



## County of San Mateo

### Request for Proposals (RFP) for

### San Mateo County Health

RFP No. HEP-12-2023

### Request for Proposals No. HEP-12-2023 for Development and Coordination of Two (2) Health Emergency Preparedness Exercise

<b>Number of Contracts to be Awarded</b>	1
<b>Contract Value</b>	\$100,000
<b>Expected Contract Duration</b>	12 months
<b>Authorized Contact Person</b>	Karishma Kumar, MPA Interim Health Emergency Preparedness Manager
<b>Authorized Contact Person e-mail</b>	kkumar@smcgov.org
<b>RFP Release</b>	August 23, 2023
<b>Deadline for Questions</b>	September 6, 2023; 5:00 PM PST
<b>Proposal Due</b>	September 22, 2023; 5:00 PM PST

# SECTION I - INTRODUCTION AND SCHEDULE

## A. General

The County of San Mateo (the “County” or SMC) covers most of the San Francisco Peninsula. The region covers 744 mi<sup>2</sup> and is home to nearly 800,000 residents. The County is made up of 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.

## B. Background

The mission of San Mateo County Health (SMC Health) is to help San Mateo County residents to live longer and better lives. For further details about SMC Health, visit: [www.smchealth.org/divisions](http://www.smchealth.org/divisions).

The San Mateo County Emergency Medical Services-Health Emergency Preparedness Unit (HEP), a division of SMC Health, leads medical and health emergency preparedness and response activities across the health system. Health Emergency Preparedness Unit partners with stakeholders and the San Mateo County Healthcare Coalition, to strengthen the healthcare community’s ability to prepare for and respond to health and safety risks, including large-scale emergencies and surges in healthcare needs. The Health Emergency Preparedness Unit develops and coordinates exercises, drills, and training on an annual basis, to ensure that SMC Health, local healthcare providers, and emergency medical services system partners sustain optimal response readiness.

This Request for Proposals (“RFP”) seeks the submission of proposals from all interested and qualified parties to develop, coordinate, and execute two (2) health emergency preparedness exercises for 2024 (timelines to be determined), with the aim to strengthen the County’s response to threats and strengthen our collaboration with local, regional, state, and federal response agencies.

The target start date for the agreement is December 2023 with the term ending December 2024, subject to negotiations of a final fixed-price agreement, in the not-to-exceed amount of **ONE HUNDRED THOUSAND DOLLARS (\$100,000)**.

The County of San Mateo seeks by way of this RFP, proposals from all interested and qualified to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the County and, by extension, the citizens of the County. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes but is not limited to, the respondent's demonstrated competency and experience in delivering services of similar scope and type and the local availability of the proposer's personnel and equipment resources.

## C. Schedule

<b>RFP Released</b>	August 23, 2023
<b>Deadline for Questions, Comments and Exceptions</b>	September 6, 2023; 5:00 PM PST
<b>Proposal Due Date and Time</b>	September 22, 2023; 5:00 PM PST
<b>Interviews (tentative)</b>	TBD
<b>Anticipated Contract Award Date</b>	TBD

## SECTION II - SCOPE OF WORK

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

Proposing teams may suggest a modified scope as part of their proposal but shall include the following at minimum.

### A. Description

San Mateo County is looking for services for developing and implementing two (2) full-scale health emergency preparedness exercises focused on health terrorism (scenario to be determined)

(1) Homeland Security Exercise and Evaluation Program (HSEEP) compliant health terrorism Full-Scale Exercise (FSE)

- a. When: 2024 (Date TBD)
- b. Scenario: TBD
- c. Attendance: 100 participants
- d. Deliverables:
  - i. Develop and implement Full-Scale Exercise (FSE)
  - ii. Coordinate from beginning to end Concepts and Objectives (C&O) Meeting, Initial Planning Meeting, Mid-Term Planning Meeting, Final Planning Meeting, and After-Action Report (AAR)
  - iii. Activate Health Department Operation Center (DOC)

(2) Virtual Medical Response and Surge (MRSE) Full-Scale Exercise (FSE)

- a. When: 2024 (Date TBD)
- b. Scenario: TBD
- c. Attendance: 50 participants
- d. Deliverables:
  - i. Address Medical Response and Surge Exercise (MRSE) Evaluation plan for Terrorism Response, in example, management of surge capacity, capability, and preparedness.
  - ii. Deliver a tabletop exercise (TTX) for Medical Response and Surge Exercise (MRSE)
  - iii. Provide all documentation for Administration for Strategic Preparedness and Response (ASPR) Medical Health Care Medical Response and Surge Exercise (MRSE) to fulfill reporting requirements.
  - iv. Develop and implement Full-Scale Exercise (FSE) virtually
  - v. Coordinate from beginning to end Concepts and Objectives (C&O) Meeting, Initial Planning Meeting, Mid-Term Planning Meeting, Final Planning Meeting, and After-Action Report (AAR).

\*Exercise date, scenarios, deliverables, and other key specifics may be subject to change due to external factors, including but not limited to County response to a disaster, health emergency and/or the availability of staff and key stakeholders.

### B. Stakeholders

Stakeholders may include, but not limited to, Department of Emergency Management (DEM), Law & Fire departments, Emergency Medical Services, San Francisco International Airport, SMC Health, San Mateo County Hospitals, Public Safety Dispatch, American Medical Response, SMCHC, San Mateo County Medical Reserve Corps (MRC), California Department Public Health, 95th Civil Support Unit, American Red Cross, Community Emergency

Response Teams (CERT), Terrorism Counter Assault Team (TCAT), FBI, and others. Multiple agencies, cities and jurisdictions will participate in these exercises. The contractor will work with HEP staff to create and implement products and activities for all exercises, trainings as well as any associated activities. The successful completion of these deliverables will require a thorough understanding of HSEEP requirements and principles, and the planning and exercise needs of SMC Health, and other healthcare entities.

### **C. Deliverables**

The contractor will work with HEP staff and other stakeholders as needed to allow for maximum efficiency in planning, and leading activities related to the exercises including planning meetings, trainings, etc. to include, but not limited to:

- (1) Develop, coordinate and execute two (2) health emergency preparedness full-scale exercises (FSE) focused on health terrorism (scenario to be determined)
- (2) Work with Exercise & Training Workgroups Members of the SMCHC to assist in planning. Assure that key participants and planners are contacted to participate in scheduled planning meetings from all participating organizations.
- (3) Work with HEP program staff to determine plans, procedures and/or policies and capabilities to be tested and develop corresponding exercise goals and objectives for Law & Fire authorities, American Red Cross, Community Emergency Response Teams (CERT), Terrorism Counter Assault Team (TCAT), SMC Health DOC staff and other participating organizations. Reference Statewide exercise documents.
- (4) Participate in regional exercise planning with stakeholders as needed.
- (5) Plan, schedule, organize, conduct, record, and share results of HSEEP-compliant meetings (which may be held virtually), including, but not limited to:
  - a. Concept and Objectives Meeting
  - b. Initial Planning Meeting
  - c. Midterm Planning Meeting
  - d. Master Scenario Events Lists (MSEL) Meeting
  - e. Final Planning Meeting
  - f. Evaluator Training(s)
  - g. Functional/Full Scale Exercise
  - h. Hot Wash/Debriefing
  - i. After Exercise Meeting
  - j. Trainings as listed above
  - k. Contractor will develop for PowerPoint Presentations for the above meetings to be reviewed and approved by HEP staff.
- (6) Develop and submit exercise planning and evaluation documents, including, but not limited to:
  - a. Incident Action Plan
  - b. Agendas, minutes, sign-in sheets for all meetings, conferences and exercises
  - c. Exercise Plan
  - d. MSEL with injects from and/or for all participants
  - e. Exercise Evaluation Guides
  - f. Exercise Evaluations and/or Exercise Participant Feedback Forms Controller
  - g. Evaluator Handbook
  - h. After Action Reports and Improvement Plans
  - i. Player Briefing

- (7) Review up to five (5) Emergency Preparedness Plans, which will be exercised as needed.
- (8) Utilize an ICS, and DOC structure for exercise planning and implementation.
- (9) Develop forms, documents, reports, and exercise material related to exercise for participating agencies.
- (10) Address all logistics including but not limited to the rental of facilities, exercise materials, exercise printing, exercise supplies, and equipment.
- (11) Address all safety issues.
- (12) Conduct and manage the after-action process including but not limited to data analysis and preparation of an After-Action Report and Improvement Plan.
  - a. We request some flexibility regarding the structure of the exercises. Additionally, some meetings may be merged with tabletop exercise planning meetings to avoid participant fatigue and ensure an efficient exercise planning process.

**D. Length of Agreement**

The target start date for the agreement is December 2023 with term ending December 2024 (dates subject to change).

**E. Funding**

The services will be funded through the State Homeland Security Grant (SHSGP) which aims to build capabilities to protect communities against, prevent, respond to, and recover from terrorist acts, and other emergencies or disasters.

The total SHSGP funding available for the services provided under the proposed fixed-price agreement is \$100,000.

## SECTION III - SUBMISSION REQUIREMENTS

### A. Submission Deadline

Proposals must be electronically received by **5:00 PM, on September 22, 2023**, via Public Purchase (details below).

Allow sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate, and proposals will be rejected. The Public Purchase submission time will be the official submission time. The County will not be responsible for and shall not accept proposals that are late due to slow internet connections or for any other failure of the Public Purchase system.

**NOTE:** The County does not maintain the Public Purchase system and is not liable for site failures or technical problems. To resolve technical issues, contact Public Purchase using the chat portal via link below or email Vendor Support at [support@thepublicgroup.com](mailto:support@thepublicgroup.com):

[http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info\\_register.html](http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info_register.html)

Late submissions will not be considered.

### B. Pre-submission Registration

Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at:

<https://www.publicpurchase.com/gems/register/vendor/register>

**It is recommended that organizations complete this registration as soon as possible to allow enough time for it to be processed.** Each registration is manually reviewed and approved by Public Purchase, and this might take time. The County will not be responsible for and shall not accept proposals that are late due to a failure to register in the Public Purchase system.

### C. Submission via Public Purchase

#### (1) Submit of Proposals:

##### a. Required documents

Each of the following documents should be submitted following the instructions below:

- Technical proposal
- Budget/Fee proposal
- Minimum Qualifications Checklist
- Written exceptions to the proposal, if any
- References
- Other documents (name them) as needed

##### b. Electronic Submissions

Include the proposer's name and the RFP title and number in each filename. Submit proposals via the Public Purchase website, allowing sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate, and proposals will be rejected. The Public Purchase submission time will be the official submission time. Contact Public Purchase with technical questions regarding the site. The County will not be responsible for and may not accept