



**To: Bay Area UASI Approval Authority**  
**From: Janell Myhre, Regional Program Manager**  
**Date: November 14, 2019**  
**Re: Item 06: Regional Training & Exercise RFP Update**

---

**Recommendations:**

Accept a blended staffing approach to administer the Regional Training and Exercise Program

**Action or Discussion Items:**

Action

**Background:**

At the March 14<sup>th</sup>, 2019 meeting, the Approval Authority agreed to the issuance of a Request for Proposal (RFP) seeking a new administrator for the Regional Training and Exercise Program. The RFP was issued on July 17<sup>th</sup>, and the Management Team conducted a review of the proposals on September 3<sup>rd</sup>. Two proposals passed, and a technical review panel scored the proposals and recommended Sensemakers Inc. (Sensemakers) as the new Regional Training and Exercise Administrator.

**Discussion/Description:**

The Management Team concurs with the Technical Review panel's findings, however recommends a modification to Sensemakers proposed project approach.

Pursuant to 2 CFR 200.323 all grant procurement contracts over \$250,000 require a cost or price analysis to ensure that public funds are utilized in a fiscally judicious and prudent manner. The price analysis includes a review of alternatives for similar benefits. In reviewing Sensemakers' project approach, the Management Team proposes that the roles and responsibilities in facilitating monthly training and exercise meetings (service area 1), developing a multi-year training/exercise plan (service area 2), and providing program management (service are 6) could be done by adding two staff members to the Management Team.

By absorbing such roles/responsibilities, it is estimated that there would be cost savings in the approximate amount of at least \$750,000, which would be divided equally among the four hubs - each one receiving at least \$187,000.

The remaining three service areas (administration of region wide exercises, training course administration and community preparedness activities) would be retained by Sensemakers. See Table 1 for further details pertaining to estimated budget.

*Table 1: Training and Exercise Program Options*

Service Areas	Option A Vendor Only	Option B Blended Approach		
	Sensemakers	Sensemakers	UASI	total
1. T&E Work Group Management	\$127,113	\$0	\$100,000	\$100,000
2. Multi Year T&E Plan	\$128,513	\$0	\$100,000	\$100,000
3. Training Course Administration	\$2,459,698	\$1,825,000	\$0	\$1,825,000
4. Exercise Design/Conduct	\$1,033,753	\$850,000	\$0	\$850,000
5. Community Preparedness	\$592,698	\$250,000	\$0	\$250,000
6. Program Management	\$357,953	\$0	\$818,368	\$818,368
Total proposed budget	\$4,699,728	\$2,925,000	\$1,018,368	\$3,943,368
Total allocated budget	\$4,700,000			\$4,700,000
<b>Savings allocated to Hubs</b>	<b>\$272</b>		<b>&gt;</b>	<b>\$756,632</b>