

REQUEST FOR PROPOSALS (RFP)

Department of Administration
County of Dane, Wisconsin

COUNTY AGENCY

Emergency Management

RFP NUMBER

#117022

RFP TITLE

Emergency Exercise Planning Services

PURPOSE

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for **emergency exercise planning services**.

DEADLINE FOR
RFP SUBMISSIONS

2:00 P.M. Central Time

March 14, 2017

LATE, FAXED, ELECTRONIC MAIL OR UNSIGNED PROPOSALS WILL BE REJECTED

SUBMIT RFP TO
THIS ADDRESS

DANE COUNTY PURCHASING DIVISION
ROOM 425 CITY- COUNTY BUILDING
210 MARTIN LUTHER KING JR BLVD
MADISON, WI 53703-3345

SPECIAL
INSTRUCTIONS

- ☐ **Label the lower left corner of your sealed submittal package with the RFP number**
- ☐ **Place the Signature Affidavit as the first page of your proposal**
- ☐ **Submit one original and (3) copies of your technical proposal**
- ☐ **Submit one original and (1) copy of your cost proposal**
- ☐ **Submit one complete electronic copy in Microsoft Word or PDF format burned to a flash drive, CD or DVD**

DIRECT ALL INQUIRES
TO

NAME Carolyn A. Clow

TITLE Purchasing Agent

PHONE # 608/266-4966

FAX # 608/266-4425

EMAIL Clow.carolyn@countyofdane.com

WEB SITE www.danepurchasing.com

DATE RFP ISSUED: **February 13, 2017**

RFP BLANK REVISED 5/13

TABLE OF CONTENTS

1.0	GENERAL INFORMATION
1.1	Introduction
1.2	Scope
1.3	Definitions
1.4	Clarification of the specifications
1.5	Addendums and or revisions
1.6	Calendar of events
1.7	Contract term and funding
1.8	Reasonable accommodations
2.0	PREPARING AND SUBMITTING A PROPOSAL
2.1	General instructions
2.2	Proprietary information
2.3	Incurring costs
2.4	Vendor registration
2.5	Submittal instructions
2.6	Required copies
2.7	Proposal organization and format
2.8	Multiple proposals
2.9	Oral presentations and site visits
3.0	PROPOSAL SELECTION AND AWARD PROCESS
3.1	Preliminary evaluation
3.2	Proposal scoring
3.3	Right to reject proposals
3.4	Evaluation criteria
3.5	Award and final offers
3.6	Notification of intent to Award
4.0	GENERAL PROPOSAL REQUIREMENTS
4.1	Introduction
4.2	Organization capabilities
4.3	Staff qualifications
4.4	Proposer references
4.5	Mandatory requirements
5.0	TECHNICAL REQUIREMENTS
5.1	Overview of technical requirements
5.2	Materials
5.3	Equipment
5.4	Documentation
6.0	COST PROPOSAL
6.1	General instructions on submitting cost proposals
6.2	Format for submitting cost proposals
6.3	Fixed Price Period
7.0	SPECIAL CONTRACT TERMS AND CONDITIONS
7.1	Living wage requirement
7.2	Domestic Partner Equal Benefits Requirement
7.3	Local Purchasing Ordinance

7.4 Dane County Sustainability Principles

8.0 REQUIRED FORMS

ATTACHMENTS

- A. Signature Affidavit
- B. Vendor Registration Certification
- C. Reference Data Sheet
- D. Designation of Confidential and Proprietary Information
- E. Fair Labor Practices Certification
- F. Vendor Data Sheet
- G. Cost /Financial Proposal

9.0 STANDARD TERMS & CONDITIONS

1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for [emergency exercise planning services](#).

The County intends to use the results of this process to award a contract(s) or issuance of purchase order for the product(s) and or services(s) stated above.

The contract resulting from this RFP will be administered by Dane County, Department of Emergency Management.

The contract administrator will be J. McLellan, Population Protection Planner.

This Request for Proposal (RFP) is issued on behalf of Dane County by the Purchasing Division, which is the sole point of contact for the County during the procurement process.

1.2 Scope of the Project

1.2.1 Project Description

The project entails the development, delivery, evaluation, and documentation with recommendations for improvement based on scenarios for three distinct and separate exercises. These scenarios will revolve around issues arising from a long-term-power-outage.

For each exercise, this will include :

- Facilitation of exercise design team meetings.
- Development of exercise goals and objectives.
- Major event development for each scenario.
- Production of all exercise documentation including, but not limited to, meeting minutes, sign-in sheets, and Wisconsin E-Grant quarterly report information.
- Submission of all exercise notification information to WEM.
- Exercise facilitation and evaluation.
- Hot wash facilitation and discussion documentation.
- Development and production of an After Action Report / Improvement Plan that will meet WEM requirements, Homeland Security Exercise Evaluation Program (HSEEP) standards, and Dane County needs.

1.2.2 Objectives

- a. Three distinct tabletop exercises.
- b. Appropriate exercise development and follow-up meetings with exercise design teams.

- c. Three distinct exercise after action report / improvement plan (AAR/IP) reports.
- d. Work product to document activities and meet grant reporting requirements.

1.2.3 Dane County Emergency Management Needs

- a. Development of cross-agency (public and private sector) understanding of conditions and expectations accurate to a long-term power outage.
- b. Good meeting and exercise facilitation.
- c. Establish a basis for policy where there are no precedents.
- d. Establish common expectations of different agency (local, county, state, and private sectors) capabilities and responsibilities in a long-term power outage.
- e. Develop knowledge of local, county, and state emergency management practices in response to life-sustaining needs in a long-term power outage situation. Specifically the areas conducting community-wide human needs assessments; coordinating logistical operations and scarce-resource allocation processes; and information sharing between county, state, and utility emergency operations.
- f. Develop knowledge of local, county, and state emergency operations center operating practices and functionality in a long-term power outage.

1.2.4 Current Operations

Currently there are no plans or procedures specific to addressing emergency needs nor coordination during a long-term power outage (2+ days). What does exist is a basic understanding that emergency operations centers will be opened and coordinate issues and concerns as they would for any other natural disaster.

These exercises will help facilitate discussions and documentation around the roles, responsibilities, and capabilities of local, county, and state entities in long-term power outages.

1.3 Definitions

The following definitions are used throughout the RFP.

County means Dane County

County Agency means Department /Division utilizing the service or product

Proposer/vendor means a firm submitting a proposal in response to this RFP.

Contractor means proposer awarded the contract.

1.4 Clarification of the specifications

All inquiries concerning this RFP must be directed to the **person indicated on the cover page** of the RFP Document. (electronic mail is the preferred method)

Any questions concerning this RFP must be submitted in writing by mail, fax or e-mail on or before the stated date on the **Calendar of Events** (see Section 1.6)

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Mailing Address:

**Dane County Purchasing Division
Room 425 City-County Bldg
210 Martin Luther King Jr. Blvd
Madison, WI 53703-3345**

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.5 Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division web site at www.danepurchasing.com

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt / review of any addendum(s) at the bottom of the RFP Cover Page /Signature Affidavit.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.6 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP and posting such supplement on the Dane County web site at www.danepurchasing.com . There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
February 13, 2017	Date of issue of the RFP
February 23, 2017	Last day for submitting written inquiries (2:00 p.m. Central Time)
February 24, 2017	Supplements or revisions to the RFP posted on the Purchasing Division web site at www.danepurchasing.com
March 14, 2017	Proposals due from vendors
Late March 2017	Oral presentation by invited vendors, if needed
April 2017	Notification of intent to award sent to vendors
April 2017	Contract start date

1.7 Contract Term and Funding

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run until 12/15/17.

1.8 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or Wisconsin Relay (711).

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required on-site visits or oral interview presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached "Designation of Confidential and Proprietary Information" form. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

2.3 Incurring Costs

Dane County is not liable for any cost incurred by proposers in replying to this RFP.

2.4 Vendor Registration

All proposers wishing to submit a proposal must be a paid registered vendor with Dane County. Prior to the rfp opening, you can complete a registration form online by visiting our web site at www.danepurchasing.com, or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award.

2.5 Submittal Instructions

Proposals must be received in by the County Purchasing Division by the specified time stated on the cover page. All proposals must be time-stamped in by the Purchasing Division by the stated time. Proposals not so stamped will not be accepted. Proposals received in response to this solicitation will not be returned to the proposers.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- ☐ Proposer's name and address
- ☐ Request for proposal title
- ☐ Request for proposal number
- ☐ Proposal due date

2.6 Required Copies

Proposers must submit **an original and the required number of copies** of all materials required for acceptance as instructed on the cover page of the RFP (Special Instructions).

All hard copies of the proposal must be on 8.5"x11" individually securely bound. **In addition, proposers must submit one complete electronic copy in Microsoft Word or PDF format burned to a flash drive, CD or DVD.**

2.7 Proposal Organization and Format

Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

- Introduction (See Section 4 of this RFP)
- Response to general requirements (See Section 4 of this RFP)
 - Organizational qualifications
 - Staff qualifications and Facilities
 - References
- Response to technical requirements (See Section 5 of this RFP)
- Cost proposal (See Section 6 of this RFP)
- Required forms (See Section 8 of this RFP)
 - [Attachment A](#) [Signature Affidavit](#)
 - [Attachment B](#) [Vendor Registration Certification](#)
 - [Attachment C](#) [Reference Data Sheet](#)
 - [Attachment D](#) [Designation of Confidential and Proprietary Information](#)
 - [Attachment E](#) [Fair Labor Practices Certification](#)
 - [Attachment F](#) [Vendor Data Sheet](#)
 - [Attachment G](#) [Cost Summary Page](#)
- Appendices (Additional Information the proposer submits)

2.8 Multiple Proposals

Multiple proposals from a vendor will be permissible, however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc.

2.9 Oral Presentations and Site Visits

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met, and if additional mandatory requirements are met. (see Section 4.0). Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

3.2 Proposal Scoring

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria. This scoring will determine the ranking of vendors based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

3.3 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

3.4 Evaluation Criteria

The proposals will be scored using the following criteria:

	<u>Description</u>	<u>Percent</u>
1.	General requirements	40
	a. Introduction (Section 4.1)	10
	b. Organization Capabilities (Section 4.2)	10
	c. Staff Qualifications (Section 4.3)	10
2.	Technical requirements	55
	a. Tech Requirements (Section 5.1)	35
	b. Materials (Section 5.2)	5
	c. Documentation (Section 5.4)	25
3.	Cost	<u>5</u>
	TOTAL	100

3.5 Award and Final Offers

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and

best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

3.6 Notification of Intent to Award

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Introduction

The proposals should address their organization's experience producing exercises; experience producing exercises in Wisconsin; a clear description of the procedures the organization utilizes to develop, produce, deliver, evaluate, and document exercise outcomes and improvement procedures.

The ideal candidates will have knowledge of functionally-based emergency operations center operations. This also includes a keen understanding of the differences between local, county, and state emergency response roles in Wisconsin.

Provide a one page overview of the firm's interest in this project.

4.2 Organization Capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.

Proposers must support all phases of exercise development, facilitation, delivery, and evaluation for three tabletop exercises by the end of November 2017.

4.3 Staff Qualifications

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project.

- a. Proposers must provide one person as the continuous point of contact and exercise developer for all three exercises.
- b. Prefer the proposers utilize a Master Exercise Practitioner (MEP) to develop all exercises.
- a. Prefer the proposers utilize a Certified Emergency Manager (CEM) to assist with the development of all exercises.
- b. Proposers must submit resumes for all staff assigned to this project.
- c. Proposers must submit documentation of all staff (assigned to this project) and organization certifications and professional licenses.

4.4 Proposer References

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

Proposers must submit a listing of **all** emergency-management-based-work (e.g. planning, exercising, assessment, etc.) performed in calendar years 2015 and 2016 that includes the name of contracting agency.

4.5 Mandatory Requirements

The following general requirements are mandatory and must be complied with.

- 4.5.1 Proposers must conduct all planning meetings and exercises in person; no staff will support meetings and exercises remotely.
- 4.5.2 Proposers must carry all appropriate liability and errors & omission insurance.
- 4.5.3 Proposers must provide the following information to support exercise grant quarterly reports:
 - Digital copies of exercise materials developed during this reporting period.
 - A listing of activities conducted during this reporting period.
 - Describe progress in meeting the exercise goals and objectives.
 - Describe any barriers to the planned project operation or the achievement of intended outcomes.
- 4.5.4 Proposers must provide the following information to support exercise grant final report:
 - Documentation of payment.
 - An After Action Report that includes an Improvement Plan (HSEEP format), exercise sign-in sheets, and WEM After Action Information Form.
- 4.5.5 Proposers must comply with all applicable requirements outlined in Wisconsin's Department of Military Affairs Homeland Security Exercises 2016 Grant Announcement. (See Appendix 1.)

5.0 TECHNICAL REQUIREMENTS

5.1 Overview of Technical Requirements

Proposers must include in their proposals materials that identify the experience and qualifications of their organization specific to the development, production, and evaluation of exercises in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. All proposers will describe in detail their exercise design process from beginning to end.

At a minimum, this will include a detailed, chronological listing of the proposer's overall exercise process describing meetings to conduct, information to be supplied by Dane County Emergency Management, the information to be derived from a exercise design team, the proposer's preparation activities, duties to be performed by the proposer and Dane County Emergency Management, and work product approval procedures. Special attention should be paid to a description of how the proposer will conduct that after-action review process.

5.2 Materials

Providers are to produce / provide all materials to support all meetings, exercises, and reports. This includes copying, printing, projected presentations, forms, refreshments, etc.

All printed and projected materials must be provided electronically.

The proposer should list all the materials they will provide. For example, sign-in sheets, invitations, meeting minutes, evaluation forms, etc.

5.3 Equipment

Proposers must include in the RFPs a listing of all equipment and personnel they will need DCEM to provide for the development, production, evaluation, and documentation of the exercises.

5.4 Documentation

Proposers must submit all materials germane to exercise development and delivery including sign-in sheets, meeting minutes, evaluation forms, etc.

Proposers must include in the RFPs a sample of a tabletop exercise they have developed. This includes the exercise situation manual, exercise presentation, evaluation forms, after action meeting presentation, and after action report / improvement plan. Information inappropriate to share may be redacted.

6.0 COST PROPOSAL

6.1 General Instructions on Submitting Cost Proposals

Proposers must submit an original and the required number of copies of the cost proposal as instructed on the **cover page of the RFP** (Special Instructions).

Cost proposal should be submitted in a separate envelope labeled **Cost Proposal** with the written proposal. (Refer to Cost Proposal Form)

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

6.2 Format for Submitting Cost Proposals

Cost proposal must break out personnel time, travel, and office supply, and meeting supply costs by tabletop exercise for exercise development, delivery, after action report / improvement plan development, and other pertinent exercise development functions that will require more than two hours of personnel time.

6.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 90 days starting on the due date for proposals.

7.0 SPECIAL CONTRACT TERMS AND CONDITIONS

7.1 Living Wage Requirement

All employees working on this project are covered by the Dane County Living Wage Ordinance Section 25.015 .See Section 27.0 Standard Terms and Conditions. The minimum living wage rate for 2017 is \$12.50. For future years it will be: \$13.00 for 2018, \$13.50 for 2019. \$14.00 for 2020, \$14.50 for 2021 and \$15.00 for 2022. After 2022, the living wage will increase annually according to the increase in the Consumer Price Index. The successful Proposer will be required to sign a Living Wage Certification upon completion of the contract. Details are available on the Dane County Purchasing Division web site at http://www.danepurchasing.com/living_wage.aspx .

7.2 Domestic Partner Equal Benefits Requirement

The contractor [or grant beneficiary] agrees to provide the same economic benefits to all of its employees with domestic partners as it does to employees with spouses, or the cash equivalent if such a benefit cannot reasonably be provided. The contractor [or grant beneficiary] agrees to make available for County inspection the contractor's payroll records relating to employees providing services on or under this contract or subcontract [or grant]. If any payroll records of a contractor [or grant beneficiary] contain any false, misleading or fraudulent information, or if a contractor [or grant beneficiary] fails to comply with the provisions of s. 25.016, D. C. Ords., the contract compliance officer may withhold payments on the contract; terminate, cancel or suspend the contract in whole or in part; or, after a due process hearing, deny the contractor the right to participate in bidding on future County contracts for a period of one year after the first violation is found and for a period of three years after a second or subsequent violation is found

7.3 Local Purchasing Ordinance

Under County ordinances, a Local Vendor is defined as a supplier or provider of equipment, materials, supplies or services that has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.

County ordinance provides that a local vendor automatically receive five points toward the evaluation score and vendors located within the counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive two points toward the evaluation score.

7.4 Dane County Sustainability Principles

On October 18, 2012, the Dane County Board of Supervisors adopted Resolution 103, 2012-2013 establishing the following sustainability principles for the county:

- Reduce and eventually eliminate Dane County government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate Dane County government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate Dane County government's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems); and
- Reduce and eventually eliminate Dane County government's contribution to conditions that undermine people's ability to meet their basic human needs.

8.0 REQUIRED FORMS

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Registration Certification
Attachment C	Reference Data Sheet
Attachment D	Designation of Confidential and Proprietary Information
Attachment E	Fair Labor Practices Certification
Attachment F	Vendor Data Sheet
Attachment G	Cost Summary Page

**RFP COVER PAGE
SIGNATURE AFFIDAVIT**

NAME OF FIRM:

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

Signature

Title

Name (type or print

Date

☐ **Addendums** -This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #_____ Addendum #_____ Addendum #_____ Addendum #_____

VENDOR REGISTRATION CERTIFICATION

Per Dane County Ordinance, Section 62.15, "Any person desiring to bid on any county contract must register with the purchasing manager and pay an annual registration fee of \$20."

Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award. Your bid/proposal may not be evaluated for failure to comply with this provision.

Complete a registration form online by visiting our web site at www.danepurchasing.com. You will be prompted to create a username and a password and you will receive a confirmation message, then log back in and complete the registration. Once your registration is complete you will receive a second confirmation. Retain your user name and password for ease of re-registration in future years.

Payment may be made via credit card on-line or by check in the mail or in person at the Purchasing Division office. If paying by check make check payable to Dane County Treasurer and indicate your federal identification number (FIN) on the subject line.

CERTIFICATION

The undersigned, for and on behalf of the **PROPOSER, BIDDER OR APPLICANT** named herein, certifies as follows:

- ☐ This firm is a paid, registered vendor with Dane County in accordance with the bid terms and conditions.

Vendor Number # _____

Paid until _____

Date Signed: _____

Officer or Authorized Agent

Business Name

REFERENCE DATA SHEET		
Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document		
NAME OF FIRM:		
STREET ADDRESS:		
CITY, STATE, ZIP		
CONTACT PERSON:		EMAIL:
PHONE #:		FAX #:
Product(s) and/or Service(s) Used:		
NAME OF FIRM:		
STREET ADDRESS:		
CITY, STATE, ZIP		
CONTACT PERSON:		EMAIL:
PHONE #:		FAX #:
Product(s) and/or Service(s) Used:		
NAME OF FIRM:		
STREET ADDRESS:		
CITY, STATE, ZIP		
CONTACT PERSON:		EMAIL:
PHONE #:		FAX #:
Product(s) and/or Service(s) Used:		
NAME OF FIRM:		
STREET ADDRESS:		
CITY, STATE, ZIP		
CONTACT PERSON:		EMAIL:
PHONE #:		FAX #:
Product(s) and/or Service(s) Used:		

Designation of Confidential and Proprietary Information

The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page Number	Topic

Check mark : _____ This firm is not designating any information as proprietary and confidential which qualifies as trade secret.

Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

Signature

Title

Name (type or print

Date

FAIR LABOR PRACTICES CERTIFICATION
Dane County Ordinance 25.11(28)

The undersigned, for and on behalf of the PROPOSER, BIDDER OR APPLICANT named herein, certifies as follows:

1. That he or she is an officer or duly authorized agent of the above-referenced PROPOSER, BIDDER OR APPLICANT, which has submitted a proposal, bid or application for a contract with the county of Dane.

That PROPOSER, BIDDER OR APPLICANT has: (Check One)

_____ not been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this Certification is signed.

_____ been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this Certification is signed

Date Signed: _____

Officer or Authorized Agent

Business Name

NOTE: You can find information regarding the violations described above at:
www.nlrb.gov and <http://werc.wi.gov>.

For Reference Dane County Ord. 28.11 (28) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.

VENDOR DATA SHEET / LOCAL PURCHASING PROVISIONS

This address will be used to determine local purchasing preference and the mailing address where County purchase orders/contracts will be mailed:

1. **Company Name:**

ADDRESS:

CITY:

COUNTY:

STATE:

ZIP+4:

TEL:

TOLL FREE TEL:

FAX:

2. **Contact person in the event there are questions about your bid/proposal**

NAME

TITLE:

TEL

TOLL FREE TEL

FAX

E-MAIL

3. **Local Vendor:**

Are you claiming a local purchasing preference under DCO 25.11(8) based on your response to section 1 of this form?

€ **No** – continue on to the next page

€ **Yes** – complete the remainder of this form

Indicate if your firm/company has an established place of business located in any of the following Wisconsin Counties. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor. DCO 25.04(7h)

Select one:

We are claiming a preference as a Dane County Business

€ **Dane County**

We are claiming a preference as a business located in a county adjacent to Dane County

€ **Columbia County**

€ **Dodge County**

€ **Green County**

€ **Iowa County**

€ **Jefferson County**

€ **Rock County**

€ **Sauk County**

REVISED 9/12

COST / FINANCIAL PROPOSAL		
<table border="1" style="width: 100%;"><tr><td style="width: 20%;">NAME OF FIRM:</td><td></td></tr></table>	NAME OF FIRM:	
NAME OF FIRM:		

All bids must not exceed Dane County's Homeland Security Exercise Grant award of \$15,735.00. All costs must conform to parameters outlined in Wisconsin's Department of Military Affairs Homeland Security Exercises 2016 Grant Announcement. (See Appendix 1.)

The bids should describe expenses by exercise for exercises 1-3. All expenses under this grant should be attributed to one of the three exercises.

Information to include for each exercise is as follows:

- **Personnel (total hours).**
- **Travel.**
- **Office Supplies.**
- **Meeting Supplies.**

STANDARD TERMS AND CONDITIONS

(Request For Bids/Proposals/Contracts)

Dane County Purchasing Division

Rev. 11/13

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County. Unless otherwise stated in the agreement, these standard terms conditions supersede any other terms and/or conditions applicable to this agreement.

1.2 **DEFINITIONS:** As used herein, "vendor" includes a provider of goods or services, or both, who is responding to an RFP or a bid, and "bid" includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications herein are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully on the vendor's letterhead, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 **QUANTITIES:** The quantities shown herein are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the

award. Vendor shall submit proposed increases to the contracting department thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder's certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids **MUST** be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible responsive vendor conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods and services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.

11.1 **NO WAIVER OF DEFAULT:** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of

County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 TAXES: The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 GUARANTEED DELIVERY: Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 APPLICABLE LAW AND VENUE: This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 ASSIGNMENT: No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 NONDISCRIMINATION/AFFIRMATIVE ACTION: During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must submit a written affirmative action plan to the County's Contract Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices

setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords. and the provisions of this Agreement.

16.5 *Americans with Disabilities Act*: The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT: The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 WARRANTY: Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor. The time limitation in this paragraph does not apply to the warranty provided in paragraph 27.0.

20.0 INDEMNIFICATION & INSURANCE.

20.1. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

20.2. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

20.2.1. Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

20.2.2. Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

20.2.3. Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

20.2.4. Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

20.2.5. Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

20.3. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.

20.4. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

21.0 CANCELLATION: County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

22.1 PROPRIETARY INFORMATION: If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an

opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

22.2 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. Pricing will not be held confidential after award of contract.

22.3 Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

23.0 **RECYCLED MATERIALS:** Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

24.0 **PROMOTIONAL ADVERTISING:** Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

25.0 **ANTITRUST ASSIGNMENT:** The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the Purchaser. Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

26.0 **RECORDKEEPING AND RECORD RETENTION-PUBLIC WORKS CONTRACTS:** The successful bidder on a public works contract shall comply with the State of Wisconsin prevailing wage scale and shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all subcontracts, materialmen and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

26.1 **RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS:** Where payment to the vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

27.0 **LIVING WAGE REQUIREMENT:** The vendor shall, where appropriate, comply with the County's Living Wage requirements as set forth in section 25.015, Dane County Ordinances.

27.01 In the event its payroll records contain any false, misleading or fraudulent information, or if the vendor fails to comply with the provisions of s. 25.015, D.C. Ords., the County may withhold payments on the contract, terminate, cancel or suspend the contract in whole or in part, or, after a due process hearing, deny the vendor the right to participate in bidding on future County contracts for a period of one (1) year after the first violation is found and for a period of three (3) years after a second violation is found.

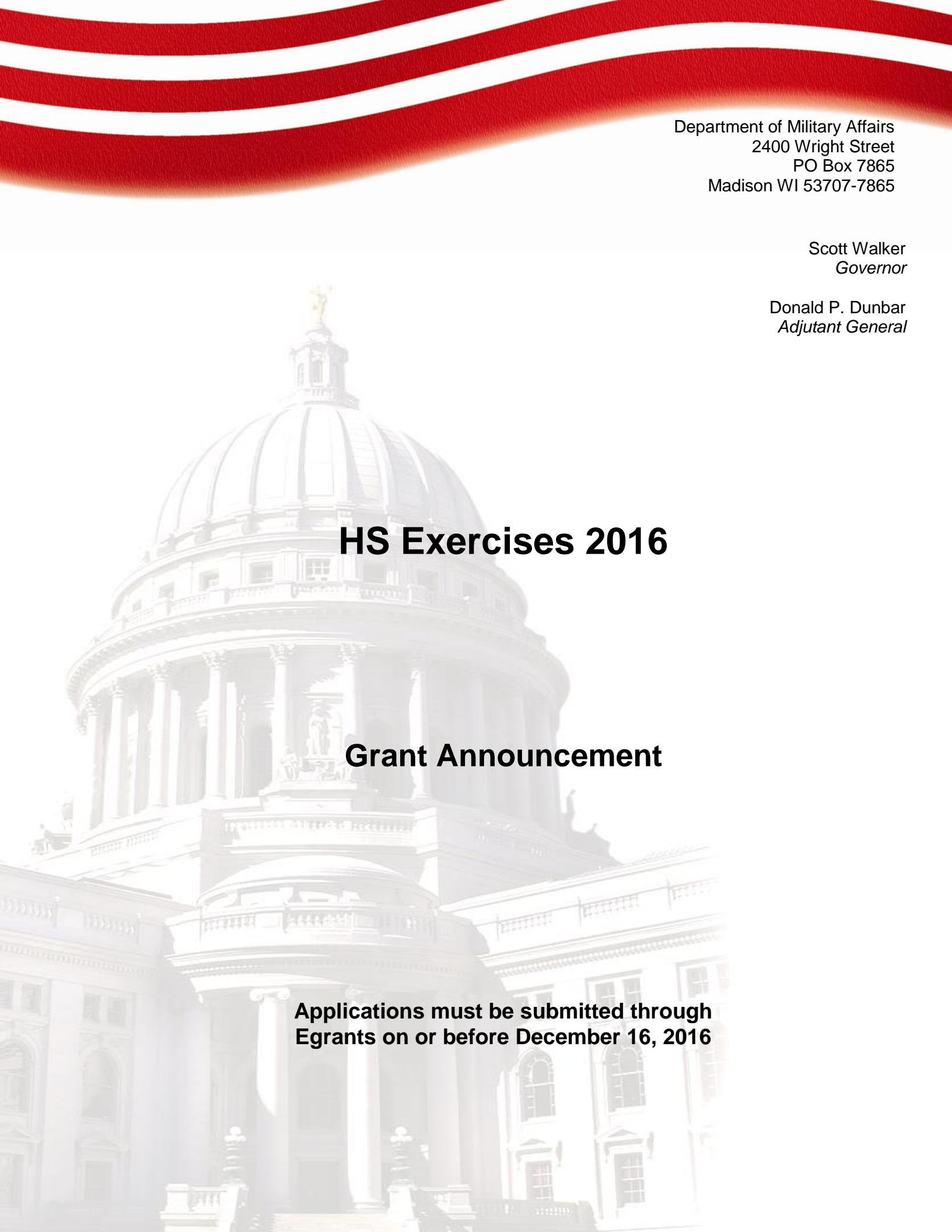
27.02 Bidders are exempt from the requirement of this section if:

- The maximum value of services to be provided is less than \$5,000;
- The bid involves only the sale of goods to the County;
- The bid is for professional services;
- The bid is for a public works contract where wages are regulated under s. 62.293, Wis. Stats.;
- The bidder is a school district, a municipality, or other unit of government;
- The service to be provided is residential services at an established per bed rate;
- The bidder's employees are persons with disabilities working in employment programs and the successful bidder holds a current sub-minimum wage certificate issued by the U.S. Department of Labor or where such a certificate could be issued but for the fact that the employer is paying a wage higher than the minimum wage;
- The bidder is an individual providing services to a family member; or
- The bidder's employees are student interns.

27.03 **COMPLIANCE WITH FAIR LABOR STANDARDS.** During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations within the seven years prior to entering this Agreement. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

27.04 PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.015(11)(c) through (e).

27.05 PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."



Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Donald P. Dunbar
Adjutant General

HS Exercises 2016

Grant Announcement

**Applications must be submitted through
Egrants on or before December 16, 2016**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 Michael.jordan@Wisconsin.gov
Budget/Fiscal:	Deb Hughes (608) 242-3236 Deb.hughes@Wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: Deb.hughes@Wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS Exercises 2016

Description: This grant provides funds to design, develop, conduct and evaluate exercises to test the plans and capabilities of Wisconsin's emergency response community.

Opportunity Category: Competitive

Important Dates:

Application Due Date: December 16, 2016

Project Start Date: February 1, 2017

Project End Date: December 31, 2017

Funding Amount: The total funding available for grant award is \$140,000.

Match/Cost Sharing Requirement: None

Eligibility: County or tribal emergency management offices are the only eligible applicants. Applicants interested in applying for an exercise grant must first contact Wisconsin Emergency Management (WEM) to be assigned an exercise officer who will help determine the appropriate scope and expenses for the requested exercise.

Eligible Expenses: Allowable exercise costs include travel/training, supplies and operating expenses, and consultants/contractors.

Overtime and backfill is no longer an eligible expense.

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR §§ 200.318-326.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS Exercises 2016

Program Description

Exercises are a key element of Wisconsin's Homeland Security strategy to improve emergency responder capabilities. Exercises assist agencies in achieving objective assessments of their response capabilities and help identify areas needing improvement prior to a real incident. Exercises also inform local and statewide planning activities by highlighting needs for future resource allocation. Homeland Security exercise grants are intended to support a statewide exercise program through direct support to tribes, counties and state agencies.

All exercises shall follow the state's current Homeland Security strategy which can be found at the following link: <H:\Common\HS Strategy\Wisconsin-Homeland-Security-Strategy-FINAL-20150710.pdf>

Due to limited funds, applicants must first make use of WEM exercise officers and/or local agency expertise when developing and conducting exercises. **Contact must be made with Gary Wieczorek and/or his designee at WEM to ascertain the availability/assignment of WEM's exercise officers (Gary.Wieczorek@Wisconsin.gov 608-242-3213).** When WEM exercise officers are not available to assist with the development and execution of the exercise event as determined by Mr. Wieczorek, grant funds may be used to hire contractors/consultants to manage exercise development, execution, evaluation and completion of after-action reports (AARs). Please note that documentation of the contact to WEM must be included in the Project Narrative section. Every effort should be made to maximize grant dollars through the coordination of participating agency resources.

If using contractors or consultants, these individuals must be trained in the Homeland Security Exercise and Evaluation Program (HSEEP), and must present evidence that they have prior success in performing the type of exercises they are being contracted to deliver.

A component of after-action reporting includes performance evaluations of contractors and WEM exercise officers. The Exercise Evaluation Survey is posted on the WEM website: <http://emergencymanagement.wi.gov/egrants/forms/Exercise%20Evaluation%20Survey.doc>

An important goal of exercises is to train and test the connections and coordination among local, regional, state and federal emergency response partners. In consultation with WEM, sub-grantees will include all appropriate partners in the exercise, including mutual aid partners, private sector whole community partners, state agencies, and the State Emergency Operations Center (SEOC), when appropriate to the scenario and scope of the exercise. It is the expectation of WEM that applicants would be willing to include the SEOC in the exercise to test connections between county and state agencies.

WEM encourages the inclusion of a State Emergency Operations Center element in all exercises that are funded with these grant funds. If it is the intent of the applicant to include this element it should be so noted and described in the "Implementation Plan" section of the application.

WEM also strongly encourages the inclusion of a WI-CAMS state credentialing system element in all exercises that are funded with these grants. If it is the intent of the applicant to include this element it should be so noted and described in the "Implementation Plan" section of the

application. You should call David Klein, WEM Mission Support at 608-242-3254 david.klein@wisconsin.gov for additional information on how this can be accomplished. Note: WEM will award 1 point for the inclusion of a WI-CAMS element in an exercise which will be applied toward the total application score which in turn is used to determine award eligibility.

Award Information

Project funding will be provided from the 2016 Homeland Security grant program. The approximate total amount available for this grant is \$140,000. There is no match of any kind required.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. Please take care to select Egrants during this process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope

to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No or NA to each question.

3. Performance Measures

Enter the number of tabletop, functional, and full-scale exercises that will be conducted during the performance period of this grant.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

In all remaining sections enter your response into egrants and do not write “see proposal

5. Project Narrative

Provide a clear description of the scenario and scope of the exercise. Be sure to note if this is a tabletop, functional or full-scale exercise. The scenario should be reasonable, realistic and appropriate for the jurisdiction.

Grant recipients must follow HSEEP requirements. Guidelines are published on the WEM website:

http://emergencymanagement.wi.gov/training/Exercise_Resource/HSEEP/HSEEP.asp

List the core capabilities that will be tested. *The best applications will be well-suited to test the desired capabilities.*

Applications that test the following core capabilities will be awarded additional points during the review process. These are capabilities that were identified in the 2015 Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR) as a priority for training and exercising.

Primary:

Logistics and Supply Chain Management.
Mass Care Services
Operational Communications

Cybersecurity
Infrastructure Systems

Secondary:

Community Resilience
Intelligence and Information Sharing
Mass Search and Rescue Operations
Environmental Response/Health/Safety
Public Health, Healthcare and Warning

Critical Transportation
Health and Social Services
Housing
Public Information/Warning
Operational Coordination

For information about the core capabilities, please see FEMA's website at <http://www.fema.gov/core-capabilities>. If you have questions about core capabilities please contact the WEM exercise officers. **Appendix A** is a reference guide for a cross-walk between the prior Target Capabilities and Core Capabilities.

6. Evidence of Need

- Explain the need for this exercise in your jurisdiction. Explain how the exercise addresses the risks and capability gaps that have been identified by the jurisdiction. Describe the risk assessment and capability gap analysis that were done. *Best applications will clearly tie the capabilities and the scenario to the assessment.*

- Describe how the exercise is part of a multi-year strategy. Describe previous trainings or exercises that were done, corrective actions that were identified, and which ones have been implemented.

7. Implementation Plan

- List the expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.
- If it is your intent to include a WI-CAMS and/or SEOC element in your exercise scenario please indicate so and also briefly describe how this would be accomplished.
- Indicate whether or not you are willing to include a state role including the State Emergency Operations Center (SEOC), in your exercise.
- Explain how the needs and requirements of persons with disabilities will be taken into account in the scenario. **Applications must address this requirement in order to receive funding.**
- Outline the timeline for this project including planning and design meetings and the development of the AAR. *Best applications may even outline a plan for how they will begin to address corrective actions.*

8. Required Attachments

- Attach an email that documents your communication with the WEM exercise section regarding the availability of exercise officers and compliance with state exercise priorities.
- Attach a quote if working with a contractor.

NOTE: to attach a document to your Egrants application, you must type “See Attached” in the text box to enable the document attachment tool.

9. Evaluation

Grant proposals for a Functional or Full-Scale Exercise must include a copy of the AAR Improvement Plan from the prior exercise.

This improvement plan will be reviewed to ensure that all critical corrective actions have been addressed, prior to your receiving funding for the exercise in the progressive series. *Best applications will provide an explanation of which corrective action items have been completed and how they will be tested in the new exercise.*

10. Other Funding

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to grant funds will be used to conduct this exercise.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review and score applications in order to make funding decisions for this competitive grant opportunity. Please refer to **Appendix C** for scoring criteria. WEM staff will make recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

FEMA requires that all full-scale exercises complete an Environmental Historic Preservation (EHP) review process. If selected for award, full-scale exercise applicants will complete the EHP screening form, which WEM will submit to FEMA. Once FEMA approves the project, a sub-grant will be awarded. The EHP screening form is attached to this document as **Appendix B** for your situational awareness. WEM staff can provide a link to the electronic form and answer questions about the form and the process.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

1. **AAR and Improvement Matrix:** The exercise AAR is due to WEM within 60 days of completion of the exercise and must include an improvement action plan matrix.
2. **Exercise Officer Evaluation Survey:** Complete, submit and upload in Egrants the survey with grant close-out documentation.
3. **Consultant/Contractor Documentation:** A copy of all contracts related to consultants or contractors that are used for any activities funded through this grant must be submitted with grant close-out documentation prior to reimbursement. All contractual agreements must also be uploaded in Egrants.
4. **HSEEP for Exercises:** All exercises must follow the exercise methodology as directed by HSEEP.
5. **This grant is subject to Environment Planning and Historic Preservation (EHP) review.** No funds may be spent until the project is approved at the federal level. This may take up to 12 months.
6. **Please provide a copy of the “Exercise Notification Memo” document to Michael Jordan at Michael.jordan@Wisconsin.gov**

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants are available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- State of Wisconsin Travel Guidelines: <http://oser.state.wi.us/docview.asp?docid=7365>
- Link to WEM Training and Exercise Plan. [Multi year training and exercise 2016-18](#)
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

Email: WEMEgrants@wisconsin.gov

Telephone: (608) 242-3236

CORE CAPABILITIES CROSSWALK

Appendix A

PPD-8 introduced the concept of “Core Capabilities”, which are designed to provide an integrated approach to preparedness by incorporating several of the traditional “Target Capabilities” together or creating a new capability.

The following crosswalk identifies the relationship of the former Target Capabilities to the current Core Capabilities.

Core Capability	Prior Target Capability
Access Control & Identity Verification	None
Community Resilience	Community Preparedness & Participation
Critical Transportation	Citizen Evacuation & Shelter-in-Place
Cybersecurity	None
Economic Recovery	Economic & Community Recovery
Environmental Response/Health/Safety	Environmental Health Responder Safety & Health WMD/Hazmat Response & Decon
Fatality Management Services	Fatality Management
Fire Management and Suppression	None
Forensics and Attribution	None
Health & Social Services	None
Housing	None
Infrastructure Systems	Restoration of Lifelines Structural Damage Assessment
Intelligence & Information Sharing	Information Gathering Intelligence Analysis & Production Intelligence/Info Sharing & Dissemination
Interdiction & Disruption	Counter-Terror Investigation & LE
Long-Term Vulnerability Reduction	None
Logistics and Supply Chain Management	Volunteer Management & Donations Critical Resource Logistics & Distribution
Mass Care Services	Mass Care
Mass Search & Rescue Operations	Search & Rescue (land based)
Natural and Cultural Resources	None
On-Scene Security, Protection, and Law Enforcement	Emergency Public Safety & Security EOD Response Operations
Operational Communications	Communications
Operational Coordination	EOC Management On-Site Incident Management
Physical Protective Measures	Critical Infrastructure Protection

Core Capability	Prior Target Capability
Planning	Planning
Public Health , Healthcare, & Emergency Medical Services	Mass Prophylaxis Triage & Pre-Hospital Treatment Medical Surge Medical Supplies Mgmt & Distribution Epidemiological Surveillance & Investigation Isolation & Quarantine Laboratory Testing
Public Information & Warning	Public Information & Warning
Risk & Disaster Resilience Assessment	None
Risk Management for Protection Programs & Activities	Risk Management
Screening, Search, & Detection	CBRNE Detection
Situational Assessment	None
Supply Chain Integrity & Security	Food & Agriculture and Defense Animal Disease Emergency Support
Threat & Hazard Identification	None

APPENDIX B- EHP Screening Form

Grant Programs Directorate

OMB Control#: 1660-0115

Expiration Date: 01/31/2017

FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. ***Be advised that completion of this form does not complete the EHP review process.*** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, tabletop exercises and functional exercises, or purchase of mobile and portable equipment where no installation is needed. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: at <http://www.fema.gov/media-library/assets/documents/85376>.

This form should be completed electronically. *Submit completed form through your grant administrator who will forward it to* GPDEHPInfo@dhs.gov. Please use the subject line: ***EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxx)***. OMB Control#: 1660-0115 FEMA Form: 024-0-1 2

SECTION A. PROJECT INFORMATION

DHS Grant Award Number:

Grant Program:

Grantee:

Grantee POC:

Mailing address:

E-mail:

Sub-grantee:.....

Subgrantee POC:.....

Mailing address:

E-mail:

Estimated cost of project:

Project title:

Project location (physical address or latitude-longitude):

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. Purchase of equipment. Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.

2. Training and exercises. Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.

3. Renovations/upgrades/modifications or physical security enhancements to existing structures. Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; OMB Control#: 1660-0115 FEMA

Form: 024-0-1 3

alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.

4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.

5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.

6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.

7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each:

b. Provide the Authorized Equipment List (AEL) number(s) (if known):

c. Complete Section D.

2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose,

materials, and type of a activities required):

b. Provide the location of the training (physical address or latitude-

longitude):

c. Would the training or exercise take place at an existing facility which has

established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? For further information refer to policy guidance at

<http://www.fema.gov/media-library/assets/documents/85376>: Yes No

• If Yes, provide the name of the facility and the facility point of

contact (name, telephone number, and email address):

• If No, provide a narrative description of the area where the training

or exercise would occur (e.g., exercise area within four points

defined by latitude/longitude coordinates): OMB Control#: 1660-0115 FEMA Form: 024-0-1 4

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? Yes No

• If Yes, explain any differences between the proposed activity and

Those that were approved in the past, and the reason(s) for the change in scope:.....

• If No, provide reference to previous exercise (e.g., FEMA grant

name, number, and date):.....

d. Would any equipment or structures need to be installed to facilitate

training? Yes No

• If Yes, complete Section D

3. Renovations/upgrades/modifications, or physical security enhancements to existing structures.

a. Complete Section D.

4. Generator installation.

a. Provide capacity of the generator (kW):

b. Identify the fuel to be used for the generator (diesel/propane/natural gas): .

c. Identify where the fuel for the generator would be stored (e.g. stand-alone

tank, above or below ground, or incorporated in generator):

d. Complete Section D.

5. New construction/addition. a. Provide detailed project description (site acreage, new facility square

footage/number of stories, utilities, parking, storm-water features, etc.):.....

b. Provide technical drawings or site plans of the proposed project: Attached

c. Complete Section D.

6. Communication towers, antennas, and related equipment. a. Provide the current net height (in feet above ground level) of the existing

tower or building (with current attached equipment):

b. Provide the height (in feet above ground level) of the existing tower or

building after adding/replacing equipment:

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

Information regarding National Historic Preservation Act Section 106 Review Requirements for Communications Facilities and information on EHP requirements for communications towers is available at:

<http://www.fema.gov/media-library/assets/documents/85376>. OMB Control#: 1660-0115 FEMA Form: 024-0-1 5

c. Provide the ground-level elevation (feet above mean sea level) of the site

of the proposed communications tower:

d. Provide the total height (in feet above ground level) of the proposed

communications tower or structure, including any antennas to be mounted:

- If greater than 199 feet above ground level, state why this is needed

to meet the requirements of the project:.....

e. Would the tower be free-standing or require guy wires? Free standing Guy wires

- If guy wires are required, state number of bands and the number of

wires per band:

- Explain why a guyed tower is needed to meet the requirements of

this project:

f. What kind of lighting would be installed, if any (e.g., white strobe, red

strobe, or steady burning)?

g. Provide a general description of terrain (e.g., mountainous, rolling hills,

flat to undulating):.....

h. Describe the frequency and seasonality of fog/low cloud cover:.....

i. Provide a list of habitat types and land use at and adjacent to the tower

site (within ½ mile), by acreage and percentage of total (e.g., woodland
conifer forest, grassland, agriculture) water body, marsh:

j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site?

..... Yes No

- Describe how presence/absence of bird roosts or rookeries was

determined:

k. Identify the distance to nearest wetland area (e.g., forested swamp,

marsh, riparian, marine) and coastline if applicable:

l. Distance to nearest existing telecommunication tower:

m. Have measures been incorporated for minimizing impacts to migratory birds?

..... Yes No

- If Yes, describe:

n. Has a Federal Communications Commission (FCC) registration been obtained for this
tower?..... Yes No

- If Yes, provide Registration #:

- If No, why?

o. Has the FCC E106 process been completed? Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed?

..... Yes No

- If Yes, attach the environmental documentation submitted as part of

the registration process including use of the Tower Construction OMB Control#: 1660-0115 FEMA Form: 024-0-1

Notification System (TCNS), if applicable. FRN#:

q. Would any related equipment or structures need to be installed (e.g., backup

generator and fuel source, communications shelter, fencing, or security measures)?

..... Yes No

• If Yes, explain where and how each installation would be done. Provide

details about generator capacity (kW), fuel source, fuel location and
tank volume, amount of fencing, and size of communication shelter:

r. Complete Section D.

7. **Other.** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. Project installation

a. Explain how and where renovations/upgrades/modifications would take

place, or where equipment/systems will be installed:

b. Would ground disturbance be required to complete the project or training? Yes No

• If Yes, provide total extent (depth, length, and width) of each ground-

disturbing activity. Include both digging and trenching. For example,
light poles and fencing have unique ground-disturbing activities (e.g.,
six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep;
22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter
x 3' deep):

• If Yes, describe the current disturbed condition of the area (e.g.,
parking lot, road right-of-way, commercial development):

c. Would the equipment use the existing infrastructure for electrical distribution systems?

..... Yes No

• If No, describe power source and detail its installation at the site:

2. Age of structure/building at project site

a. Provide the year existing building(s) or structure(s) on/in/nearest to the

location involved in the proposed project was built:

• If the building or structure involved is over 45 years old and

OMB Control#: 1660-0115 FEMA Form: 024-0-1 7

significant renovation, rehabilitation, or modification has occurred,
provide the year(s) modified and briefly describe the nature of
the modification(s):

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area?
..... Yes No

- If yes, provide the location of the structure(s), ground-level color

photographs of the structure(s), and identify their location(s) on an
aerial map:

c. Is the project site listed in the National Register of Historic Places

(National Register), or in/near a designated local or National Register
Historic District? The internet address for the National Register

is: <http://nrhp.focus.nps.gov> Yes No

- If Yes, identify the name of the historic property, site and/or district

and the National Register document number:

3. Site photographs, maps and drawings

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for
photographs of your project. Attach photographs to this document or as accompanying documents in your
submission.

- Labeled, color, ground-level photographs of the project site: Required
- Labeled, color photograph of each location where equipment would be attached to a building or structure:
..... Required
- Labeled, color aerial photograph of the project site: Required
- Labeled, color aerial photographs that show the extent of ground disturbance (if applicable):
..... Attached
- Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure
(applicable only if building/structure is more than 45 years old):
Attached

b. Are there technical drawings or site plans available? Yes No

- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. Environmental documentation

a. Is there any previously completed environmental documentation for this project at this proposed project site
(e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

..... Yes No

- If Yes, attach documentation with this form: Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish
and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

..... Yes No

- If Yes, attach documentation with this form: Attached

OMB Control#: 1660-0115 FEMA Form: 024-0-1 8

c. Was a NEPA document was prepared for this project? Yes No

• If Yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency:...

Date approved:.....

Appendix C- FY 2016 Exercise Grant Application Scoring Worksheet

Budget

Costs in accordance with guidelines for allowable expenses at correct reimbursement rates	yes =1pt
Math calculations are correct and there is detailed description of costs	yes = 1pt
If hiring a contractor, copy of contract attached	yes = 1pt

Project Narrative

Provides a clear description of the scenario	Yes =1pt
A functional exercise project follows and builds on a previous tabletop	Yes = 1pt
Full Scale exercise project follows and builds on a previous functional exercise	Yes = 2 pts
Award one point, with a maximum of three points, for each of the following core capabilities tested:	

Logistics and Supply Chain Management	Cybersecurity
Mass Care Services	Infrastructure Systems
Operational Communications	

The scenario is well-suited to test the listed capabilities	_____ pts
	Yes = 1pt

Evidence of Need section

Outlined the risk in the community	Yes = 1pt
Explained the risk assessment and gap analysis process conducted	Yes = 1pt
Clearly related the scenario to the assessment of risk and capabilities gap	Yes = 1pt
Described a multi-year exercise strategy including:	Yes = 1pt
Description of previous exercises or training	Yes = 1pt
Corrective actions that were identified in previous training or exercises	Yes = 1pt
Described which corrective actions have been implemented	Yes = 2pt

Implementation Plan section

The exercise includes appropriate participants for the described scenario and capabilities tested	Yes= 1pt
The exercise includes a private sector player	Yes = 1pt
The exercise includes a volunteer organization	Yes = 1pt
The exercise includes a WI-CAMS element in the scenario and has been so noted/described in the “Implementation Plan” section of the application	Yes = 1pt
The exercise includes/tests a component for dealing with people with disabilities	Yes = 2 pts
The exercise provides access to people with disabilities to participate in exercise meetings	Yes = 1pt
Provided a timeline for the project that includes planning, design work, conducting exercise and AAR development	Yes = 1pt
Outlined a plan for how they will begin to address corrective action items	Yes = 1pt

Completed Required Attachment section with evidence of email contact with WEM exercise section	Yes =1pt
---	----------

Completed Evaluation section with a copy of the previous AAR (for FX or FS)	Yes =1pt
Explained steps taken to implement the AAR Improvement Plan	Yes =1pt
Explained how corrective action completed will be tested in new exercise	Yes = 1pt

Other Funding section

The exercise project includes financial support (Cash/in kind) from other sources	Yes = 1pt
---	-----------

Total Score
