

July 29, 2022

City of Powder Springs
4484 Marietta St.
Powder Springs, GA 30127

Quote & Scope of Work Professional Services

BOLDplanning appreciates the opportunity to present the City of Powder Springs with the following quote for COOP Refresher Workshops and a Tabletop Exercise. The COOP Workshops are designed to assist Powder Springs with COOP training for departmental COOP administrators/coordinators, to further develop their plan(s). We also can offer a discussion-based tabletop exercise to help test the city's core capabilities as they pertain to a COOP activation event.

I. Refresher/Beginner COOP Workshops – Half Day Sessions (3 hours)

This workshop is tailored to reflect the level of planning expertise of participants. This will be hands-on training and will focus on the people, places, and things within each departmental plan(s). The participants will work within their own plans to further develop:

- Importing from the Master Data Area when applicable.
- Each module on the Main Menu and how each of those sections integrates and links together to form a complete COOP plan.
- Contacts, Teams, Orders of Succession and Delegations of Authority by adding, updating, and importing data as well as understanding the definition of these sections.
- Facilities to ensure they have all the required information needed within the plans, including resources, alternates, and a number of staff members.
- Vital Records to update new information in each plan as well as filling in the gaps of each record to ensure that vital resources can be located and backed up if needed.
- Essential Functions to make sure they are clear and concise as well as supported by their personnel and vital records.
- Knowledge of the messaging, file archives, communications, security and alerting, drive away kits, as well as testing, training, and exercise modules.

II. Tabletop (HSEEP) Discussion Based Exercise - Full Day

Tabletop Exercises by BOLDplanning are discussion-based, low-stress exercises. Our exercise practitioner will consult with the City of Powder Springs to develop a plausible scenario based on the city's requirements. The participants will then be presented with this scenario while a facilitator drives exercise objectives by asking challenging questions that engage critical thinking and discussions. The questioning is designed to

validate strengths and areas for improvements in the organization's plans, processes, and procedures. BOLDplanning will facilitate all invitations, manage registrations and data from surveys as well as organize feedback from all phases of the exercise.

Phase I: Project Initiation

The initiation process will include the facilitation of the kickoff/planning meetings. The participating departments will be identified, and a game plan will be established. During the Initiation Phase BOLDplanning will:

- Initiate a series of three (3) one hour kickoff or planning meetings (onsite/remote) to determine which (limit of 5) core capabilities (National Preparedness Goals) will be chosen and assessed.
- Work with the City of Powder Springs to identify the departments that will participate in the Evaluation, Hot Wash sessions and the Exercise.
- Define engagement strategy with the City of Powder Springs to collect data and to formulate online survey or Evaluation Assessment in Phase II
- Set dates of Hot Wash meetings and send out invitations, outlined in Phase III.

Phase II: Evaluation Assessment

The Evaluation Assessment is a tool that will be used to assess core capabilities of participating departments. An online survey will be used to create the assessment, then distributed to participants. The Evaluation Assessment will include:

- Information gathered from the responses.
- Assessment of core capabilities and activities from evaluations.
- Disseminating the assessment to participating departments to collect raw data.
- Processing raw data from the assessment responses and delivered to the City of Powder Springs.

Phase III: Hot Wash Sessions

Hot Wash meetings are essential to the development of an After-Action Report/Improvement Plan. These sessions will draw out all opinions, experiences, and conclusions from participants to formulate what went well and what was a challenge.

The Hot Wash sessions will include:

- Four One-Hour Hot Wash (onsite/remote) sessions (onsite must be scheduled as four (4) consecutive sessions)
- Facilitation of Hot Wash sessions to capture actions and responses during an event.
- A Participant Feedback Form (questionnaire) will be distributed to participants to gather successes, failures and improvements made during event.
- Raw data processing and delivery to the City of Powder Springs

Phase IV: Exercise Facilitation

BOLDplanning will arrive on-site at the predetermined location to conduct the six-hour Tabletop Exercise. Exercise introduction, rules, and assumptions pertaining to the current COOP plans. The modules will include but not limited to:

- Introductions to the start of the scenario to participants.

- Providing participants with discussion questions for goals, objectives, and small/large group discussions.
- Providing an escalation of the original scenario to challenge participants' COOP plans.
- Additional discussion questions for goals and objectives.
- Exercise conclusion: Provides participant feedback form to capture the strengths, gaps, and areas for improvement.

Phase V: After Action Report/Improvement Plan

After the Hot Wash sessions have concluded and all data has been collected, the AAR/IP draft can be created. This draft will be based on the Evaluation Assessment and feedback from Hot Wash sessions. The AAR/IP steps are:

- To formulate a draft AAR/IP after reviewing the assessments and feedback from Hot Wash sessions
- Submittal of AAR/IP draft to the City of Powder Springs for comments, feedback, and edits (submittal of draft within 30 days of the exercise facilitation)
- Revisions of AAR/IP draft using suggestions and recommendation from the City of Powder Springs.

Submittal of final AAR/IP to the City of Powder Springs (within 14 days of the revisions submitted to BOLDplanning)

Pricing

BOLDplanning.com COOP Product Pricing	Cost	Qty	Amount
COOP Refresher Workshops – Two (2) half day onsite* sessions	\$3,281.50	2	\$6,563.00
<i>*Remote sessions are available</i>	\$1,781.50	2	\$3,563.00
COOP HSEEP Tabletop Exercise		1	\$16,800.00

IN WITNESS WHEREOF, the parties have executed this Quote as of the Effective Date.

City of Powder Springs, GA

BOLDplanning, Inc.

By: _____

By: _____

Name: _____

Name: Craig Hukes

Title: _____

Title: CFO

Date: _____

Date: _____