



# Request for Proposal

## First 30 Minutes: Incident Command / Unified Command Training Update

### Summary

The Northern Virginia Emergency Response System (NVERS) is seeking contract support on behalf of Northern Virginia High Threat Response Committee and Northern Virginia High Threat Cadre to update an incident command and unified command training package. The purpose of this request for proposal is to enter into a firm fix-priced contract with a qualified organization or individual to update an existing training package (e.g., instructor guide and student handbook) to train first line supervisors on incident command and unified command principles, leveraging high threat events to demonstrate coordinated response best practices.

### Background/Overview

The Northern Virginia High Threat Response Committee is a multi-disciplinary, multi-jurisdictional entity that serves to maximize the region's prevention of, response to, and management of atypical incidents, asymmetrical attacks, and unconventional events. This is achieved through multi-disciplinary and multi-jurisdictional collaboration and coordination to develop regional guidance, promote enhanced awareness, develop and execute training, and develop tactical strategies. The Northern Virginia High Threat Cadre is a collection of subject matter experts, representing the entirety of the Northern Virginia emergency response community, designed to advance the development of high threat response capabilities. The Northern Virginia High Threat Cadre is charged with enhancing the region's planning, training, and operational response strategies to atypical<sup>1</sup> and/or complex events.

The *Northern Virginia First 30 Minutes: Incident Command and Unified Command Training* was originally developed in 2017 and refined in 2019. The multi-disciplinary training focuses on providing command level skills to first line law enforcement, fire/EMS, and communications supervisors. The training leverages high threat events to demonstration best practice approaches for coordinated operations among the response disciplines – focusing specifically on the first thirty (30) minutes of an event. The updated training package may be used by local jurisdictions as a prerequisite for more advanced

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<sup>1</sup> High threat events require an integrated (multi-jurisdictional and multi-disciplinary) response to ensure and/or maximize effectiveness and efficiency. These atypical and/or non-traditional attacks are defined as active shooter; hostile actor; fire as a weapon; intentional use of chemical, biological, radiology, nuclear [agents] and explosives (CBRNE); and civil disturbance.

command competency training.

## Scope of Work and Technical Requirements

The contractor will leverage the Northern Virginia High Threat Response Committee and Northern Virginia High Threat Cadre's expertise and guidance in the planning and development of all phases of the project. The minimum tasks to be performed by the contractor will include:

### 1. Recurring project planning meetings.

- a. Review and analyze the current training package.
- b. Meet with project planning team members assigned by the Northern Virginia High Threat Response Committee and Northern Virginia High Threat Cadre to discuss and identify substantive changes to the current training package.
- c. In coordination with the project planning team, validate draft training package outlines prior to development.
- d. Ensure tracking and timely follow up of action items for NVERS or planning team members arising from project planning meetings.

### 2. Design, develop, and produce the training package.

- a. Design, develop, and produce a refined *First 30 Minutes: Incident Command and Unified Command Training*. When executed, the training's delivery should be no longer than four (4) hours.
  - i. The training should also highlight the important tenants of the *Joint Action Guide for Active Shooter / Hostile Event* (2<sup>nd</sup> edition forthcoming).

#### **b. Anticipated deliverables include:**

- i. Instructor Guide
  1. Annotated guide, designed for train-the-trainer instruction, organized by unit/module.
- ii. Student Handbook
- iii. Associated PowerPoint presentation(s)

## Access to Legacy Training Packages

For purposes of preparing a well-informed proposal to NVERS, prospective offerors may request copies of the legacy training packages by contacting Julie Gall ([Julie.Gall@nvers.org](mailto:Julie.Gall@nvers.org)). NVERS will require a signed non-disclosure agreement prior to

providing access to the legacy documents.

### **Project Timeline**

This contract will begin on or around April 15, 2022 and terminate on December 31, 2022. Grant funding from the United States Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) will be used to support this effort.

### **Minimum Proposal Elements**

1. Offeror's name, address, contact information, and subcontractor companies (if applicable).
2. A detailed timeline to complete the project, and any observed obstacles to completing the work.
3. A preliminary work plan that describes the phases or segments into which the proposed project can logically be divided and performed.
  - a. This section should also contain a discussion of any changes proposed by the offeror that substantially differs from the project scope.
  - b. This section should include detailed descriptions of activities that are to occur, significant milestones, and anticipated deliverables.
4. A statement of qualifications (i.e., organizational and staff experience, references, and personnel assigned to work on this project – including subcontractors).
5. A firm fixed-price cost proposal to complete all milestones and deliverables.

### **Proposal Evaluation**

Responsive proposals will be scored and competitively evaluated to the maximum extent practical. The contract for this project will be awarded to the responsible offeror whose proposal is most advantageous to the project, in alignment with the weighted evaluation criteria listed below.

1. Cost – 10%
2. Demonstrated understanding of the project goals and deliverables – 20%
3. Offeror qualifications and experience with similar projects – 30%
4. Proposed methodology – 20%
5. Proposed key personnel – 10%
6. Work sample – 10%



### **Billing Requirements and Product Ownership**

The successful offeror will be required to furnish all necessary data elements that compose their periodic invoices in accordance with federal reimbursement guidelines. All created products associated with this project will be the property of NVERS and the contractor may not use any deliverables in the future without the expressed written consent of NVERS.

### **Proposal Submission**

An electronic copy of the proposal must be sent to Julie Gall ([Julie.Gall@nvers.org](mailto:Julie.Gall@nvers.org)) by April 8, 2022. Offerors may direct questions to the above-listed email address during the application period.