

SAMPLE TASK ORDER / ATTACHMENT 'X'

Please provide pricing that reflects the expected amounts for performing the task elements below on the timeline provided to produce an updated Emergency Operations Plan and Annexes and five exercises. This document is required for the evaluation of the RFP.

EMERGENCY OPERATIONS PLAN & ANNEXES	Price
TASK 1. PROJECT MANAGEMENT <ol style="list-style-type: none">1. Provide effective administrative support, program evaluation, and project management support services. Develop effective project management to ensure identification, development, and management of emergency planning activities, frequent communication about project status, and use of management timelines (e.g., project management timeline scheduling software). Provide project management, program management, and planning support services.2. Provide support for a baseline gap analysis or capability assessment to identify areas for improvement and sustaining best practices to continuously improve internal emergency planning process and plan formulation processes.3. Determine and oversee all required coordination with both internal and external stakeholders on activities required to implement a collaborative planning process. Examples may include conducting planning meetings, maintaining meeting notes and record keeping, offering subject-matter expertise (SME) or technical assistance, and facilitating interdepartmental and external working groups.	
Deliverables: 12 months <ul style="list-style-type: none">• Monthly Progress Reports• Planning Meeting Minutes• Planning Task Schedule• Staff and Personnel Assignments• Sign-In Sheets• Project Timeline / Schedule• Gap Analysis or Capability Assessment	\$0.00

TASK 2. PLAN DEVELOPMENT & SUSTAINMENT

1. Develop, review, or update emergency management plans and associated materials. Plans may include strategic, operational, and tactical plans. Examples may include the basic plan, emergency support function annexes, support annexes, incident-specific annexes, continuity of operations plans, and other planning products.
2. Development of supporting documents and tools including reports, white papers, assessments, briefing materials, presentations, operational tools, databases, technical diagrams, socialization material, etc.
3. Development of a plan integration and plan socialization strategy to align and standardize various citywide emergency planning products both up and down the various levels of city departments (vertical integration) and across the greater Houston region including key response partners and agencies (horizontal integration).
4. Development of planning products that incorporate the whole community, Access and Functional Needs (AFN), and diversity and equity principles to support and enhance community resilience and preparedness. Provide an integrated approach in the application and incorporation of inclusive emergency management practices, as mandated by local, state, and federal laws associated with persons with disabilities and others with access and functional needs.
5. Development of a plan validation process to ensure compliance and standards are met or exceeded. Invite primary stakeholders to finalize and validate plan, assign of responsibilities, and ensure decision-makers' buy-in and take ownership of their respective areas of responsibility, and ensure plan is complete and ready for final approval and implementation.
6. Review current practices and procedures related to emergency planning formulation/development, incorporating other major metropolitan' model planning policies and procedures into the current practice and procedures, and making the appropriate recommendations for the city's planning process, plan formulation, and maintenance practices.
7. Development of a hazard identification and risk assessment (HIRA) and consequence analysis to identify the natural, technological, and human-caused hazards and threats that potentially impact the City and to ensure plans are risk-based and risk-driven.

Deliverables: 12 months

- 1 EOP Basic Plan / Comprehensive EMP
- 15 ESF Annexes
- 5 Support Annexes
- 5 Hazard / Incident Annexes
- 1 HIRA

(deliverables required for each plan)

- Planning Meetings
- Planning Meeting Minutes
- Sign-In Sheets
- Plan Integration and Socialization Strategy and Meetings
- Community Engagement Strategy and Meetings
- Inclusive Planning Strategy and Meetings (DAFN, Diversity, Equity, Inclusion)
- Plan Template and Design
- Draft Plan
- Final Plan

\$0.00

<p>TASK 3. EXERCISES</p> <p>The Consultant will work with OEM staff to support the develop and execution of exercises. At least two discussion based, two functional exercises and one full scale. The exercises will comply with HSEEP methodology and will have emergency management related injects and objectives for integration in the Master Scenario Events List.</p>	
<p>Deliverables: 3 – 12 months</p> <ul style="list-style-type: none"> • 2 discussion-based exercises (workshops and/or tabletops) – 3 months • 2 functional exercises (drills or functional exercises) – 6 months • 1 full scale exercise – 1 year <p>(deliverables required for each exercise)</p> <ul style="list-style-type: none"> ○ Exercise Design and Development ○ Exercise Planning Meetings <ul style="list-style-type: none"> ▪ Initial Planning Meeting ▪ Mid-Term Planning Meeting ▪ MSEL Planning Meeting ▪ Final Planning Meeting ○ Exercise Evaluation Guides ○ Master Scenario Events Lists ○ After Action Report / Improvement Plan ○ After Action Meeting ○ Corrective Action Tracking Tool 	\$0.00
<p>TOTAL</p>	\$0.00

City Responsibilities:

In connection with Consultant’s provision of the services, City will perform the tasks, furnish the personnel, provide the resources, or undertake the responsibilities specified below.

- City will provide complete and accurate governance policies organizational charges and approval matrices, as available.
- City will provide process documentation including current process flows, policies and practices, accounting close calendars and checklists, as available.
- City will provide subject matter experts in functional areas within the scope of this project that are able to allocate time as required, assist with rapid issue resolution and confirm process documentation and transition recommendations.
- City designates a City resource to serve as key contact to Consultant for any data requires and scheduling / coordination of all meetings.
- City reviews and approves deliverables on a timely basis.
- City will provide information requested and meetings scheduled in a complete and timely manner.