

To: [uasicontracts@sfgov.org](mailto:uasicontracts@sfgov.org)

CC:

BCC: all pre-qualified exercise vendors

Subject: BATEP - Request for Quote - 2023-2024 Commodity Points of Distribution (C-POD) Training & Exercise Series

Attachments: Price Quotation Template; Additional Scope/Exercise Information

Dear BATEP Qualified Vendor,

The Bay Area UASI region has requested delivery of exercise course **2023-2024 Commodity Points of Distribution (C-POD) Training & Exercise Series**.

**Number of Tabletop Exercise (TTX) Deliveries Being Requested: 14**

**Number of C-POD Operations and Management Training Deliveries Being Requested: 2**

**Number of Disaster Logistics for Practitioners Training Deliveries Being Requested: 2**

**Requested Delivery Timeframe / Host Agency / Number of students:**

Course	Discipline	Planned Quarter	Virtual / In-person	Jurisdiction	# of Students
<b>2023-2024 Commodity Points of Distribution (C-POD) Training &amp; Exercise Series</b>	<b>Emergency Management</b>	<b>September 2023 – June 2024</b>	<b>In Person</b>	<b>14 Bay Area UASI member jurisdictions</b>	<b>N/A</b>

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](mailto: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](mailto:UASICONTRACTS@SFOV.ORG) with this email with 2023-2024 Commodity Points of Distribution (C-POD) Training & Exercise Series QUOTE" in the subject line. Response must be received by 5:00p.m. (PACIFIC) on Friday, July 21, 2023.**

Thank you,

Building upon prior logistics planning efforts, the Bay Area UASI is requesting services to customize, conduct, and evaluate a 2023-2024 Commodity Points of Distribution (C-POD) Training & Exercise Series. The 2023-2024 C-POD Training & Exercise Series will consist of C-POD tabletop exercises / site plan validation workshops, C-POD Operations and Management training, and Disaster Logistics for Practitioners training to be conducted within the Bay Area.

The overall goal is to continue building the Bay Area UASI region's collaborative capacity for responding to events that disrupt the supply chain through coordination across local, state, and federal agencies and in partnership with whole community entities (i.e. to improve the Bay Area region's capabilities for logistical operations in the aftermath of a large-scale or catastrophic disaster).

Recently, Bay Area UASI region has completed more than 100 specific C-POD site activation plans, local tabletop exercises, and disaster logistics plans. This training and exercise series will support Bay Area jurisdictions in continuing to test and validate their plans.

The C-POD tabletop exercises / site validations, C-POD Manager Training, and Disaster Logistics Training will focus on building 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

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**Number of C-POD Operations and Management Training Deliveries Being Requested: 2**

**Number of Disaster Logistics for Practitioners Training Deliveries Being Requested: 2**

**Requested Delivery Timeframe:**

**TTX Deliveries:** September 2023 – June 2024

**C-POD Operations and Management Training Delivery:** September 2023 – June 2024

**Disaster Logistics for Practitioners Training Delivery:** September 2023 – June 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 tabletop exercise OR site validation workshop. The exact exercise / workshop locations will be determined through individual exercise planning processes consistent with the Homeland Security Exercise and Evaluation Program guidance.

**Anticipated Exercises & Training Participants:** Emergency Services / Emergency Management agencies from the 14 Bay Area UASI member jurisdictions, community (Community-based organizations, faith-based organizations, voluntary organizations active in disasters, community organizations active in disasters, local businesses, community leaders, community emergency response teams / neighborhood emergency response teams, etc.), public and private sector organizations from the region. The exercises & trainings 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:**

The selected contractor will deliver 2 iterations each of the following training courses:

- 1) C-POD Operations and Management
- 2) Disaster Logistics for Practitioners

Curriculum, student materials, instructor guides, and visuals for each of these trainings were developed specifically for the Bay Area UASI region. Each course requires 2 full days (consecutively) of instruction. The selected contractor will utilize these materials and conduct one iteration of each course in Santa Clara County and one iteration in a **North Bay County**. The training dates and facility locations will be determined following selection of the contractor. Course curriculum and materials may be accessed on the [UASI Resource Library](#) under BATEP Training Materials.

(Link: <https://www.dropbox.com/sh/ccr42et7m41cd92/AADZrHTG1bgKZoQTQFQ0VzpAa?dl=0>)

Submitted proposals should include pertinent qualifications of proposed instructors for teaching these training courses.

Contractor shall lead the customizing, conduct, and evaluation of 14 locally based table-top exercises OR site plan validation workshops. 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 Final Planning Meeting (FPM)
- Conducting 1 tabletop exercise (TTX) OR site plan validation workshop
- Conducting 1 After Action Meeting (AAM)
- After Action 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.

UASI member jurisdictions may opt for a C-POD site validation workshop instead of a tabletop exercise. This consists of using the existing C-POD site plans to stage (using props such as: cones, chalk, tape, tables, tents, etc.) the C-POD site and conduct a physical walk-through (roles and responsibilities) of those involved in the C-POD as if it were activated.



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