

# **REQUEST FOR PROPOSAL**

For an  
Emergency Operations Plan  
for the  
Near Southwest Preparedness Alliance

## I. **BACKGROUND**

### **Executive Summary:**

The Near Southwest Preparedness Alliance (NSPA) is the regional healthcare coalition and coordination center for the Near Southwest Healthcare Preparedness Program Region of the Commonwealth of Virginia. NSPA serves as one of six healthcare coalitions under the Virginia Healthcare Emergency Management Program which is a cooperative program between the Virginia Hospital and Healthcare Association and the Virginia Department of Health. Funding for this program is provided by the Hospital Preparedness Program under the Assistant Secretary for Preparedness and Response. The Hospital Preparedness Program is the only source for federal funding for health care system readiness.

The Near Southwest Preparedness Alliance is comprised of member hospitals, long-term care facilities, emergency medical services (EMS), public health, local municipal emergency management (EM) home care, hospice, and dialysis centers. NSPA is geographically comprised of 16 counties and 7 independent cities covering 7,000 square miles with a population of 960,000.

Over the course of this program NSPA has grown in number of staff as well as participating coalition members. NSPA anticipates continued growth in the future. Our organization's key functions are regional healthcare preparedness through collaboration, coordination, information sharing, and training and exercise.

NSPA is soliciting a proposal from vendors for the facilitation of an update to the existing Emergency Operations Plan that will meet the requirements outlined below.

## II. DESCRIPTION OF CURRENT PROCESSES

The Near Southwest Preparedness Alliance maintains an Emergency Operations Plan to provide guidance for its staff and stakeholders as to the roles and capabilities for the Regional Healthcare Coordination Center. This vital operational plan is informed by program objectives, Healthcare Coalition capabilities and the feedback of stakeholder organizations. Information is collected through planning meetings as well as independent points of reference ranging from partners within healthcare facilities, emergency management partners and the Virginia Healthcare Emergency Management Program.

NSPA updates its Emergency Operations Plan on an annual basis to ensure that relevant and timely information is included for organizational response, coordination and recovery operations. This proposed update is intended to utilize a more in-depth facilitation process to adapt current plans to national best practices.

## III. OVERALL PROJECT REQUIREMENTS

The vendor selected must meet these minimum requirements:

- Develop concept for Emergency Operations Plan
  - Review existing Emergency Operations Plan, NSPA Bylaws, Regional Healthcare Coordination Center guides, or other documents in order to draft a conceptual document.
  - Facilitate meetings with program stakeholders, Board of Director members, and Coalition staff to understand current program objectives and operation processes.
  - Gather insight and program requirements for the Coalition under the Hospital Preparedness Program or other program deliverables.
- Conduct stakeholder analysis and initial planning.
  - Gather stakeholder feedback regarding coalition activities in accordance with partner needs and program requirements that will inform activities for the Coalition.
- Facilitate Coalition Staff members operational planning.
  - Informed by previous steps, work with NSPA staff to operationalize the Emergency Operations Plan.
- Develop and provide an Emergency Operations Plan for the Near Southwest Preparedness Alliance in an editable format suitable for print and electronic distribution.
  - Compose written Emergency Operations Plan and deliver it to the Healthcare Coalition for review and comment.
  - Provide additional support within the project window to revise document as needed.

IV. ADDITIONAL REQUIREMENTS

Project Timeline

Provide a prospective timeline for project completion. The project must be completed no later than June 30, 2020.

Release

Emergency Operations Plan or other documents provided as part of any service agreement belong to the coalition upon receipt with no obligation to future promises of procurement.

Cost

Travel or other costs incurred by vendor for this project should be accounted for in project pricing.

Payment Schedule

Stipulate any partial pricing or payment in initial bid. NSPA requests a net term of 45 days to provide payment.

V. TIME FRAME

Bidder should include any additional information not specifically requested if he/she believes it will be helpful in the evaluation.

NSPA reserves the right to request any additional information which may be deemed necessary after the receipt of the proposal.

The proposal must be signed by a person authorized to legally bind the bidder.

Proposals are due in the NSPA office no later than 5pm EST October 29, 2019.

NSPA will select a bid for purchase prior to December 15, 2019 at the latest.

VI SUBMITTAL INFORMATION

Please submit proposal encompassing the elements outlined above to NSPA by one of the following methods by end of business (5:00 p.m. EST) on October 29, 2019.

By U.S. mail, UPS or Federal Express to:

Near Southwest Preparedness Alliance  
1944 Peters Creek Road  
Roanoke, VA 24017

By E-mail:

[rhawkins@vaems.org](mailto:rhawkins@vaems.org)

\*\* Note: if sending via e-mail file must be a word document or PDF.

Any questions may be addressed to:

Robert Hawkins  
Executive Director  
Near Southwest Preparedness Alliance  
[rhawkins@vaems.org](mailto:rhawkins@vaems.org)

Thank you for your interest in working with NSPA