valid.

MANDATORY/REQUIRED SUBMISSIONS: As specified, mandatory submissions must be submitted with the Bid response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services. Failure to provide mandatory submissions with the Bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the Bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

For specific submission requirements, Bidders should refer to Specifications and Requirements and the Bid Submission Check List for a listing of those mandatory submissions due with the Bid response and those other submissions that should be submitted with the Bid response, but which do not become mandatory until requested during the Bid evaluation period.

DUPLICATE COPIES: In addition to the original Bid response, each Bidder shall submit two (2) duplicate copy(ies) of their Bid. The duplicate copy(ies) must be sealed, properly identified with the appropriate Bid number and submitted as part of the original Bid response. Copies should be submitted as electronic media (i.e. disk, CD's) although paper hardcopy is acceptable. Each duplicate copy must be contained in a sealed envelope with the proper Bid number listed on the exterior. Failure to furnish the additional copies shall deem the Bidder not responsive.

DESCRIPTIVE LITERATURE: The Bidder shall submit descriptive literature of the supplies or services being offered as part of their Bid submission. The literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the state of Ohio. Failure of the Bidder to furnish descriptive literature as part of their Bid response will deem the Bidder not responsive. Reference Bid Section IV, Part C, Item 5, and all applicable Subparts.

PRODUCT SAMPLES: The Bidder shall submit samples of the supplies being offered as part of the Bid response. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. Failure to provide the samples with the Bid response will result in the Bidder being deemed not responsive. After award of the Contract, the samples will be used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS. Reference Bid Section IV, Part C, Item 5, and all applicable Subparts.

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.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will calculate each of the individual total exercise costs by adding together the individual deliverable costs for each of the exercise types: Level I, II, and III Tabletop Exercises; Functional Exercise; and Full-Scale Exercise. These total exercise costs are all-inclusive and include all travel, per-diem, incidental expenses, and all costs associated with the deliverables.

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To determine the lot total, the State will then multiply each of the exercise total costs by the number of exercises shown in paragraph two of the Scope of Work. The State will multiply the Level I Tabletop Exercise Total Cost by two (2) exercises, the Level II Tabletop Exercise Total Cost by three (3) exercises, the Level III Tabletop Exercise Total Cost by two (2) exercises, the Functional Exercise Total Cost by five (5) exercises, and the Full-Scale Exercise Total Cost by nine (9) exercises.

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.

FIRM FIXED-PRICE CONTRACT: The Contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the Contract, and any extensions thereto.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this Bid or in any Contract awarded pursuant to this Bid. The Contractor must provide merchandise/service in unit quantity(s) as indicated in the Bid/Bid response/Contract.

TRANSPORTATION CHARGES: The Contractor will be responsible for all transportation charges incurred in the delivery of materials and/or services specified in this Bid and resulting Contract.

EXCEPTIONS: Any exceptions to these specifications must be explicitly detailed in the Bidder's response. Exceptions will not disqualify a Bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal Bid responses that meet the overall requirements of these specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the Bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the Bid response.

LIQUIDATED DAMAGES: If actual and direct damages are uncertain or difficult to determine, the State may recover liquidated damages in the amount of 1% of the value of the exercise, which is being planned, in process, or being reviewed, or \$100.00 per day, whichever is greater, for every day the delinquency is not cured by the Contractor. The following shall apply:

1. The assessment of the liquidated damages will not begin until ten (10) days following the date the deliverable is due.
2. After a deliverable is delinquent for thirty calendar days or more, the State has the option to cancel the deliverable, seek another contractor and charge the cancelled Contractor any difference in the cost charged by the replacing contractor.
3. When the Contract has been cancelled by the state of Ohio due to delinquency of the deliverables, no payment will be made for deliverables that have not been delivered.
4. If the Contractor is routinely delinquent delivering the deliverables, and the state of Ohio does not cancel the Contract, the State reserves the right to assess the liquidated damages stated above immediately upon the deliverables become delinquent or cancel the remainder of the Contract.
5. If the state of Ohio cancels the Contract, all liquidated damages assessed will be collected from the Contractor.
6. Should the awarded Contractor's delinquency in the submission of the deliverables result in a penalty or loss of funding, the Contractor will become liable for the full amount of the penalty or loss of funds.
7. The Ohio Emergency Management Agency Exercise Program Manager may grant, at his discretion, an extension of delivery deadlines under extenuating circumstances. Any decision to extend delivery deadlines will be at the sole discretion of the Ohio Emergency Management Agency Exercise Program Manager and is not open to appeal.

USAGE REPORTS: Every twelve (12) months the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Elizabeth Lind. * This is in addition to agency reporting requirements noted on Bid Page 10.

* Denotes new Procurement contact

SPECIFICATIONS AND REQUIREMENTS

I. SCOPE OF WORK

The Department of Administrative Services, Office of Procurement Services (the State) is soliciting bids on behalf of the Department of Public Safety, Division of Ohio Emergency Management Agency to support the state of Ohio's Homeland Security Grant Exercise Program. The selected Contractor will plan/develop, conduct, and develop After Action Reports/Improvement Plans for terrorism-based Chemical, Biological, Radiological, Nuclear, Explosive exercises or other hazards as identified by the state of Ohio, including natural or technological disasters that are catastrophic in nature.

This Invitation to Bid consists primarily of exercise contract support for two (2) Level 1 tabletop exercises, three (3) Level 2 tabletop exercises, two (2) Level 3 tabletop exercises, five (5) functional exercises, and nine (9) full-scale exercises for each year of the Contract. This Contract may include complete exercise contract support for all deliverables as outlined in the Pricing Per Exercise Type and Deliverable section of this Invitation to Bid or only specific deliverables as identified and requested by the state of Ohio. The State may at its sole discretion elect to reduce or increase the total number of exercises or specific deliverables that are required and there is no minimum guarantee of work for this Contract. The State may also elect to change the number of exercises of a particular format: tabletop, functional, or full-scale. Any additional exercises, or elements (deliverables) scheduled will be at the same cost as indicated on the Bid price page. Additionally, the State may elect to change one or more of the exercise hazards. Such a change will not affect the cost of the exercises as stated on the Bid price page.

There will be no price increase for the life of this Contract, including any mutually agreed upon extensions.

II. BACKGROUND

The state of Ohio Emergency Management Agency, in partnership with the United States Department of Homeland Security, administers the Homeland Security Grant Program for the state of Ohio. Since Federal Fiscal Year 2002, the US Department of Homeland Security (DHS) has provided funding to assist States with exercise activities related to the design, development, conduct, and evaluation of Chemical, Biological, Radiological, Nuclear, Explosive exercises (CBRNE). Effective with the Federal Fiscal Year (FFY) 2006 Homeland Security Grant Program (HSGP), the provision for incorporating natural and technological hazards exists as long as the simulated event is catastrophic in nature (as defined in the National Response Plan).

The Ohio Emergency Management Agency (OEMA), as the State Administrative Agency for Homeland Security Grant Program grant funds, has been awarded funding, which must be utilized in accordance with the general provisions, deliverable requirements, and management of specific functional and performance-based objectives established by the US Department of Homeland Security. The Ohio Emergency Management Agency will now offer this functional program as a continuation of the general oversight and management of the US Department of Homeland Security (DHS) grants process for the state of Ohio's Homeland Security Grant Exercise Program.

III. PURPOSE OF INITIATIVE

The funding for this program is to be specifically focused on the following major task areas:

- A. To research, develop, conduct, and report on Tabletop, Functional, and Full-Scale exercises in accordance with the Homeland Security Exercise and Evaluation Program and the requirements outlined in the Selected Contractor Responsibilities, listed in Section IV, Item C of this Bid. The selected Contractor may also be tasked with additional project development services, with pricing based on the Standards of Performance section of this Contract.
- B. To provide a documented review of all exercise activities to include proposed changes and corrective actions/improvement actions for plans and procedures in accordance with the requirements outlined in the Selected Contractor Responsibilities, Section IV, Item C of this Bid.
- C. To comply with other pre-requisites as negotiated with and between the Ohio Emergency Management Agency and the Selected Contractor for this program delivery.

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IV. ADMINISTRATION PARTICIPATION PREREQUISITES

- A. The local subdivisions of government/sub-grantee will be responsible for:
 - 1. Identifying and providing a suitable facility in which to conduct the exercise types listed in Selected Contractor Responsibilities, Section IV, Item C of this Bid.
 - 2. Identifying and selecting program participants from the local, State, and Federal subdivisions of government. The selection of participants will be as outlined in the jurisdiction's Emergency Operations Plan (EOP) and its annexes.
 - 3. Ensuring that only those participants previously selected by the jurisdiction and approved by the Ohio Emergency Management Agency will attend the program elements of the exercise types listed herein.
 - 4. Complying with other pre-requisites as negotiated with and between the Ohio Emergency Management Agency and the selected Contractor for this program delivery.

- B. The Ohio Emergency Management Agency will be responsible for:
 - 1. Approving the facility selected by sub-grantees for conducting the exercise.
 - 2. Approving the numbers and disciplines of participants identified and selected by each sub-grantee.
 - 3. Designating a Program Manager to manage the program, as well as provide technical direction and guidance for all tasks to the selected Contractor.
 - 4. Identifying and providing a suitable facility in which to conduct any State level exercises.
 - 5. Identifying and selecting program participants from the local, State, and Federal subdivisions of government for State-level exercises. The selection of participants will be as outlined in the state of Ohio Emergency Operations Plan, its annexes, and other sources as identified by the State.

- C. Selected Contractor Responsibilities
 - 1. Develop and Conduct an Exercise Program
 - a. The selected Contractor will provide the Ohio Emergency Management Agency and jurisdictions identified by the Ohio Emergency Management Agency, with an exercise specifically designed to comply with the terms outlined in the deliverable performance below.
 - b. Deliverable Performance Criteria:
 - 1) The selected Contractor will meet with the Ohio Emergency Management Agency and those jurisdictions receiving exercise contract support to discuss the exercise process and requirements.
 - 2) All exercise activities and projects must be in accordance with the Homeland Security Exercise and Evaluation Program and the state of Ohio's Terrorism/Multi-Hazard Exercise and Evaluation Manual.

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- 3) The selected Contractor will conduct a series of planning conferences in the development of the exercise(s) and all exercise related documents. For a tabletop exercise (TTX), a minimum of one Initial Planning Conference (IPC), one Final Planning Conference (FPC), and one After Action Conference (AAC) will be conducted for those jurisdictions receiving exercise contract support. For a functional exercise and a full-scale exercise, a minimum of one Initial Planning Conference, one Mid-Term Planning Conference (MPC), one Final Planning Conference, and one After Action Conference will be conducted for those jurisdictions receiving exercise contract support. In some cases, the Mid-Term Planning Conference may need to be conducted over a two-day period to allow sufficient time to incorporate a Master Scenario Events List (MSEL) development and review session. There will be no additional charges for those Mid-Term Planning Conferences lasting longer than one (1) day. The selected Contractor will coordinate the scheduling of all meetings with the Ohio Emergency Management Agency Exercise Program Manager. The selected Contractor will ensure an agenda is developed for each meeting and will provide sufficient copies for all planning team members.
- 4) The selected Contractor will develop meeting minutes for each of the meetings outlined above and provide a copy to the Ohio Emergency Management Agency Exercise Program Manager for review and approval within five (5) working days of each meeting. The selected Contractor will ensure printed copies of the minutes are available for all planning team members at future planning conferences.
- 5) The selected Contractor will develop the exercises in such a manner that will be consistent and realistic with the demographics, population, geographical location, local capabilities, and risks/threats of the jurisdiction in which the exercise is conducted.
- 6) Set up the exercise facility selected and approved by the jurisdiction's/agency's point of contact.
- 7) The exercise scenarios will typically involve simulated terrorism incidents involving chemical, biological, radiological, nuclear and explosive hazards. In some cases, natural and technological hazard scenarios may be utilized, provided they are catastrophic in nature as defined by the National Response Plan. Ohio Emergency Management Agency Exercise Staff must approve all scenarios. Additional exercise hazards and scenarios (i.e. hazardous materials, public health, etc.) may be tasked at the discretion of the Ohio Emergency Management Agency Exercise Program Manager. The Ohio Emergency Management Agency Exercise Program Manager must approve any requests for natural or technological scenarios.
- 8) The format of a tabletop exercise will be a facilitated, multi-media tabletop exercise.
- 9) The duration of a tabletop exercise will be a minimum of four (4) hours and will not exceed eight (8) hours.
- 10) The tabletop exercise will be PowerPoint based, to include sound and imbedded video. As previously noted, exercises must be developed in accordance with the Homeland Security Exercise and Evaluation Program doctrine.
- 11) The selected Contractor will develop a Situation Manual for each tabletop exercise player, evaluator, and facilitator. Depending upon the number of players and facilitators, the number of manuals may range from 40-200.
- 12) The selected Contractor will provide a draft Situation Manual (20 copies or one for each member of the planning team) at the tabletop exercise Final Planning Conference and incorporate changes as identified by the exercise planning team.
- 13) The Situation Manual, to include the agenda, table of contents, exercise scenario, modules, questions, documentation (i.e. appendices, fact sheets, etc), and PowerPoint presentation must have prior approval from Ohio Emergency Management Agency Exercise Staff at least ten (10) working days before the selected exercise date and prior to the products being finalized.

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- 14) The Situation Manual will be professionally printed in accordance with the formatting and directives provided by the Ohio Emergency Management Agency's Exercise Staff, placed in a binder (not stapled), and shipped to the exercise point of contact with sufficient lead-time to permit receipt five (5) working days in advance of the exercise.
- 15) For functional and full-scale exercises, the duration of the exercise will be a minimum of six (6) hours and will not exceed twelve (12) hours.
- 16) For functional and full-scale exercises, the selected Contractor will develop an Exercise Plan, Controller/Evaluator Handbook, Player Guide, Master Scenario Events List, and Controller and Evaluator packets. The Exercise Plan will be provided to all exercise planning team members and participating agencies at least thirty (30) calendar days prior to the exercise. The Controller and Evaluator Handbook (including the Master Scenario Events List and Exercise Evaluation Guides) will be provided to all exercise staff during the Controller and Evaluator Briefings. Controller and Evaluator packets will also be distributed to all Controller and Evaluators at the Controller and Evaluator Briefings. The Player Guide will be provided to all exercise Players on the day of the exercise.
- 17) For functional and full-scale exercises, the selected Contractor will provide a draft of the Exercise Plan and the Master Scenario Events List to the Ohio Emergency Management Agency Exercise Program Manager for review as outlined in the Timelines for Deliverables Section. Any changes required by the state of Ohio will be incorporated in time for these documents to be reviewed (twenty (20) copies or one (1) for each member of the planning team) at the Mid-Term Planning Conference. The Controller and Evaluator Handbook, second draft of the Master Scenario Events List, and Player Guide will be provided in draft form to the state of Ohio Exercise Program Manager for review prior to the Final Planning Conference as outlined in the Timelines for Deliverables Section. Any changes required by the state of Ohio will be incorporated in time for these documents to be reviewed [twenty (20) copies or one (1) for each member of the planning team] at the Final Planning Conference.
- 18) All changes to any exercise document that occurs after the Final Planning Conference, or resulting from its conduct, will be provided to the Ohio Emergency Management Agency Exercise Program Manager for final approval as outlined in the Timelines for Deliverables Section. All revisions/changes that are identified by Ohio Emergency Management Agency Exercise Staff will be incorporated. Changes/revisions identified by the exercise planning team will be incorporated upon approval by Ohio Emergency Management Agency Exercise Staff.
- 19) All exercise documents for a functional or full-scale exercise to include the Exercise Plan, Controller and Evaluator Handbook, Master Scenario Events List, Player Guide, etc. will be professionally printed in accordance with the formatting and directives provided by the Ohio Emergency Management Agency's Exercise Staff, bound (not stapled), and shipped to the exercise point of contact with sufficient lead time to permit receipt at least five (5) working days in advance of the exercise.
- 20) The selected Contractor is responsible for the development and conduct of the Controller, Evaluator, Victim/Actor, Hospital, and Player briefings, as appropriate, for all tabletop, functional, and full-scale exercises for which they are providing exercise support. The briefings will be PowerPoint based and will typically be conducted the day prior to the exercise except for the Actor and Player briefings, which will typically be conducted the day of the exercise.
- 21) The selected Contractor will also be responsible for conducting Controller/Evaluator debriefings and Player Hotwashes.
- 22) The selected Contractor will provide qualified staff to serve as facilitators, controllers, and simulators for all exercises for which they are providing support.
 - a) Level I tabletop exercises will require a maximum of three (3) facilitators, unless otherwise mutually agreed. See Pricing per Exercise Type and Deliverable for Level I tabletop exercise definition.
 - b) For a Level II or Level III tabletop exercise, a minimum of five (5) facilitators will be provided by the selected Contractor or one (1) per functional area/table grouping and one (1) lead facilitator. Unless mutually agreed, the maximum number of facilitators will not exceed eleven (11).

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- c) For a functional exercise, a minimum of seven - ten (7-10) staff from the selected Contractor will be required to fill controller, simulator and support staff roles.
 - d) For a full-scale exercise, a minimum of seven – ten (7-10) staff from the selected Contractor will be required to fill controller, simulator and support staff roles.
- 23) The selected Contractor will provide staff to collect required information from each exercise in order to develop a written After Action Report. A draft After Action Report must be submitted to the Ohio Emergency Management Agency Exercise Program Manager for review no later than (NLT) thirty (30) calendar days after the conduct of the exercise. A draft Corrective Action Plan/Improvement Plan will be developed for each After Action Report. The development of the Corrective Action Plan/Improvement Plan will be the responsibility of the selected Contractor and it must be submitted for review to Ohio Emergency Management Agency Exercise Program Manager at the same time as the After Action Report. An After Action Conference will be scheduled no later than forty-five (45) days after the conduct of the exercise. The selected Contractor will conduct the After Action Conference. Based on the outcome of the After Action Conference, a final After Action Report and Corrective Action Plan/Improvement Plan will be provided to the Ohio Emergency Management Agency Exercise Program Manager and the hosting jurisdiction within fifteen (15) days of the conduct of the After Action Conference. The selected Contractor is responsible for all costs associated with the development, review, printing, and shipping of said After Action Reports and Corrective Action Plan/Improvement Plans. For tabletop exercises, the selected Contractor will ensure that the number of hardcopy After Action Reports and Corrective Action Plan/Improvement Plans provided are equal to the number of situation manuals provided. For functional and full-scale exercises, the selected Contractor will ensure that the number of hardcopy After Action Reports and Corrective Action Plan/Improvement Plans provided are equal to the number of Exercise Plans and Controller and Evaluator Handbooks provided, as well as one (1) copy per participating agency.
- 24) Provide the Ohio Emergency Management Agency Exercise Program Manager with a CD that contains the Situation Manual, Multi-media exercise briefings, appendices, annexes, After Action Reports, Corrective Action Plan/Improvement Plans, reference documents, Exercise Plan, Player Guide, Controller/Evaluator Handbook, Master Scenario Events List , and any additional exercise documents created and/or utilized in the conduct of the exercise. The CDs must be provided within thirty (30) calendar days of the Improvement Plan being finalized. No products developed under or as a part of this Contract will be considered proprietary to the selected Contractor or other entities. They will be considered property of the state of Ohio and the US Department of Homeland Security, and will be provided in their entirety to the Ohio Emergency Management Agency Exercise Program Manager or Ohio Emergency Management Agency Exercise Staff.
- 25) The selected Contractor will be responsible for entering all exercise data in the National Exercise Schedule System and the Corrective Action Program System for all exercises in which they provide exercise contract support, as well as upload all After Action Reports and Corrective Action Plan/Improvement Plans to the US Department of Homeland Security in accordance with established protocols. No additional charges will be assessed or billed for entering this information or meeting any other deliverables (i.e. meeting minutes) required under this Contract.
- 26) In addition to the standard exercise materials that are required, the selected Contractor will be responsible for providing laminated ID badges. The ID badges must be in the same format as currently utilized for exercises conducted by the state of Ohio, which is consistent with the format utilized for exercises funded by the US Department of Homeland Security under the Homeland Security Exercise and Evaluation Program, for all exercise participants. Also, good quality, twill baseball style hats for the Exercise Director(s), Controllers, and Evaluators for all Functional and Full Scale Exercises will be provided. The design, color, and style of the hats must be approved by the Ohio Emergency Management Agency Exercise Program Manager.
- 27) All exercises shall be compliant with the Homeland Security Exercise and Evaluation Program Volumes I-V.

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- 28) All exercises must be developed specifically for each jurisdiction and the use of "cookie cutter" exercises will not be permitted. The selected Contractor will be required to customize each exercise for the jurisdictions or agencies they are providing exercise support for (i.e. including photos, county/city/agency information, resource documents, plans, etc.) in exercise documents.
 - 29) The state of Ohio has the final approval or disapproval for all exercise and planning conference dates.
 - 30) No more than one (1) exercise is to be conducted on any given day.
 - 31) No more than two (2) planning conferences are to be conducted on any given day. No planning conferences are to be scheduled on the same day as an exercise.
2. Reporting and Documentation
- a. The selected Contractor will perform documentation reporting as pre-arranged by the Ohio Emergency Management Agency Exercise Program Manager.
 - b. This documentation and reporting will consist of:
 - 1) Recommendations about how the exercises are conducted (i.e. format, deliverables).
 - 2) Development of the appropriate number of situation manuals and exercise documents for participants and facilitators.
 - 3) The selected Contractor will develop meeting minutes for each of the meetings outlined above and provide a copy to the Ohio Emergency Management Agency Exercise Program Manager within five (5) working days of each planning conference. Upon approval by the Ohio Emergency Management Agency Exercise Program Manager, the selected Contractor will be responsible for distributing the minutes to the exercise Point of Contact (POC) via e-mail. The selected Contractor will ensure copies of the minutes are available for all planning team members at future planning conferences.
 - 4) Provide the Ohio Emergency Management Agency Exercise Program Manager with a CD that contains the Situation Manual, Multi-media exercise briefings, appendices, annexes, After Action Reports, Corrective Action Plan/Improvement Plans, reference documents, Exercise Plan, Player Guide, Controller/Evaluator Handbook, Master Scenario Events List, and any additional exercise documents created and/or utilized in the conduct of the exercise. The CDs must be provided within thirty (30) calendar days of the Improvement Plan being finalized. No products developed under, or as a part of, this Contract will be considered proprietary to the selected Contractor or other entities. These products will be considered the property of the state of Ohio and the US Department of Homeland Security, and will be provided in their entirety to the Ohio Emergency Management Agency Exercise Program Manager or Ohio Emergency Management Agency Exercise Staff.
 - 5) Provide the Ohio Emergency Management Agency Exercise Program Manager with generic templates of the Situation Manual, Multi-media exercise briefings, Exercise Plan, Player Guide, and Controller/Evaluator Handbook.
3. Documented Review of Exercise Activities
- a. The selected Contractor will provide the Ohio Emergency Management Agency with appropriate documentation specifically designed to comply with the terms outlined in the deliverable performance below.
 - b. Deliverable Performance Criteria:
 - 1) The selected Contractor will utilize the state of Ohio Terrorism/Multi-Hazard Exercise Evaluation Methodology or other mutually agreed upon criteria (i.e. Homeland Security Exercise and Evaluation Program Volume III) to evaluate all exercises conducted under this Contract.

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- 2) The selected Contractor will develop and utilize standardized participant attendance documents.
 - 3) The selected Contractor will utilize the After Action Report and Corrective Action Plan/Improvement Plan format designated by the Ohio Emergency Management Agency and the US Department of Homeland Security, which will be used to record exercise activities and recommended corrective/improvement actions for plans and procedures.
- c. Reporting and Documentation
- 1) The selected Contractor will provide the master copies of all evaluation instruments and sign-in sheets from the exercise and all pre and post exercise meetings to the Ohio Emergency Management Agency Exercise Program Manager within five (5) working days of each exercise.
 - 2) The selected Contractor will provide the first draft of each After Action Report to the Ohio Emergency Management Agency Exercise Program Manager within thirty (30) calendar days after each exercise.
 - 3) The selected Contractor will provide the first draft of each Corrective Action Plan/Improvement Plan to the Ohio Emergency Management Agency Exercise Program Manager within thirty (30) calendar days after each exercise.
 - 4) Shall be compliant with the revisions to the Homeland Security Exercise and Evaluation Program with mutual agreement between Ohio Emergency Management Agency and the US Department of Homeland Security.
4. Standards of Performance

The Ohio Emergency Management Agency reserves the right to reduce the number of on-site staff at anytime. Should the Ohio Emergency Management Agency (Ohio EMA) elect to reduce the number of on-site staff, neither the state of Ohio, nor Ohio EMA, will be liable for any expenses associated with doing so.

- a. Upon mutual agreement between the selected Contractor and the Ohio Emergency Management Agency, the selected Contractor may provide up to two (2) staff members to work on-site at the Ohio Emergency Management Agency. On-site staff shall meet the minimum qualifications as outlined in Section IV.C.5, Professional Qualifications.
- b. To the extent practical, the Ohio Emergency Management Agency will provide the selected Contractor's on-site staff with comparable office space to that provided to full-time non-management staff. This provision for providing office space is subject to change based upon the needs of the agency.
- c. The selected Contractor is responsible for all costs associated with recruiting said on-site staff members, including, but not limited to advertisement, applicant screening posting and reviewing processes, travel, relocation/moving expenses, etc.
- d. The selected Contractor's on-site staff members must be available for additional taskings by the Ohio Emergency Management Agency Exercise Program Manager. The Ohio Emergency Management Agency will reimburse the Contractor (on a time frame mutually agreed upon) for the staff member's wages (on a pro-rated basis) for taskings outside of those identified in this Contract. Indirect costs, or its equivalent, are not allowable and will not be paid.
- e. The placement of the selected Contractor's on-site staff in no way guarantees the selected Contractor any set number of exercises or exercise projects under this Contract.
- f. The Ohio Emergency Management Agency reserves the right to reduce the number of on-site staff at anytime. Should the Ohio Emergency Management Agency (Ohio EMA) elect to reduce the number of on-site staff, neither the state of Ohio, nor Ohio EMA, will be liable for any expenses associated with doing so.

SPECIFICATIONS AND REQUIREMENTS

- g. The selected Contractor will be responsible for equipment and supplies, computers and printer, for the on-site staff members.
 - h. The selected Contractor will be responsible for providing all materials, equipment, and supplies necessary to complete the required tasks as outlined in this Invitation to Bid. This includes all required audio-visual materials and equipment as well as printed materials for the exercises (i.e. laptop computers for briefings/exercises, LCD projectors, sound system, situation manuals, exercise documents, etc.).
 - i. The selected Contractor will be required to conduct all pre and post exercise briefings.
 - j. The selected Contractor will be required to submit a detailed work plan for any exercises or exercise projects for which they are tasked under this Contract.
 - k. All exercises shall be compliant with the Homeland Security Exercise and Evaluation Program Volumes I-V and the state of Ohio's Terrorism/Multi-Hazard Exercise and Evaluation Manual.
 - l. This Contract shall be effective for a maximum period of twenty-two (22) months, ending on June 30, 2009 and may be revoked by the at anytime. Reference Bid Section V, Contract Term.
5. Professional Qualifications (Each item must be addressed in the response to this Invitation to Bid)

In responding to items 5a thru 5n below, the Bidder must demonstrate a clear understanding of HSEEP guidelines and their corporate capacity and capability to perform the required work under those guidelines.

- a. Bidders must provide documentation that reflects the depth of knowledge, experience, and resources necessary to complete a program such as this. This includes significant work at the local, State, and Federal levels with detailed weapons of mass destruction/chemical, biological, radiological, nuclear, explosive experience in the areas of developing local and State-level terrorism plans and developing and facilitating weapons of mass destruction/chemical, biological, radiological, nuclear, and explosive exercises.
- b. All key/primary staff that are bid on the Contract, including the on-site staff working at the Ohio Emergency Management Agency, must have completed the Homeland Security Exercise and Evaluation Program Mobile Training Course and the Federal Emergency Management Agency's Exercise Design Course (G-120 or IS/G-139). Certificates of successful completion must be included with the Contractor's Bid response to this Invitation to Bid.
- c. Document five (5) or more years of demonstrated performance and experience (corporate level) with local, State and Federal weapons of mass destruction/chemical, biological, radiological, nuclear, and explosive exercises (i.e. exercise design, conduct, evaluation, and reporting). Experience must be within the last five (5) years.
- d. Verify the ability to begin work immediately on this Contract on 09/01/07 with experienced exercise staff, in accordance with the specifications contained within this Scope of Work.
- e. Document a minimum of three (3) years corporate and staff exercise experience in exercise design, conduct, evaluation, and reporting according to processes outlined in the Homeland Security Exercise and Evaluation Program, preferably within the state of Ohio.
- f. Contractors must submit references and support documentation verifying that the Contractor has conducted similar work at the local, State, and Federal levels. References will also 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 Contractor for additional work or would recommend the Contractor to others. To validate their performance, sample situation manuals, exercise documents (i.e. Exercise Plan, Controller/Evaluator Handbook, Player Guide, After Action Reports, etc.), and a listing of all weapons of mass destruction/chemical, biological, radiological, nuclear, and explosive exercises tabletop, functional, and full-scale exercises designed, conducted, and evaluated must be submitted for review.

SPECIFICATIONS AND REQUIREMENTS

- g. Document familiarity and expertise with local, State, and Federal Emergency Operations Plans, to include Terrorism Annexes and Plans.
- h. The selected Contractor must be able to show extensive involvement in weapons of mass destruction/chemical, biological, radiological, nuclear explosive, and terrorism programs. This involvement must include substantial experience in working on a variety of terrorism and weapons of mass destruction/chemical, biological, radiological, nuclear and explosive programs at the highest federal levels. This includes not only the US Department of Homeland Security, but also actual program experience with other federal agencies with terrorism roles and responsibilities (i.e. FBI, FEMA, Department of Defense, and Department of Health and Human Services).
- i. Document an in-depth knowledge and understanding of the Department of Homeland Security and the Homeland Security Exercise and Evaluation Program.
- j. Exercise Facilitators, Controllers, and Support Staff must have broad functional qualifications (Fire/Emergency Medical Services, Medical/Hospital, Public Health, Law Enforcement, Emergency Management), especially in weapons of mass destruction/chemical, biological, radiological, nuclear, and explosive.
- k. Contractors must provide resumes of key staff, which reflect the depth of resources to ensure completion of all tasks, on time and on target. Individual qualifications must reflect considerable experience [three (3) or more years] in the fields of strategic planning, training, and domestic preparedness exercises with their response to this Invitation to Bid. Resumes should reflect an extensive background consisting of experience at the local, State, and Federal levels.
- l. The Ohio Emergency Management Agency Exercise Program Manager and the state of Ohio reserve the right to approve or disapprove any facilitators, controllers, or support staff provided by the selected Contractor for all exercises under this Contract. The selected Contractor must provide the names, background, and resumes for all staff at least thirty (30) calendar days prior to exercise conduct for review and approval.
- m. Key staff of the selected Contractor that were bid on the Contract must perform actual work. No key staff that are bid on this Contract may be removed or switched without the permission of the Ohio Emergency Management Agency Exercise Program Manager.
- n. Selected Contractor must perform majority (greater than 80%) of all work. Roles and specific responsibilities for each sub-Contractor must be clearly defined in the proposal.

V. CONTRACT TERM

- A. This Contract shall be effective for a maximum period of twenty-two (22) months, ending on June 30, 2009. There is no minimum guarantee of work under this Contract and the state of Ohio reserves the right to add or remove exercises or exercise projects at its discretion.
- B. This Contract is subject to renewal for up to twenty-four (24) months after the initial term. Reference Supplemental Contract Terms and Conditions, Article S-4.
- C. Furthermore, this Contract may be cancelled by the state of Ohio with thirty (30) days notice, without cause, at any time. Provision for such action is found in the Standard Contract Terms and Conditions, Section I, Part C.

VI. PAYMENT POLICY

- A. For tabletop exercises, payment will be made as follows: 10% after the Initial Planning Conference (IPC); 10% after the Final Planning Conference (FPC); 25% after the completion of the exercise; 40% after the After Action Conference (AAC) has been conducted and the After Action Report (AAR) and Corrective Action Plan/Improvement Plan (CAP/IP) have been submitted, approved, and distributed; and 15% after receipt of a complete CD for the exercise that contains the products referenced under Deliverable Performance.

SPECIFICATIONS AND REQUIREMENTS

- B. For functional/full-scale exercises, payment will be made as follows: 10% after the Initial Planning Conference (IPC); 10% after the Mid Planning Conference (MPC); 10% after the Final Planning Conference (FPC); 25% after the completion of the exercise; 30% after the After Action Conference (AAC) has been conducted and the After Action Report (AAR) and Corrective Action Plan/Improvement Plan (CAP/IP) have been submitted, approved, and distributed; and 15% after receipt of a complete CD for the exercise that contains the products referenced under Deliverable Performance.
- C. The state of Ohio will have the sole discretion in determining whether a deliverable has been met. This determination will be based on the established standards that exist in the state of Ohio as related to the State's Homeland Security Grant Exercise Program.

VII. PRICING PER EXERCISE TYPE AND DELIVERABLE

- A. All Bidders must provide a cost breakdown for each exercise type and each deliverable under each exercise type.
- B. The state of Ohio is not required to select every deliverable under a given exercise type and reserves the right to task the selected Contractor with a specific deliverable(s) for an exercise type according to the needs of the jurisdiction(s) and available funding.
- C. The minimum deliverables are listed under each exercise type.

- 1. Level I Tabletop Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables) for forty (40) participants or less that are grouped around one (1) large u-shaped table or a maximum of two (2) tables.

Price breakdown is per deliverable:

- a. Initial Planning Conference
- b. Final Planning Conference
- c. PowerPoint Presentation Development for interactive exercise presentation
- d. Scenario Development/Situation Manual Development (including all appendices), publishing, and shipping
- e. Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)
- f. Cost for facilitators/support staff
- g. After Action Report development, publishing, and shipping
- h. Corrective Action Plan/Improvement Plan development, publishing, and shipping
- i. After Action Conference

- 2. Level II Tabletop Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables) for forty – one hundred twenty (40-120) participants that are grouped at a maximum of six (6) tables.

Price breakdown is per deliverable:

- a. Initial Planning Conference
- b. Final Planning Conference
- c. PowerPoint Presentation Development for interactive exercise presentation
- d. Scenario Development/Situation Manual Development (including all appendices), publishing, and shipping

SPECIFICATIONS AND REQUIREMENTS

- e. Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)
 - f. Cost for facilitators/support staff
 - g. After Action Report development, publishing, and shipping
 - h. Corrective Action Plan/Improvement Plan development, publishing, and shipping
 - i. After Action Conference
3. Level III Tabletop Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables) for one hundred twenty – two hundred (120-200) participants that are grouped at a maximum of ten (10) tables.

Price breakdown is per deliverable:

Initial Planning Conference

- a. Final Planning Conference
 - b. PowerPoint Presentation Development for interactive exercise presentation
 - c. Scenario Development/Situation Manual Development (including all appendices), publishing, and shipping.
 - d. Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)
 - e. Cost for facilitators/support staff
 - f. After Action Report development, publishing, and shipping
 - g. Corrective Action Plan/Improvement Plan development, publishing, and shipping
 - h. After Action Conference
4. Functional Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables).

Price breakdown is per deliverable:

- a. Initial Planning Conference
- b. Mid-Term Planning Conference
- c. Final Planning Conference
- d. Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL), and Scenario Development
- e. PowerPoint Presentation Development for Player, Controller, Simulator, Evaluator, Actor/Victim, and Hospital briefings, training, and debriefings
- f. Exercise Support Materials (i.e. badges, sign-in sheets, table tents, controller and evaluator packets, etc.)
- g. Cost for exercise controllers/support staff
- h. After Action Report development, publishing, and shipping

SPECIFICATIONS AND REQUIREMENTS

- i. Corrective Action Plan/Improvement Plan development, publishing, and shipping
 - j. After Action Conference
5. Full-Scale Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables).

Price breakdown is per deliverable:

- a. Initial Planning Conference
- b. Mid-Term Planning Conference
- c. Final Planning Conference
- d. Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL), and Scenario Development
- e. PowerPoint Presentation Development for Player, Controller, Simulator, Evaluator, Actor/Victim, and Hospital briefings, training, and debriefings
- f. Exercise Support Materials (i.e. badges, sign-in sheets, table tents, victim tags, mock secondary devices, controller and evaluator packets, actor waiver forms, marking tape, etc.)
- g. Cost for exercise controllers/support staff
- h. After Action Report development, publishing, and shipping
- i. Corrective Action Plan/Improvement Plan development, publishing, and shipping
- j. After Action Conference

SPECIFICATIONS AND REQUIREMENTS

VIII. TIMELINES FOR DELIVERABLES

Exercise Document/Product	Deadline
Enter Exercise Information in the National Exercise Schedule (NEXS)	Within five (5) working days of being notified of exercise
Update Exercise Information in the NEXS	Within five (5) working days of being notified of changes
Planning Meeting Minutes	Five (5) working days after the planning conference
Draft Situation Manual (SITMAN)	Ten (10) working days prior to Final Planning Conference
Final SITMAN	Ten (10) working days prior to the exercise or publication deadline, whichever is earlier.
Final PowerPoint Briefing (Tabletop)	Ten (10) working days prior to the exercise or publication deadline, whichever is earlier.
Draft Exercise Plan	Ten (10) working days prior to the Mid-Term Planning Conference
Final Exercise Plan	Five (5) working days prior to the Final Planning Conference
Draft Controller/Evaluator Handbook	Ten (10) working days prior to the Final Planning Conference
Final Controller/Evaluator Handbook	Ten (10) working days prior to the exercise or publication deadline, whichever is earlier.
Initial Draft Master Scenario Events List (MSEL)	Fifteen (15) working days prior to the Mid-Term Planning Conference
Second Draft Master Scenario Events List (MSEL)	Fifteen (15) working days prior to the Final Planning Conference
Final Master Scenario Events List (MSEL)	Ten (10) working days prior to the exercise or publication deadline whichever is earlier.
Draft Player Guide	Ten (10) working days prior to the Final Planning Conference
Final Player Guide	Ten (10) working days prior to the exercise or publication deadline, whichever is earlier.
Final PowerPoint Briefings (controller/ evaluator training, player briefing, actor/ victim briefing, hospital briefing, controller and evaluator debriefing, etc.)	Thirty (30) calendar days prior to the exercise
Draft After Action Report	No later than thirty (30) calendar days after exercise conduct
Draft Improvement Plan	No later than thirty (30) calendar days after exercise conduct
Final After Action Report	No later than sixty (60) calendar days after exercise conduct
Final Improvement Plan	No later than sixty (60) calendar days after exercise conduct
Upload After Action Report to Department of Homeland Security	Within five (5) working days of the Improvement Plan being finalized
Enter Improvement Plan Information into the Corrective Action Program System	Within five (5) working days of the Improvement Plan being finalized

PRICE SCHEDULE

Level I Tabletop Exercise Cost (including all selected respondent staff travel, per-diem, incidental expenses and deliverables) for forty (40) participants or less that are grouped around one (1) large u-shaped table or a maximum of two (2) tables.			
OAKS ITEM ID NIGP CODE NUMBER	ITEM	DELIVERABLE	COST PER DELIVERABLE
5014 918-93-80-100-0	a	Initial Planning Conference	\$ 3,516.02
9772 918-93-80-110-9	b	Final Planning Conference	\$ 3,516.02
9773 918-93-80-130-7	c	PowerPoint Presentation Development for Interactive Exercise Presentation	\$ 2,344.03
5016 918-93-80-140-6	d	Scenario Development/Situation Manual Development (including all appendices), Publishing, and Shipping	\$ 2,344.03
9774 918-93-80-150-5	e	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)	\$ 2,344.03
5018 918-93-80-180-2	f	Cost for Facilitators/Support Staff	\$ 2,344.03
5017 918-93-80-160-4	g	After Action Report Development, Publishing, and Shipping	\$ 2,344.03
9775 918-93-80-170-3	h	Corrective Action Plan/Improvement Plan Development, Publishing, and Shipping	\$ 2,344.03
10635	i	After Action Conference	\$ 14,064.08
		LEVEL I TABLETOP EXERCISE COST: TOTAL	\$ 35,160.30

Level II Tabletop Exercise Cost (including all selected respondent staff travel, per-diem, incidental expenses and deliverables) for forty – one hundred twenty (40-120) participants or less that are grouped at a maximum of six (6) tables.			
OAKS ITEM ID	ITEM	DELIVERABLE	COST PER DELIVERABLE
10636	a	Initial Planning Conference	\$ 5,007.15
10637	b	Final Planning Conference	\$ 5,007.15
10638	c	PowerPoint Presentation Development for Interactive Exercise Presentation	\$ 3,338.12
10639	d	Scenario Development/Situation Manual Development (including all appendices), Publishing, and Shipping	\$ 3,338.12
10640	e	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)	\$ 3,338.12
10641	f	Cost for Facilitators/Support Staff	\$ 3,338.12
10642	g	After Action Report Development, Publishing, and Shipping	\$ 3,338.12
10643	h	Corrective Action Plan/Improvement Plan Development, Publishing, and Shipping	\$ 3,338.12
10644	i	After Action Conference	\$ 20,028.61
		LEVEL II TABLETOP EXERCISE COST: TOTAL	\$ 50,071.63

PRICE SCHEDULE

Level III Tabletop Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables) for one hundred twenty – two hundred (120-200) participants or less that are grouped around a maximum of ten (10) tables.			
OAKS ITEM ID	ITEM	DELIVERABLE	COST PER DELIVERABLE
10645	a	Initial Planning Conference	\$ 7,318.16
10646	b	Final Planning Conference	\$ 7,318.16
10647	c	PowerPoint Presentation Development for Interactive Exercise Presentation	\$ 4,878.80
10650	d	Scenario Development/Situation Manual Development (including all appendices), Publishing, and Shipping	\$ 4,878.80
10651	e	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, etc.)	\$ 4,878.80
10652	f	Cost for Facilitators/Support Staff	\$ 4,878.80
10653	g	After Action Report Development, Publishing, and Shipping	\$ 4,878.80
10654	h	Corrective Action Plan/Improvement Plan Development, Publishing, and Shipping	\$ 4,878.80
10655	i	After Action Conference	\$ 29,272.65
		LEVEL III TABLETOP EXERCISE COST: TOTAL	\$ 73,181.77

Functional Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables)			
OAKS ITEM ID NIGP CODE	ITEM	DELIVERABLE	COST PER DELIVERABLE
<u>9791</u> 918-93-80-200-8	a	Initial Planning Conference	\$ 9,586.94
<u>5020</u> 918-93-80-210-7	b	Mid-Term Planning Conference	\$ 9,586.94
<u>9776</u> 918-93-80-220-6	c	Final Planning Conference	\$ 9,586.94
<u>9777</u> 918-93-80-240-4	d	Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL), and Scenario Development	\$ 6,391.32
<u>5022</u> 918-93-80-250-3	e	PowerPoint Presentation Development for Player, Controller, Simulator, Evaluator, Actor/Victim, and Hospital briefings, training, and debriefings	\$ 6,391.32
<u>9778</u> 918-93-80-260-2	f	Exercise Support Materials (i.e. badges, sign-in sheets, table tents, controller and evaluator packets, etc.)	\$ 6,391.32
<u>5024</u> 918-93-80-290-9	g	Cost for exercise controllers/support staff	\$ 6,391.32
<u>5023</u> 918-93-80-270-1	h	After Action Report Development, Publishing, and Shipping	\$ 6,391.32
<u>9779</u> 918-93-80-280-0	i	Corrective Action Plan/Improvement Plan Development, Publishing, and Shipping	\$ 6,391.32
<u>10656</u>	j	After Action Conference	\$ 28,760.81
		FUNCTIONAL EXERCISE COST: TOTAL	\$ 95,869.55

PRICE SCHEDULE

Full - Scale Exercise Cost (including all selected Contractor staff travel, per-diem, incidental expenses and deliverables)			
<u>OAKS ITEM ID</u> NIGP CODE	ITEM	DELIVERABLE	COST PER DELIVERABLE
<u>5025</u> 918-93-80-300-6	a	Initial Planning Conference	\$ 8,684.69
<u>9780</u> 918-93-80-310-5	b	Mid-Term Planning Conference	\$ 8,684.69
<u>5026</u> 918-93-80-320-4	c	Final Planning Conference	\$ 8,684.69
<u>9782</u> 918-93-80-340-2	d	Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL), and Scenario Development	\$ 5,789.82
<u>9847</u> 918-93-80-350-1	e	PowerPoint Presentation Development for Player, Controller, Simulator, Evaluator, Actor/Victim, and Hospital briefings, training, and debriefings	\$ 5,789.82
<u>5095</u> 918-93-80-360-0	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.)	\$ 5,789.82
<u>9848</u> 918-93-80-390-7	g	Cost for exercise controllers/support staff	\$ 5,789.82
<u>9866</u> 918-93-80-370-9	h	After Action Report Development, Publishing, and Shipping	\$ 5,789.82
<u>5096</u> 918-93-80-380-8	i	Corrective Action Plan/Improvement Plan Development, Publishing, and Shipping	\$ 5,789.82
<u>10657</u>	j	After Action Conference	\$ 26,054.07
		FULL - SCALE EXERCISE COST: TOTAL	\$ 86,847.06

Supplemental Work as requested by the Ohio Emergency Management Agency Exercise Program Manager:			
<u>OAKS ITEM ID</u> NIGP CODE	ITEM	DELIVERABLE	COST PER DELIVERABLE
<u>5013</u> 918-93-80-050-7	a	All Supplemental Work Will Be Done in Accordance With Section IV of This Bid and Resultant Contract.	To Be Determined by Mutual Agreement of All Parties, on a Case by Case Basis, According to the Scope of Work of the Supplemental Work Requested. Refer Section IV, Item C, Part 4, Subpart d.

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO.: OT902608 (06/30/09)
Renewal through 07/31/11 *

0000093241
L-3 Services, Inc.
Global Security and Engineering Solutions Division
3750 Centerview Drive
Chantilly, VA 20151

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Wynt Htoon **
Office @ Chantilly, VA location

Telephone: (703) 375-6718
FAX: (703) 375-4285
E-mail address: wynt.htoon@L-3com.com **

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS: E-mail address: wynt.htoon@L-3com.com **

* Denotes renewal of contract

** Denotes new contractor's contact and email address

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
4	07/01/11	Notification of unilateral contract renewal from July 1, 2011 through July 31, 2011; a new Procurement contact; and a new contractor's contact and email address
3	07/01/09	24 month renewal 07/01/09 to 06/30/11 and removed remit to address
2	07/07/08	Contractor's contact person changed: name, phone/fax, and e-mail address
1	4/24/08	Contractor name & address change plus add a remit to address