

AS-NEEDED COVID-19 PROFESSIONAL SUPPORT SERVICES SAMPLE SCOPE OF WORK

The Local Jurisdiction is currently seeking proposals from qualified firms to provide as-needed professional emergency management and public health professional services as-needed. This RFP is intended to encompass professional planning, training, exercise, research studies, community outreach, advising, and other professional consulting support services activities, as-needed, and associated with the COVID-19 response and recovery efforts.

All services under any contract awarded as a result of this solicitation will be accomplished on a task order basis. Actual task orders with specifically defined scope of work will only be developed if and when particular work or services are needed. The Selected Proposer shall prepare a written proposal letter for review and approval by The Local Jurisdiction. The proposal letter must include the following:

- a. Description of the proposed approach and specific deliverables;
- b. Project schedule and completion date;
- c. Proposed staff to perform the work, including job title, hourly rate and estimated number of hours each will spend on the assignment;
- d. Breakdown of the cost per staff person (not to exceed maximum contracted rates).

Each proposal letter may require negotiations with the Selected Proposer for any and all aspects for the proposal letter including price. The Local Jurisdiction may modify, suspend, or cancel a request for a proposal letter at any time at no cost to The Local Jurisdiction. All costs associated with estimating a project shall be done by the Selected Proposer; and the Selected Proposer shall not have any claim, financial or otherwise, against The Local Jurisdiction as a result of The Local Jurisdiction modifying, canceling or suspending a request for a proposal letter. The selected vendor shall not commence the service under any task order until a purchase order has been executed by The Local Jurisdiction or a Notice to Proceed has been issued for that task order by an authorized representative.

The Local Jurisdiction does not guarantee that this RFP will result in task orders or any particular work or services.

The following are a broad scope of services that may be required to prepare for, respond to, and recover from COVID-19.

COVID-19 General Professional Consulting Support Services

- COVID-19 planning, such as the development of pandemic plans and planning guides
- Build community partnerships to support health preparedness
- Engage with community organizations to foster public health, medical, and mental/behavioral health social networks
- COVID-19 training
- COVID-19 exercises
- Planning and engagement of Functional and Access Needs Populations and the impacts from COVID-19
- Regional coordination planning and support services
- Multi-Agency Coordination System (MAC) Implementation and Support Services
- Innovative and virtual tools to support information sharing and common operational picture

COVID-19 Community Recovery and COOP Professional Support Services

- Implement Recovery Operations concurrently with Response. Recovery Starts Now! COVID-19 pandemic and inter-pandemic outbreaks provide a unique recovery environment; recovery activities will run concurrently with continued COVID-19 response operations over the next 12-18 months.
 - Documentation of contractor and force account labor records to be submitted for FEMA reimbursement
 - Documentation creation, timesheet records, and equipment logs
 - Procurement reviews and assistance
 - Data entry into FEMA GrantsPortal system
- Provide COOP guidance and assist in the adaptation and implementation of COOP.
- Develop plans and strategies to preserve functioning of critical infrastructure and key resources (CIKR) and mitigate impacts to the economy and functioning society.
- Develop an adaptive continuity of operations, re-opening, and re-closing strategy.
- Conduct gap analysis and lessons learned throughout the duration of the pandemic and implement findings into existing plans and strategies.

COVID-19 Emergency Operations Professional Support Services

- Provide incident management support services
- Develop IAPs and Situation Reports
- COVID-19 modeling support
- Mobilize virtual and in-person staff to support operations
- Augmenting staff requirements for activities such as contact tracing and managing the response through in-person and virtual emergency operations centers.

COVID-19 Public Information and Warning Professional Support Services

- Support JIC/JIS operations with in-person and virtual staff
- Develop a transparent risk communication strategy plan for development, clearance, and dissemination of clear, concise, accurate critical public health messages to both targeted audiences and the general population.
- Develop lifesaving, life-sustaining information in coordination with interagency partners.

COVID-19 Fatality Management Professional Support Services

- COVID-19 fatality management operations planning and implementation, including fatality processing and storage operations
- Temporary morgue and/or surge operations
- Coordination and planning with Medical Examiner/Coroner, Hospitals, Long-term Care, and Funeral Homes

COVID-19 Mass Care Professional Support Services

- Mass care operations, such as alternative care and housing, feeding and sheltering
- COVID-19 at-risk population planning and response operations

COVID-19 Medical Countermeasure Dispensing and Administration Professional Support Services

- Medical countermeasure dispensing strategies, planning, training and exercises in preparation for an available vaccine. Ideally, this would occur in-between the first and second wave.

COVID-19 Medical Material Management and Distribution Professional Support Services

- Support services related to: Acquisition of medical materiel, inventory management and coordination, security, distribution, and demobilization
- Support operations for dispensing medical countermeasure and prioritizing key publics

COVID-19 Medical Surge Professional Support Services

- Medical surge management and coordination
- Health care and medical response coordination in support of ESF- 8

COVID-19 Nonpharmaceutical Interventions and Community Mitigation Professional Support Services

- Assess and analyze ongoing community mitigation strategies
- Provide guidance on isolation, testing, and medical care for confirmed cases, suspect cases, and exposed contacts
- Developing guidance for community mitigation measures based upon the epidemiologic situation.
- Coordinate across the whole of government and commercial sector regarding any nonpharmaceutical interventions (NPIs) before implementation

COVID-19 Public Health Surveillance and Epidemiological Investigation Professional Support Services

- Support public health investigations and reporting, including real-time situational awareness and coordination support services
- Contact tracing support services, including planning and coordination

COVID-19 Responder Safety and Health Professional Support Services

- Responder Safety and Health **Standard Operating Procedures** Development, Training, and Implementation
- COVID-19 PPE Training – Donning and Doffing
- Employee safety and monitoring

COVID-19 Volunteer Management Professional Support Services

- COVID-19 volunteer management planning and Just-in-Time training support services
- Call center intake support services and volunteer recruitment planning, training, and exercises

COVID-19 Cost Reimbursement Recovery & Grant Management Support Services

Advisory Services

- Develop processes/systems to efficiently submit state and federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
- Develop a strategy, implementation plan, and procedures for identifying, documenting

- and submitting COVID-19 costs for reimbursement from various federal grant programs as they emerge.
- Attend meetings with relevant local, state, and federal officials to address eligibility and process issues, at the request of the client.
- Provide knowledge, experience and technical competence in dealing with state and federal codes and regulations.
- Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed.
- Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.

Financial / Grant Management Professional Support Services

- Advise on federal regulation and policy on tracking costs, including direct administrative costs and, to facilitate reimbursement for all eligible client costs.
- Categorize, record, track and file costs in support of the financial reimbursement process, track Project Worksheet status and status of payment from state and federal agencies.
- Provide expertise using existing systems to report information to assist in the management
- Provide templates for documenting personnel costs, non-personnel costs, and revenue loss.
- Insert the collected data into required forms to complete submissions for various grant programs identified.
- Submit required documentation on behalf of the client within required deadlines.
- Set timelines based on each grant opportunity's requirements.
- Manage the grant writing, documentation, data collection, and submissions to the appropriate entities within required deadlines.
- Assist with the preparing for grant audits.
- Identify grant management deliverables with proposed Project Timeline.

COVID-19 Federal Funds Advisory Services and Technical Support

- Advise and provide technical support for H.R. 748 -CARES Act funding. Categorize, record, track and file costs to be funded or reimbursed by CARES Act funding.
- Advise and provide technical support for other federal and state funding legislation directed to mitigate the impacts of COVID-19 to the county and its communities.
- Advise and provide technical support for determining which costs should be claimed for reimbursement or funding to the most advantageous source, whether through FEMA Public Assistance, CARES Act or other federal and state aid sources to maximize use of funding and minimize the negative fiscal impact to the county and its communities.

FEMA Public Assistance (PA) and Individual Assistance (IA) Programs Advisory Services

- Provide extensive knowledge, experience, and technical competence in dealing with Federal regulations, specifically including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the Post-Katrina Emergency Management Reform Act of 2006, the Sandy Recovery Improvement Act of 2013, and the Disaster Recovery Reform Act of 2018.
- Evaluate and assist in the formulation, execution, and closeout of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in cost estimating, developing detailed damage descriptions and dimensions ("DDD's"), technical assistance, and project scopes of work ("SOW"), and cost estimates ("CEs").

- Evaluate and assist in planning, conducting, documenting, and distributing FEMA interim housing assistance to residents affected by incidents.
- Evaluate and assist in planning, coordinating, and managing large scale debris removal projects in the geographical areas impacted by disaster.
- Provide support and participate in any quality control plan or audit conducted by auditors.
- Meet as necessary with county, state, and FEMA representatives in connection with the programmatic, financial, contracting, and eligibility and process issues, at the request of the client.
- Evaluate and recommend potential alternate and/or improved cost recovery projects.
- Evaluate the appropriateness of the use of FEMA pilot programs including the Section 428 Public Assistance Alternative Procedures for Permanent Work and Debris Removal.
- Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
- Preparation of documentation for appeals, arbitrations, and projects and respond to audit findings as requested.

FEMA 404 and 406 Hazard Mitigation Expertise

- Assist in identifying, developing and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events (both Sections 404 and 406).
 - Contractor shall have at least five (5) years of experience in providing cost recovery consultation services for FEMA 404 and 406 programs.
- Develop hazard mitigation proposals (HMPs), and if needed benefit-cost analysis (BCA), to protect damaged elements and facilities from future damage.
- Prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

HUD Community Development Block Group Disaster Recovery (CDBG-DR)

- Provide knowledge, experience and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under the Federal Register allocation of the CDBG- DR funds.
 - Contractor shall have at least five (5) years of experience in providing cost recovery consultation services for CDBG-DR Programs.
- Conduct unmet needs assessments that identify type and location of the community's disaster recovery needs especially in the three core aspects of recovery – housing, infrastructure, and the economy.
- Provide extensive knowledge of CDBG eligible activities and national objectives particularly as they apply to disaster recovery and develop and submit Action Plans.
- Provide technical assistance as requested including HUD level environmental reviews and clearance and other cross-cutting federal requirements such as documentation, procurement, federal labor standards, fair housing, accessibility, uniform administration, closeout, and monitoring and compliance.

FHWA/FTA Support

- Advise and provide technical support for FHWA Disaster Relief and/or FTA Disaster Relief funding.