

EXHIBIT A



EMERGENCY SERVICES
TRAINING INSTITUTE

June 23, 2009

TRAINING PROPOSAL

The Texas Engineering Extension Service/Emergency Services Training Institute (TEEX/ESTI) will provide “on-site” Incident Management / Unified Command for Terrorism / CBRNE Incidents, (MGT 313), and Advanced ICS (ICS-400) Incident Command System (ICS) training for the Hidalgo County Department of Public Health.

TRAINING OVERVIEW

Incident Management/Unified Command for Terrorism and CBRNE Incidents (DHS Course: MGT-313)

Incident Management / Unified Command for Terrorism / CBRNE Incidents, (MGT 313), is an intermediate (ICS 300-level) planning and management course, delivered in 24-hours over a three (3) day period. The course provides a strong emphasis on incident action planning and resource management that is intended to assist your jurisdiction in developing a multi-discipline, all-hazards team approach to respond to and manage large-scale and expanding incidents, including those caused by CBRNE and terrorism. To reinforce this multi-discipline team approach, jurisdictions should send a balanced combination of personnel from local agencies including, at the minimum, representatives from: fire services, law enforcement, emergency medical services / hospital, public health, public works, and emergency management organizations. Additionally, jurisdictions are strongly encouraged to send representatives from local hazardous materials response, rescue, emergency communications organizations, and other governmental and quasi governmental agencies and organizations such as school systems and the National Guard. Personnel from other city, county, state, non-governmental, private industry and federal emergency response agencies that are located within, or support, the jurisdiction may also attend the course.

Participants should come from “middle management”; i.e. emergency response managers, first-line supervisors, and administrators who will function as incident commanders, ICS/ Unified Command staff members, emergency management coordinators, or emergency operations center (EOC) staff members, or supervise those who do.

The course is designed for a minimum of 32 and a maximum of 40 course participants per class. The course incorporates classroom presentations with practical applications. The course culminates with a 3½ - hour, tabletop exercise that uses the features of the area where the course is delivered. Additionally, the FEMA/NFA ICS-300 examination is administered as part of the course.



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The course includes twelve (12) distinct modules incorporating lecture, discussion, and group exercises. Included in each module are activities and exercises that are designed to allow participants to apply the information covered during the module. A concluding tabletop exercise is the final module of the course and allows participants to apply the materials covered during the course.

Module 1: Recent Trends in Terrorism

Discuss the impact of recent trends in terrorism in relation to the threat, risk, and vulnerability of their community to terrorist attack.

Module 2: ICS Fundamentals Review

Demonstrate the ability to apply fundamental Incident Command System (ICS) concepts from ICS-100 and ICS-200 to actual incidents by implementing the National Incident Management System (NIMS) incident command and management functions.

Module 3: Introduction to Planning and Preparedness

Recognize the need for pre-incident/event planning

Module 4: Unified Command, Initial Response Planning, and Transfer of Command

Describe Unified Command features and advantages, conduct initial response planning, complete an Incident Command System (ICS) Form 201, and conduct a transfer of command briefing.

Module 5: Resource Management

Apply resource management principles in support of an expanding incident.

Module 6: Incident Action Planning for Expanding Incidents

Apply the incident preparedness and planning processes to develop and incident action plan (IAP).

Module 7: The Planning Meeting

Conduct an effective planning meeting.

Module 8: Completing the Operational Period Planning Period

Finalize the incident action plan, and develop and conduct an operations briefing.

Module 9: Demobilization, Close Out, and After Action Reporting

Be familiar with the process for incident demobilization and close out.

Module 10: Integrating External Resources

Describe the process for identifying, requesting, and integrating external resources in an expanding incident.

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Module 11: Incident Command System (ICS) – 300 Evaluation

Demonstrate knowledge of the ICS-300 course content.

Module 12: Tabletop Exercise (3.5 hours)

Apply incident management, planning, and sound resource management techniques within a multi-agency, multi-discipline response scenario.

Prerequisites:

- All course participants must work in a supervisory or managerial capacity in one of the following public/private sector disciplines/services: Law Enforcement, Fire Service, Emergency Medical Services, Hospitals, Emergency Management, Hazardous Materials response (HazMat); Public Works, Public Health, and/or other emergency management response, support, volunteer personnel at all levels and have completed a WMD (CBRNE) / terrorism incident awareness course.
- In order to be prepared for this intermediate-level (ICS-300) course, and as required in order to fulfill the U.S. DHS NIMS/ICS training requirements, all attendees should have completed all required NIMS/ICS training; i.e., IS-700: *Introduction to NIMS*; IS-100: *Introduction to the Incident Command System (ICS)*, or equivalent training and, IS-200: *Basic ICS*, or equivalent training, prior to attending this training.

A Companion Course is required for course completion

- The course utilizes a blended learning method. Therefore, in addition to completing the “face to face” or classroom portion of the course delivery, an on-line companion course is required for course completion and the certificate. Those course attendees who have not completed the companion course will be allowed to attend the course but, they will not be issued a certificate of course completion until they have successfully completed one of the required prerequisites
 - The preferred companion course is TEEEX on-line course; WMD-006a/MGT-100; “Incident Management / Unified Command Concepts”, found at <http://teexwmdcampus.com> . The “concepts” course contains materials on terrorism, weapons of mass destruction (WMD), and NIMS/ICS subjects that are essential for a complete understanding of the materials presented during the IM/UC course and are no longer covered in the classroom portion of the IM/UC course.
 - In lieu of the on-line, WMD-006a/MGT 100, course, completion of AWR-160, the “*WMD Awareness-Level Training Course*”, a six-hour training program that provides emergency responders with awareness-level instruction on recognition, avoidance, isolation, and notification techniques in a weapons of mass destruction (WMD) environment, will be accepted as fulfilling this requirement. We will also consider other, similar, awareness-level terrorism and WMD courses on a “case by case” basis.

Educational Credits (CEU): 3.2 CEUs from the U.S. Department of Homeland Security. TEEEX is authorized by the International Association of Continuing Education and Training (IACET).

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NIMS / ICS Training Equivalency / Compliance: Per DHS/FEMA (NIMS Integration Center) e-mail of Nov 17, 2006:

“The DHS Office of Grants and Training (G&T), in conjunction with the DHS NIMS Integration Center (NIC), have jointly reviewed the Incident Management / Unified Command for Terrorism and CBRNE Incidents (MGT-313) course and have determined that the course meets all criteria for fulfilling the ICS-300 training requirement as published in the current NIMS Training Requirements.

Accordingly, the IM/UC (MGT-313) course is deemed to be both ICS-300 compliant and equivalent training.”

Signed:

*Albert H Fluman, Acting Director
NIMS Integration Center
FEMA/DHS*

Advanced (ICS-400) Incident Command System (ICS) Training

The FEMA / NFA / NWCG / USDA “ICS-400: Advanced ICS for Command and General Staff, Complex Incidents and MACS Course, is a 12-hour (1½-day) Advanced-level Incident Command System (ICS-400) course. The target audience for this course includes senior personnel from all response agencies who are expected to perform in a management capacity at a major (Type 3 and above) incident or event. This includes individuals who may serve as Incident Commander (or as members of a Unified Command), or the Command or General Staff, Area Command, or multi-agency coordination entity/Emergency Operations Center (EOC) management, who have all received NIMS/ICS training up to, and including, the Intermediate (ICS-300) level, previously.

The course is designed for up to approximately 40 students per class and utilizes scenarios and application exercises to highlight key issues and facilitate discussion.

The course objectives are as follows:

- Explain how major incidents pose special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which multi-agency coordination systems are established.

The training is comprised of the following lessons:

- Unit 1: Course Overview
- Unit 2: Fundamentals Review for Command and General Staff
- Unit 3: Major and/or Complex Incident/Event Management
- Unit 4: Area Command
- Unit 5: Multiagency Coordination

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Prerequisite: Successful completion of Intermediate-level Incident Command System (ICS-300), or equivalent, training.

STATEMENT of WORK

TEEX / ESTI will provide:

- One, “on-site” delivery of the Incident Management / Unified Command for Terrorism / CBRNE Incidents, (MGT 313) for a minimum of 32 participants, and one, “on-site” delivery of the FEMA / NFA / NWCG / USDA “ICS-400: Advanced ICS for Command and General Staff, Complex Incidents and MACS” Course for up to 40 participants.
- Two DHS / TEEX / ESTI - certified MGT 313 and ICS -400 instructors.
- All required course manuals, materials, and examinations for each attendee.
- Texas Engineering Extension Service (TEEX) / Texas A&M University System certificate of completion for each person successfully completing the training. Course certificates will state that individuals have completed the: “*Incident Management / Unified Command for Terrorism / CBRNE Incidents, (MGT 313 course)*”. The certificates will also state that the course is “ICS-300 equivalent and compliant” (fulfills the ICS-300 training requirement) and provides 3.2 CEUs; “*ICS-400: Advanced ICS for Command and General Staff, Complex Incidents and MACS*” Course which fully meets the U.S. DHS ICS 400 training requirements.
- All required computers and audio / visual equipment, less a projection screen, for the course

The Hidalgo County, TX Public Health Department will provide:

- A minimum of 32 and a maximum of 40 course participants per the MGT 313 class and Up to, 40 attendees per ICS 400 course.
- A suitable classroom facility; i.e., one having tables and chairs; a projection screen and, 4 easels or flip charts

SCHEDULING: The actual start and end dates for this training will be mutually agreed upon at least 30 days prior to the start of the training. For the purposes of planning the MGT-313 course is scheduled for October 6-8, 2009 and the ICS 400 course is scheduled for October 20 and 21.

COSTS: The “all-inclusive / fixed fee” to provide the above training is: \$ 8,833.00

Note: The above “firm / fixed” fee includes:

- Salaries, wages, and required benefits for the TEEX / U.S. Department of Homeland Security-certified ICS instructors who will deliver the training on-site in Hidalgo County, TX.
- Coach-class, non-refundable, roundtrip airline travel, at the State of Texas-negotiated rate, for TEEX instructors’ travel from College Station, Texas to Hidalgo County, TX and return.
- Per diem and lodging costs, for the TEEX instructors who will deliver the training in Hidalgo County, TX calculated at the State of Texas per diem and lodging rate for the entire period of the training.
- Rental vehicle, at the State of Texas-negotiated rate, and fuel for the entire period of the training.

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- Consumables / course supplies for the training
- Printing and transporting of all course manuals and materials.
- Producing and mailing course completion certificates from TEEEX / The Texas A&M University System for all personnel attending the training.
- Agency (TEEX, ESTI) required fees

Payment options include: purchase order, credit card, or certified check.

ESTI POC & Authorized Representatives:

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