

Southwest Minnesota Emergency Management Association

Request for Proposal Regional Training

Regional Training and Exercise Coordinator

The Southwest Minnesota Emergency Management Association (SWEMA) is accepting proposals for professional services to address gaps in terrorism response through the design/delivery of training, exercises, and other learning opportunities.

This position is responsible for coordinating with emergency managers, state and local government officials, non-governmental agencies, and the ten emergency management disciplines as needed to provide regional EOC staff trainings culminating in a region wide functional exercise.

Responsibilities

Project Management Tasks

- ❖ Develop (or facilitate development of) one (1) FE that includes mobilization of a regional EOC Support Team to assist with “continuation” of an EOC activation in which a specified county has established an EOC prior to the arrival of the team. The EOC Support Team will augment the county’s effort for the remainder of the event.
- ❖ Prepare and distribute an AAR/IP upon completion of the FE.
- ❖ Conduct Administration and Finance Section specific trainings to support the development of a Regional EOC Support Team.
- ❖ Provide related ICS trainings to counties within the region on a case by case basis as requested through the Regional Steering Committee.
- ❖ Assist member emergency managers by incorporating lessons learned and best practices into training activities as requested.
- ❖ Utilize technical experts as needed in the development of training events.

Minimum Requirements

Certified in emergency management, public safety, or similar field with 2 years of experience, or 5 years of planning and exercise development experience as a member of a recognized volunteer organization or military service. Must possess a valid driver’s license and reliable transportation. Must have experience with Microsoft Office Suite.

Preferred experience beyond minimum qualifications: Experience in planning and conducting exercises following the Homeland Security Exercise and Evaluation Program (HSEEP) model. Have a thorough understanding of the National Incident Management System (NIMS). Completion of IS 100, IS 200, and IS 700.

Compensation

This is a grant funded, project based position. Priority of expenditures will be the functional exercise, Admin/Finance training, and individual county ICS requests dependent on funding availability. Total estimate for compensation not to exceed \$19,000.

Selection Process

To be considered, each proposal must contain the following:

1. Letter of interest
2. Resume
3. Three (3) professional or business references with knowledge of past experience.

Proposals will be accepted until position is filled. All proposals will be reviewed by the Regional Steering Committee for completeness and verification of minimum requirements. A list of finalists will be developed and interviews scheduled accordingly. Preference will be given to applicants who have a working knowledge of emergency management in the State of Minnesota and entities within the southwest MN Region V.

Please submit completed proposals to:

Mike Hennen
Renville County Emergency Management
105 South 5th Street, Suite 210
Olivia, MN 56277

Submission deadline is: 4:30 pm on Wednesday, May 23, 2018.

Proposed Timeline

Application deadline	Wednesday, May 23, 2018
Interviews	May 29-31, 2018 (date TBD)
Award date	Friday, June 1, 2018
Contract approval	Friday, June 8, 2018
Performance period	June 11 - December 31, 2018

General Conditions

The SWEMA Steering Committee reserves the right to reject any and all proposals, modify requirements, terms, and conditions without notice and award the contract based on their understanding of the best interests of the Committee. All submitted proposals are the property of SWEMA and will not be returned.

Modifications/Addendums/Questions

Any modifications, addendums, responses to questions, or withdrawal of the RFP shall be provided by email to the affected entities. All submissions will receive written notification when a final selection has been made.

Contact Information

For questions regarding this RFP, please contact Mike Hennen, Chair, SWEMA Steering Committee at mikehe@renvillecountymn.com