

Dear BATEP Proposers,

The Bay Area UASI region has requested delivery of **Bay Area Community Readiness Exercise Series**

**Number of Exercises Being Requested:** up to 14 – one for each Bay Area UASI member jurisdiction dependent upon the exercise focus area and jurisdictions needs.

**Planned Timeframe:** Throughout calendar year 2024

**Virtual or In-Person:** In-Person

**Anticipated Participants:** Various – approximately 50 participants per exercise

Any in-person exercise must be delivered in compliance with the guidelines and requirements of its respective host agencies' COVID Safety Protocols. Vendors will be responsible for working with the BATEP Coordinator and Exercise Planning Teams to ensure all local safety measures are followed.

Please provide a price quotation of your best and final offer including the information requested in the attached template, plus any additional information and attachments in **1 PDF document**.

Additional information regarding the scope of the exercise is attached. Any questions about the scope must be received **by 5:00p.m. (PACIFIC) on Friday, December 1, 2023**.

If selected, a Purchase Order or contract will be issued following a review and evaluation of the quotation received.

**Please reply to [UASICONTRACTS@SFGOV.ORG](mailto:UASICONTRACTS@SFGOV.ORG) with this email with “Bay Area Community Readiness Exercises QUOTE” in the subject line. Response must be received by 5:00p.m. (PACIFIC) on Friday, December 15, 2023.**

Thank you,

## **Bay Area Community Readiness Exercises**

The Bay Area UASI is requesting services to design, conduct, and evaluate a 2024 Functional Exercise Series providing each of the 14 UASI member jurisdictions with a customized exercise focused on Community Emergency Response Teams (CERT), Stop the Bleed (STB) or community preparedness. The Exercise Series will be conducted within the Bay Area UASI region.

The goal of this series is to strengthen community preparedness in Bay Area UASI jurisdictions building upon CERT, STB or community preparedness trainings offered in recent years.

Vendors may apply to conduct one or more of the following exercise focus areas: Community Emergency Response Teams (CERT), Stop the Bleed (STB) or community preparedness.

**Number of Exercise Deliveries Being Requested:** up to 14 – one for each Bay Area UASI member jurisdiction dependent upon the exercise focus area and jurisdictions needs.

**Requested Delivery Timeframe:** throughout calendar year 2024

**Requested Delivery Environment:** It is expected that each of the 14 Bay Area UASI member jurisdictions (Marin County, Sonoma County, Napa County, Solano County, Contra Costa County, Alameda County, the City of Oakland, the City and County of San Francisco, San Mateo County, Santa Clara County, the City of San Jose, San Benito County, Santa Cruz County, and Monterey County) will host 1 exercise. The exact exercise locations will be determined through individual exercise planning processes consistent with the Homeland Security Exercise and Evaluation Program guidance.

**Anticipated Exercise Participants:** Participants may include but are not limited to Emergency Services / Emergency Management agencies from the 14 Bay Area UASI member jurisdictions, community (CBOs, FBOs, VOAD/COADs, local businesses, community leaders, CERT/NERT, etc.), public and private sector organizations from the region. The exercises should be designed to engage the whole community including state agencies, social service organizations, non-profit community-based organizations, private sector partners, volunteer organizations, and others that are trained in either CERT, STB, or community preparedness. Note: the exercise participation will vary among each jurisdiction depending on the objectives and focus specific to each exercise.

**Best Value Procurement:** To ensure that submitted offers are comparable, please provide a competitive proposal including a price for 1 delivery of each exercise focus area that you are interested in providing for your best and final offer. Use the attached template to share qualifications and compelling arguments for selecting the proposed team. Please include any additional attachments along with the quote in **1 PDF document**. This is a best value procurement where considerations for vendor selection include quality and price.

## **Project Requirements:**

Contractor shall lead the design, conduct, and evaluation of 14 local functional exercises. This includes, but is not limited to, the following for each of the 14 Bay Area UASI member jurisdictions:

- Conducting an Initial Planning Meeting (IPM)
- Conducting a Mid Planning Meeting (MPM)
- Conducting a Final Planning Meeting (FPM)
- Conducting 1 functional exercise lasting 4 hours
- Conducting 1 After Action Meeting (AAM)
- Preparing 1 After Action Report for each exercise

The exercises will be designed, conducted, and evaluated consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). The local exercises will be built to meet the unique needs of each UASI member jurisdiction. Furthermore, all services provided, and deliverables prepared by Contractor under this Agreement shall conform to and be consistent with the California Standardized Emergency Management System ("SEMS"), the National Incident Management System ("NIMS"), the National Preparedness Goal ("NPG"), and the National Response Framework ("NRF"). All services and deliverables shall be consistent and comply with federal, state and local laws, regulations, policies, procedures, and guidelines, as applicable.



Price quotations submitted for exercise activities selected under the Bay Area Training & Exercise Program (BATEP) shall include the following sections and information tables:

Name of Vendor:

Date:

## 1. OVERVIEW

*Please provide a brief description of the proposed exercise(s) that includes the content and/or performance objectives.*

## 2. QUALIFICATIONS

*Please describe the unique qualifications of the proposing vendor for designing, conducting, and evaluating the requested exercise.*

## 3. PROPOSED TEAM

*Please include a listing of the proposed team members and their most relevant qualifications for supporting the requested exercise. This may include years of experience, similar exercises supported, etc. Resumes may be attached in addition to completing the table below.*

TEAM MEMBERS		
NAME	ROLE	RELEVANT EXPERIENCE / QUALIFICATIONS

## 4. DELIVERABLES

*Based on the project requirements, please list all proposed deliverables and their associated cost. Deliverables may be grouped together for lump sum costs. For example, Initial Planning Meeting Materials, Conduct, and Summary may have a lump sum cost estimate for IPM Deliverables.*

DELIVERABLES	
DESCRIPTION	COST

## 5. COST

*Please provide a cost breakdown similar to the table below that has the cost categories identified below. Format may be different as long as all requested costs are provided in a detailed manner. For travel rates, please specify number of nights and number of rooms per staff member. For flights, please specify where Departing City is.*

Price Quotation Template for the  
 Bay Area Training & Exercise Program



COST Category	DESCRIPTION	PRICE	QTY	AMOUNT
<b>1: Deliverables</b>	Total Cost for Deliverables per Section 4.			
	DESCRIPTION	PRICE		AMOUNT
<b>2: Travel</b>	Flights (departing city)			
	Hotel (# Nights; # Rooms)			
	Per diem			
	Car plus Fuel			
	<b>TRAVEL SUBTOTAL</b>			
	DESCRIPTION	PRICE	QTY	AMOUNT
<b>3: ODCs</b>	Hard Copy Exercise Documents (i.e. C/E Manual, Exercise Plan, Participant Certificates, Eval Forms, Handouts, etc.)			
	Consumables			
	Shipping			
	Other			
	<b>MATERIALS SUBTOTAL</b>			
<b>TOTAL PRICE</b>				