



To: Bay Area UASI Approval Authority

From: Corinne Bartshire, Regional Project Manager

Date: May 9, 2019

Re: Item 9: FY 19 Training & Exercise Program RFP Process Update

Staff Recommendation:

Approve the draft guiding principles and requirements for the new Bay Area UASI Regional Training and Exercise Program.

Action or Discussion Item:

- a) Review of RFP development process and timeline (Discussion Only)
- b) Approval of draft guiding principles and requirements for the new program (Action)

RFP Development Process and Timeline:

The Bay Area UASI is developing a new iteration of its Regional Training & Exercise Program to begin in early 2020. An administrator for the Program will be selected through a Request for Proposal (RFP) process. The RFP will articulate program requirements and guiding principles for the new Regional Training & Exercise Program. These will be informed by a comprehensive outreach process designed to collect input from community-based organizations and current Training & Exercise Work Group members throughout the entire Bay Area.

Through a partnership with SF CARD (Community Agencies Responding to Disaster), the UASI is conducting an inclusive process to collect input from the whole community, beyond the local government public safety disciplines, to inform the RFP process. The purpose is to identify how the Regional Training and Exercise Program may be leveraged to support community based organizations, faith based organizations, and non-profit organizations in building their capabilities to assist with emergency response activities.

In-person Meetings: SF CARD is attending and conducting in-person meetings of collaboratives such as VOADS, health care coalitions, CERT programs, AFN alliances, faith-based groups, etc. to host conversations and introduce the opportunity for these organizations to engage in the development of the new Regional Training and Exercise Program.

Digital Survey: Individuals and organizations representing community interests will be encouraged to respond to a digital survey distributed throughout the region to gather input regarding training courses and exercises that would help build a more prepared community throughout the Bay Area.

Recommendations / Strategy: SF CARD will analyze the conversations and survey results to inform program requirements outlined in the RFP, specifically regarding integration of community organizations in the Bay Area Training & Exercise Work Group. Subsequently, SF CARD will prepare a proposed strategy outlining training courses and exercise opportunities for potential inclusion in the 2020 Bay Area UASI Regional Training and Exercise Program.

Activity / Task	Completion Date	Description
Whole community engagement	May 30, 2019	SF CARD participates in in-person meetings with whole community organizations and conducts an online survey for input.
Solicit input from current Training & Exercise Work Group members	May 30, 2019	The Bay Area UASI Management Team will solicit input from local government public safety stakeholders on how the Regional Training & Exercise Program can support their needs.
Draft RFP language	July 3, 2019	The Bay Area UASI Management Team will develop a complete draft Request for Proposals for Approval Authority review.
Approval Authority discussion	July 11, 2019	The Bay Area UASI Approval Authority will be presented with the draft RFP for review, discussion, revision, and approval to release.
Facilitate RFP process	Release to public 7/22/19 Award contract 10/1/19	The Request for Proposals will be released to the public via the City and County of San Francisco's procurement process.
Develop community preparedness strategy	August 30, 2019	To prepare for a successful and inclusive implementation of the Regional Training & Exercise Program, SF CARD will develop a proposed strategy of training courses and exercise opportunities for community-based organizations to build their disaster preparedness, response, and recovery capabilities. This strategy will be considered by the new Regional Training & Exercise Work Group for implementation.
Implement new Bay Area Regional T&E Program	January 30, 2020	The new T&E Program administrator will facilitate a regional T&E work group to advise training course offerings and exercise opportunities. This work group will include SF CARD as the liaison for community based organizations.

Proposed Guiding Principles and Requirements:

1. The new Regional Training & Exercise Work Group should include representatives from the following:
 - Local jurisdiction public safety disciplines (i.e. fire, law, EMS, public health, emergency management)
 - CBOs (via a liaising entity such as SF CARD)
 - VOADs/COADs (Alameda County VOAD, CADRE, MIDC)
 - UASI Work Group Chairs
 - Association of Bay Area Health Officers (ABAHO)
 - American Red Cross
 - The Salvation Army
 - Local chambers of commerce
 - California Resiliency Alliance
 - Local CERT Coordinators
 - Cal OES (Coastal Region ESCs and HQ Training & Exercise Division)
 - Tribal representatives
 - Educational institutions
 - BayRICS
 - NCRIC
2. The new Regional Training & Exercise Program shall maintain an annual partnership with SF CARD at a cost no less than \$120,000 per year. (This will enable SF CARD to maintain relationships with community-based organizations and serve as their liaison on the Regional Training & Exercise Work Group.)
3. The new Regional Training & Exercise Program should select training courses and exercises to fund based on the gaps / priorities identified in the Bay Area Threats and Hazards Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR).
4. The new Regional Training & Exercise Program should provide a balanced offering of trainings and exercise support across all public safety disciplines including community preparedness.
5. The new Regional Training & Exercise Program should maintain an ongoing opportunity for whole community partners to coordinate regionally on training and exercise opportunities (i.e. via a standing agenda item at the Work Group meetings).
6. The new Regional Training & Exercise Program will conduct a transparent and inclusive process with the above-mentioned Work Group to determine training priorities, funding allocations, and exercise design.