

To: uasicontracts@sfgov.org

CC:

BCC: all pre-qualified exercise vendors

Subject: BATEP - Request for Quote - **2024 Golden Eagle exercise**

Attachments: Price Quotation Template; Additional Scope/Exercise Information

Dear BATEP Qualified Vendor,

The Bay Area UASI region has requested delivery of exercise **2024 Golden Eagle exercise**

Number of Deliveries Being Requested: 1

Requested Delivery Timeframe / Host Agency / Number of students:

Course	Discipline	Planned Quarter	Virtual / In-person	Jurisdiction	# of Students
2024 Golden Eagle exercise	Emergency Management	July 2024	In Person	14 Bay Area UASI member jurisdictions	N/A

Any in-person exercise delivered by the Bay Area Training & Exercise Program (BATEP) 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 Host Agency Point-of-Contact 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, July 21, 2023. Please submit questions to uasicontracts@sfgov.org by 5:00p.m. (PACIFIC) on Friday, July 7, 2023.**

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

Please reply to **UASICONTRACTS@SFOV.ORG with this email** with "2024 Golden Eagle exercise QUOTE" in the subject line. Response must be received by 5:00p.m. (PACIFIC) on Friday, July 21, 2023.

Thank you,

Qualified Vendor,

The Bay Area UASI region is requesting services to design, conduct, and evaluate the 2024 Golden Eagle exercise, a one-day region-wide functional & full-scale exercise testing supply chain resilience capabilities. Exercise design will be informed by the outcomes of the 2023 Golden Eagle Exercise, a supply chain resilience tabletop exercise series being conducted February – April 2023, and will align with the 2024 National Level Exercise (Cal OES / FEMA). The overall goal is to build the Bay Area UASI region's collaborative capacity for responding to events affecting supply chain through coordination across local, state, and federal agencies and in partnership with whole community entities.

The exercise will focus on evaluating the Bay Area's current capacity toward its capability targets for the following core capabilities:

- Supply Chain Integrity and Security
- Logistics and Supply Chain Management
- Situational Awareness
- Cybersecurity
- Economic Recovery
- Public Information and Warning
- Planning
- Operational Coordination
- Community Resilience

Number of Deliveries Being Requested: 1

Requested Delivery Timeframe:

Planning Meetings: January – May 2024

Exercise Conduct: June 2024 (exact date will be aligned with 2024 National Level Exercise)

Exercise Evaluation: June – July 2024

Requested Delivery Environment: Consistent with prior Golden Eagle Exercises, exercise activities will occur in numerous locations throughout the Bay Area region and beyond. Exercise locations may include, but are not limited, to local & Operational Area Emergency Operations Centers (EOC), the Cal OES Coastal Region EOC, the State Operations Center, ports, regional suppliers/warehouses/factories, local suppliers/businesses, commodity points of distribution, shelters, and any other operational field sites in conjunction with a catastrophic response.

Anticipated Exercise Participants: 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 across the 100+ cities in the region. The exercise 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 integral to responding to, and recovering from, a catastrophic event involving supply chain security and disruptions. These may include Disaster Service Workers and Community Emergency Response Teams.

Project Requirements:

1. Golden Eagle Exercise 2023

The selected contractor will develop custom exercise materials for each of the 14 Bay Area UASI member jurisdictions and up to 3 additional agencies (for example: Oakland Port, Marine Exchange, WETA, etc., which will be identified by the UASI management team to meet the supply chain exercise objectives) leveraging a set of shared regional objectives. The regional objectives will be validated and coordinated through facilitated regional planning meetings.

A key component of the exercise will be simultaneously conducting response operations and recovery operations while maintaining continuity of day-to-day government functions. As such, regional groups like the Bay Area Joint Information System, will have the opportunity to function in a simulated emergency to practice regional coordination.

To maximize the benefit of this opportunity to exercise collectively as a Bay Area region, with state / federal and private sector partners, the exercise will include, at a minimum, regional objectives to test:

- operational coordination such as scarce resource adjudication across the region,
- regional information sharing and management processes to establish a regional common operating picture,
- operations of the Bay Area Joint Information System
- jurisdictional alert and warning capabilities – notably to affected people with access and functional needs
- emergency communications – including alternate communications systems

All project deliverables are subject to review and approval by the UASI Management Team's designated Exercise Director prior to payment. Project deliverables will include but are not limited to:

- Participation in State / Federal level planning meetings & after action activities to ensure alignment with National Level Exercise (NLE)
- Preparation, conduct, and summary of a regionwide Initial Planning Meeting
- Preparation, conduct, and summaries of 28 local planning meetings (allowing for two meetings with each UASI member jurisdiction to develop and confirm exercise objectives, the local MSEL, and exercise logistics)
- Preparation, conduct, and summaries of up to 3 planning meetings with identified agencies to develop and confirm exercise objectives, the MSEL, and exercise logistics

- 1 template Master MSEL specific to Golden Eagle 2024 (aligned with the 2024 National Level Exercise)
- 14 customized Master Scenario of Events Lists (MSELs) for UASI member jurisdictions
- Up to 3 customized MSELs for identified agencies
- 1 template master player handout specific to Golden Eagle 2024
- 20 customized player handouts (for UASI member jurisdictions and up to 6 field play sites)
- Regional Exercise Phone Directory
- Preparation, conduct, and summary of a state agency coordination / preparation meeting
- Integration of the Bay Area Joint Information System into the exercise to include but not limited to:
 - discussing public information objectives at the regional and local planning meetings
 - identifying JIS liaisons from each of the 14 UASI member jurisdictions
 - Working with identified JIS liaisons to include community groups at JIC level for public messaging
 - conducting a virtual Bay Area JIS Tools Training session
 - conducting a virtual Bay Area JIS Drill
 - coordinating and tracking individual public information participants
 - coordination and delivery of public information specific injects
 - conducting mock phone / radio interviews with participating public information officers
 - including a robust multilingual component (i.e. bilingual staffs within the simulation cell; ex: Spanish-English, Chinese-English, Vietnamese-English, etc.)
 - identifying specific DAFN messaging needs to exercise and evaluate
- Integration of emergency communications into the exercise to include but not limited to:
 - discussing emergency communications objectives at the regional and local planning meetings
 - identifying emergency communications personnel from each of the 14 UASI member jurisdictions
 - conducting training sessions for emergency communications personnel
 - conducting a pre-exercise emergency communications drill
 - coordination and delivery of emergency communications specific injects
- Preparation, conduct, and summary of a regionwide Final Planning Meeting
- Preparation of a StartEx video, which sets the scenario and tone of the exercise, to be played at each exercise location following the player briefing and kicking off the exercise (aligned with the 2024 National Level Exercise)
- Provision of an online platform which simulates the media environment – allowing exercise participants to receive injects, mock news reports, and mock social media posts AS WELL AS allows participants to post press releases, social media posts, and videos in a safe non-real-world environment. This platform will be used for participating agencies to track situational awareness and test public information functions (ex: Social Simulator).
- 1 regionwide HSEEP compliant Exercise Plan
- 1 regionwide Controller / Evaluator Manual detailing the assignments roster and guidance
- Exercise Evaluation Guides for each regional objective

- Conduct of two offerings each of virtual Simulation Cell and Controller/Evaluator Training sessions – a recording of each training will be made available for participants unable to attend the training sessions live.
- Preparation and recording of pre-exercise briefings to include a player briefing and controller/evaluator briefing to be delivered on the day of the exercise by on-site controllers
- Exercise Staff on Day of the Exercise:
 - Senior Controller to coordinate the conduct of exercise activity at all participating jurisdictions
 - Simulations Cell Lead to lead the activities of the Simulations Cell in support of all participating agencies
 - Lead Evaluator to document the exercise and coordinate the documentation and collection of evaluation data from all on-site evaluators at exercise locations
 - Up to 6 evaluators for various exercise locations
 - Up to 6 controllers for various exercise locations
- 1 regionwide HSEEP compliant After Action Report / Improvement Plan
- 1 digital roster of all exercise participants including name, agency, email address
- Preparation and conduct of a regionwide After Action Meeting
- Submittal of the final After Action Report to HSEEP within 90 days of the exercise

2. Community Preparedness Tabletop Exercise (TTX) series

To facilitate meaningful engagement across the community sector (volunteer organizations active in disasters and other community groups), underserved community populations, emergency management and public safety agencies, the Bay Area UASI will host a series of exercises. The community preparedness TTX series will focus on building the Bay Area’s current capacity toward its capability targets for the following core capabilities:

- Community Resilience
- Long-term Vulnerability Reduction

Number of Locally-based TTXs and After Action Reports (AAR) being requested: 5

Number of Region-wide TTX and AAR being requested: 1

Requested Delivery Timeframe:

Locally-based TTX series delivery: April 2024 – December 2024

Region-wide TTX delivery: October 2024 – June 2025

Anticipated Exercises Description:

The key findings and recommendations from the locally-based TTX series and region-wide TTX will inform the design and conduct of the 2025 Golden Eagle Exercise

A. The Five Locally-based Table-Top Exercises (TTX) and After-Action Reports

The locally-based TTXs will focus on the role of community-based organizations in disaster response and opportunities for coordinating ongoing preparedness activities. These TTXs will

clarify roles and responsibilities across sectors, identify new stakeholders/resources, and provide opportunities for networking and relationship building. Five After-Action Reports will be produced to document recommendations. The locally-based TTX will be conducted in each the following geographic locations: 1 TTX in the North Bay Hub (includes: Marin County, Sonoma County, Napa County, and Solano County), 1 TTX in the East Bay Hub (includes: Contra Costa County, Alameda County, and the City of Oakland), 1 TTX in the West Bay Hub (includes: The City and County of San Francisco, and San Mateo County), 2 TTXs in the South Bay Hub (includes: Santa Clara County, The City of San Jose, San Benito County, Santa Cruz County, and Monterey County).

B. The Region-wide Table-Top Exercise (TTX) and After-Action Report

The region-wide whole community tabletop exercise will build on knowledge, principles, and methods from the locally-based TTXs and Regional Tools and Templates (planning task B), further facilitating partnerships across community organizations and public safety agencies. It will feature best practices and examples of building readiness in underserved communities. An After Action Report will document recommendations.

Contractor shall lead the customizing, conduct, and evaluation of 5 locally based tabletop exercises, and 1 region-wide tabletop exercise. This includes, but is not limited to, the following for each of the 5 locally-based TTXs and the region-wide TTX:

- Conducting an Initial Planning Meeting (IPM)
- Conducting a Final Planning Meeting (FPM)
- Conducting 1 tabletop exercise (TTX)
- Conducting 1 After Action Meeting (AAM)
- 1 x After Action Report for the locally-based TTXs series, and 1 x After Action Report or Summary Report for each tabletop exercise or workshop

The exercises will be designed, conducted, and evaluated consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). The local exercises will be built upon the same supply chain scenario and framework with some possible differences to account for the unique attributes of each locality. 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"), Homeland Security Exercise and Evaluation Program ("HSEEP"), 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 training activities selected under the Bay Area Training & Exercise Program (BATEP) shall include the following sections and information tables:

Name of Vendor:

1. COURSE OVERVIEW

Please provide a brief description of the course that includes the course content and/or performance objectives.

2. PROPOSED ACTION

Please include a brief discussion of the responsibilities or tasks that will be completed by the instructor team in support of BATEP and grant compliance requirements. Please include how many instructors will be teaching the class and how the course could be tailored to meet the specific needs of BATEP participants. Please also provide the number of hours the course will be, and a course schedule if possible.

3. QUALIFICATIONS

Please include a brief explanation of the vendor and/or instructors' years of experience teaching the requested course. Please list out all instructors, course coordinators, etc. Resumes would also be helpful.

PROPOSED TEAM MEMBERS		
NAME	ROLE	QUALIFICATIONS

4. DELIVERABLES

Please identify the associated course deliverables that each student participant will receive.

DELIVERABLES	
QUANTITY	ITEM

5. COST

Please provide a cost breakdown utilizing the table and cost categories identified below. Adjust tables as needed. For travel rates, please specify number of nights and number of rooms per instructor. For flights, please specify where Departing City is. Travel rates must adhere to GSA rates - <https://www.gsa.gov/travel-resources>.

Price Quotation Template for the
 Bay Area Training & Exercise Program



COST Category	DESCRIPTION	PRICE	QTY	AMOUNT	
1: Labor	<i>Role - Name</i>				
	<i>(i.e. Course Coordinator – Name)</i>				
	LABOR SUBTOTAL				
		DESCRIPTION	PRICE	AMOUNT	
2: Travel	Flights (departing city)				
	Hotel (# Nights; # Rooms; # Persons)				
	Per diem				
	Car plus Fuel				
	TRAVEL SUBTOTAL				
		DESCRIPTION	PRICE	QTY	AMOUNT
3: ODCs	Student Manual				
	Additional Course Documents (i.e. Certificates, Eval Forms, Handouts, etc.)				
	Consumables				
	Shipping				
	Other				
	MATERIALS SUBTOTAL				
TOTAL PRICE					