

June 17, 2021

## **Request for Proposal**

### **Incident Command – Unified Command Training Scenarios**

#### **Summary**

The Northern Virginia Emergency Response System (NVERS) is seeking contract support on behalf of Northern Virginia High Threat Response Committee to develop training scenarios that enhance the operational readiness of law enforcement and fire department incident commanders in Northern Virginia. The purpose of this request for proposal is to enter into a firm fix-priced contract with a qualified organization or individual to develop a series of fictionalized incident scenario “scripts” that test the ability of first- and second-line supervisors to execute core incident command competencies and integrate law enforcement and fire department operations in response to high threat events<sup>1</sup>.

#### **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.

This project seeks to develop a series of scripted simulations that facilitate the experience of a realistic response scenario and the associated stress of a Complex Coordinated Attack (CCA) and/or other atypical, high-consequence incidents. The training scenario scripts should plausibly replicate the deluge of raw information conveyed to incident commanders in the early stages (first 30 minutes) of a high threat event, test the ability of incident commanders to make and relay appropriate decisions over the radio, and allow for the achievement of desired outcomes through the early establishment of unified command. These training scenarios may be exercised by field personnel while on shift in their area of responsibility or in a regional unified command simulation lab.

#### **Scope of Work and Technical Requirements**

The contractor will leverage the Northern Virginia High Threat Response Committee’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. Scenario and Scene Identification**

- a. In coordination with the project planning team, identify and validate up to four (4) high threat incident training scenarios for script development; and
- b. In coordination with the project planning team, determine the location, timing, and general scene setting of each high threat incident scenario.

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<sup>1</sup> An event requiring 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, but not limited to, active shooter/hostile event (ASHE); fire as a weapon; intentional use of chemical, biological, radiology, nuclear [agents] and explosives (CBRNE); and civil disturbance.

## **2. Develop Incident Scenario Scripts**

- a. Draft and develop up to four (4) training scenario scripts that contain the following minimum elements:
  - i. Overview information on the purpose of the simulation;
  - ii. Recommended simulation assignments for facilitators, law enforcement role players, fire/EMS role players, and dispatch role players;
  - iii. Simulation description/overview;
  - iv. Scripted responses for initial and subsequent dispatch information;
  - v. Scripted responses for law enforcement and fire/EMS department role players;
  - vi. Ideal response scripts for student/incident commander(s);
  - vii. Response benchmarks for incident command/unified command evaluation; and
  - viii. Embedded incident scene maps, pictures, or other training aids.
- b. Each training scenario script should facilitate twenty (20) to thirty (30) minutes of simulated incident response.

## **3. Validate Incident Scenario Scripts**

- a. Conduct a functional test of the training scenario scripts by facilitating an in-person, verbal simulation of each scenario with the project planning team:
  - i. Classroom-based simulation; and
  - ii. Provide personnel to simulate dispatch, law enforcement, and fire/EMS role players.
- b. Revise and finalize each scenario script based on project planning team feedback from the functional test.

### **Project Timeline**

This contract will begin on or around August 1, 2021 and terminate on April 30, 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).

### **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 – 20%
2. Demonstrated understanding of the project goals and deliverables – 10%
3. Offeror qualifications and experience with similar projects – 20%
4. Proposed methodology – 30%
5. Proposed key personnel – 10%
6. Comfort with the overall proposal – 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 [info@nvers.org](mailto:info@nvers.org) by **July 16, 2021**. Offerors may direct questions to the above-listed email address during the application period.