1. **SCOPE OF SERVICES**
	1. Provide consulting services to the Office of Emergency Management on an as-needed basis.
	2. The County shall pay, and the Consultant shall accept as full and complete payment for the timely and complete performance of its obligations. Under reviewing the project specific scope of services, the Consultant shall submit specific tasks to be performed as part of the project, and a detailed estimate cost sheet utilizing the pricing schedule. The lump sum fee will be the approved total hours and related direct expenses.
	3. The performance period for each task will be negotiated by the County and the Consultant for inclusion for the applicable task order.
2. **CONSULTANT RESPONSIBILITIES**
	1. Provide consulting services to the Office of Emergency Management on an as-needed basis.
	2. Retain Certified Emergency Manager (CEM) designation by the International Association of Emergency Managers (IAEM) or Florida Professional Emergency Manager (FPEM) designation by the Florida Emergency Preparedness Association (FEPA) for the duration of the contract.
	3. Progress reports and invoices shall be provided on a monthly basis and must include hours per task order and dollars spent.
	4. All computer analysis shall be performed on computers compatible with systems in place within Lake County.
	5. All documents and support materials developed shall be prepared in Microsoft Office format such as Word, Access, Excel and Power Point.
	6. All Geographical Information System (GIS) related information will be provided in a format compatible with systems in place within Lake County.
3. **OUTLINE OF WORK TASKS**

3.1 Emergency Management Plans and Procedures

3.1.1 Comprehensive Emergency Management Plan (CEMP)

3.1.1.1 The creation, evaluation, revision, or process for CEMP updates, programmatic accreditation and other legal/regulatory compliance related to the CEMP to include, but not limited to the National Incident Management System (NIMS) compliance requirements and other homeland security requirements.

3.1.2 Healthcare Facility Emergency Management Plan Review

3.1.2.1 This involves the review and recommendation for improvements to the emergency management plans for healthcare facilities to include, but not limited to, assisted living facilities, hospitals, and nursing homes.

3.1.3 Interagency Coordinating Procedures and/or Guidelines

3.1.3.1 The creation, evaluation, revision, or process development of procedures to operationally implement the concepts within the CEMP with some or all applicable agencies.

3.1.4 Agency Specific Plans

3.1.4.1 The creation, evaluation, revision, or process development of agency specific plans. This may include, but not limited to, written directives, standard operating procedures, standard administrative procedures, etc.

3.1.5 Strategic Plans

3.1.5.1 The creation, evaluation, revision, or process development of overarching goals and objectives for the Emergency Management Program.

3.1.6 Continuity of Operations/Continuity of Government Plans

3.1.6.1 The creation, evaluation, revision, or process development of continuity of operations/government plans and procedures for key processes within the local government to the standards prescribed by the State of Florida or the Department of Homeland Security.

3.2 After Action Reports/Improvement Plans for Real World Events

3.2.1 Coordinate with Office of Emergency Management and all identified stakeholders to produce After Action Reports and Improvement Plans that evaluate and provide suggestions to improve emergency response.

3.2.2 Development of all After Action Reports and Improvement Plans will be compliance with the Homeland Security Exercise & Evaluation Program (HSEEP).

3.3 Training and Exercises

3.3.1 National Incident Management System (NIMS)/Incident Command System (ICS) Training

3.3.1.1 The Consultant must conduct training in the NIMS/ICS courses identified by the Office of Emergency Management.

3.3.2 Development and delivery of a Comprehensive Training and Exercise Program

3.3.2.1 The Lake County Exercise Program is designed to test and evaluate the programs and operations in use to protect the County from disasters. The program is guided by the Office of Emergency Management and will be aided by the Consultant by utilizing by HSEEP to:

3.3.2.1.1 Develop exercises related documents for the specific exercises (Players’ Handbook, Controller/Evaluator Handbooks, Situation Manual, etc.).

3.3.2.1.2 Create After Action Reports (AAR) with Improvement Plans (IP) that highlight the strengths and shortcomings experienced in the exercise.

3.3.2.1.2.1 Types of Exercises:

There are a number of different exercises that are part of the exercise program. The following are examples of the different types of exercises:

* Drill: A drill is a coordinated, supervised activity, usually used to test a single specific operation or function in a single agency or a relatively limited portion of the overall functions.
* Tabletop Exercise: This type of exercise simulates an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussions as participants examine and resolve problems based on existing plans, policies, and coordination.
* Functional Exercise: This type is a fully simulated, interactive exercise that tests capabilities to respond to a simulated emergency testing one or more emergency management functions.
* Full-Scale Exercise: A full-scale exercise is as close to a real disaster as possible. It is a field exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment which simulates actual response conditions.

3.3.3 Development and/or delivery of emergency management skill level courses.

3.3.1.1 Delivery of Federal Emergency Management Agency (FEMA), State and uniquely designed emergency management courses by qualified instructors.

3.4 Mitigation and Preparedness Studies

3.4.1 Local Mitigation Strategy (LMS)

3.4.1.1 The creation, evaluation, revision, or process development of the Local Mitigation Strategy and/or additional plans and procedures.

3.4.2 Specialized Studies and Reports to include, but not limited to:

3.4.2.1 Evacuation Studies

3.4.2.2 Citizen Preparedness Surveys

3.4.2.3 Gap Analysis Studies

3.5 Grant Management

3.5.1 Consultant will be required to research, develop, write and submit grant proposals to include, but not be limited to:

3.5.1.1 Disaster-Specific Assistance Program

3.5.1.2 Hazard-Related Grants and Assistance Programs

3.5.1.3 Homeland Security/National Preparedness

3.5.1.4 Non-Disaster Program

1. **COUNTY RESPONSIBILITIES**
	1. Provide the following services and data to the Consultant:

4.1.1 Available data and information on project objectives, constraints, budgetary limitations and time constraints.

4.1.2 If available, drawings, maps, specifications, schedules, reports, data and other information developed by the Office of Emergency Management and its local governments and agencies which the Office of Emergency Management considers pertinent to the Consultant’s responsibilities.

4.1.3 Retain ownership of all deliverables of the work tasks. The Office of Emergency Management has final authority on the sharing and/or distribution of these deliverables outside of Lake County.

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