

**Proposal To**  
**Hidalgo County Health and Human Services**  
**For**  
**Early Warning Infectious Disease**  
**Surveillance (EWIDS)**  
**Tabletop Exercise**

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## Proposal Overview

As requested, The Disaster Preparedness and Response (DPR) Division of the Texas Engineering Extension Service (TEEX) proposes to conduct for the Hidalgo County Health and Human Services one (1) binational tabletop exercise (TTX) at time and date to be determined but not later than July 11, 2012. The TTX will be delivered on one (1) day, for a maximum of seven (7) hours in duration. A combined after action review will directly follow the TTX as part of the delivery (time permitting) for a total of eight (8) hours for the day's activities. A written after action report will be delivered to the customer in sixty (60) days following the TTX delivery. The TTX, verbal "hotwash" (combined after action review) and after action report will be delivered in English. Hidalgo County Health and Human Services will be responsible for any language translation they feel needed for any part of this TTX process to include the translation of the final written after action report (AAR). Hidalgo County Health and Human Services will be responsible for any costs of the TTX facility (rental fees, etc.).

The exercise will focus on the following objectives:

- Discuss past and present binational communication issues.
- Develop binational communication protocol.
- Discuss past and present binational specimen collection/transportation issues.
- Develop binational specimen collection/transportation protocol
- Discuss future plans of binational collaboration pertaining to Infectious Disease Surveillance and Preparedness & Response

The TTX will be followed immediately by verbal "hotwash" (combined after action review – time permitting) and ultimately by a written AAR in sixty (60) days after the TTX is delivered.

This tabletop exercise quote is designed for a maximum of fifty (50) participants. TEEX can provide additional resources to accommodate additional TTX participants or objectives; however, adequate time should be provided for planning and any necessary contract modification and/or cost adjustment. Costs associated with the additional resources requested will be provided to Hidalgo County Health Department to enable contract modification.

TEEX will provide three (3) personnel (as described on the next page) for the binational tabletop exercise delivery. This exercise will be developed to allow the participants to engage the exercise objectives listed above as well as, to identify gaps and potential areas for improvement in binational responses. TEEX will work closely with Hidalgo County Health and Human Services Early Warning Infectious Disease Surveillance (EWIDS) subject matter experts to ensure the exercise design supports the exercise objectives and helps the Hidalgo County Health and Human Services achieve the outcomes desired.

Upon completion of the TTX and verbal "hotwash" (combined after action review), TEEX will complete a written post-exercise report (AAR) that will highlight key events captured during the tabletop. The report will include an exercise summary and observations provided by the exercise participants, and recommendations provided by exercise observer/controllers and facilitators.

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**DELIVERABLES**

The deliverables include:

- Conference calls as necessary
- Design, develop and deliver binational incident outline and injects
- Provide three (3) personnel for tabletop delivery of approximately five to eight (5-8) hours duration on one (1) day for up to fifty (50) participants
- A facilitated verbal “hotwash” (combined after action review – time permitting) immediately following the tabletop exercise
- Exercise Certificates for up to fifty (50) participants
- A written after action report focused on key exercise issues from the tabletop exercise in sixty (60) days following the TTX. One (1) copy of the AAR will be provided via email to Ms. Eva Rubio.
- TCLEOSE (Texas Commission on Law Enforcement Standards and Education) credit for US Law Enforcement Officers in good standing registering (at the beginning of TTX) and participating in the entire TTX.

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The Texas Engineering Extension Service (TEEX) proposes to perform the services requested as described in this document for the Firm Fixed Price of **\$8,243.00**. Please provide your comments / approval as soon as possible so we can begin the contracting process. Please feel free to contact me as soon as possible. Communications will be a lot quicker if you call my cell: (979) 324-6797.

Staffing levels for exercise and other services are contained the following tables.

<b>Tabletop Exercise Milestones</b>	<b>Staff</b>	<b>Quantity</b>
Exercise design, development and preparation	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty Administrative Coordinator	One (1) Two (2)  One (1)
Tabletop Exercise Delivery	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty	One (1) Two (2)
A facilitated combined after action review immediately following the tabletop exercise – time permitting	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty	One (1) Two (2)
Written After Action Report (AAR)	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty Technical Writer Administrative Coordinator	One (1) Three (3)  One (1) One (1)

<b><u>Major efforts Included in cost but are not limited to:</u></b>	
Pre exercise	Tabletop Exercise Design Subject Matter Expert hours to develop Scenario Subject Matter Expert hours to develop Injects Subject Matter Expert hours to develop Master Sequence of Event List Subject Matter Expert hours to develop after action material framework Briefing for SMEs, Observer Controllers and staff working exercise Tabletop Exercise Development Inject development creation Printing of all injects for Exercise Nodes Master Sequence of Event List (MSEL) Development Printing of Briefing Manuals for SMEs and Staff Briefing for SMEs and staff working exercise Subject Matter Expert wages Telephone discussions pertaining to exercise department

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<p>During and Post Exercise</p>	<p>Tabletop Exercise Delivery Verbal Node "Hot Washes"(time permitting) Combined After Action Report (Verbal) Exercise Certificates for up to 50 exercise participants Postage to mail certificates to Hidalgo County Health and Human Services TCLEOSE credit for those eligible Law Enforcement Officers Subject Matter Expertsto document TTX Subject Matter Expertsto develop critical analysis of TTX Subject Matter Expertsto develop recommendations for TTX discoveries Telephone discussions reference department of TTX Synchronization of all exercise material. Scrutinize health department plans used for TTX. Pore over differences between exercise proceedings versus plans. Identify the gaps between plans and personnel actions. Identify the gaps in plans noted during exercise events. Dissect participant suggestions and SME recommendations versus written plans, needs identified through performance. Coalesce all exercise material (pre, during and post exercise material) noted and otherwise not mentioned. Travel for exercise staff and SMEs to and from site of exercise Per Diem (food and hotel costs) Rental vehicles for SMEs, staff and exercise equipment Subject Matter Expert wages Along with the items above, interlace the following items below into the written after action report where appropriate: PowerPoint presentations Exercise Design Exercise Development All injects Master Sequence of Event List (MSEL) Synchronization and documentation of significant parts of plans and material utilized by TTX Participants. Scrutinize health department plans, versus observed actions during TTX. Pore over differences between actions and events versus Plans. Identify the gaps between plans and personnel actions. Identify the gaps in plans versus unexpected requirements noted during TTX injects/events. Document participant suggestions and SME recommendations versus written plans and needs identified through TTX performance. Provide recommendations for improvement Pictures of events during exercise. Recommendations for improvement. Certificates for all registered exercise participants attending the full TTX</p>
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**ASSUMPTIONS**

Assumptions were made to provide you with the most accurate estimate of costs.  
The assumptions are:

- The Binational Tabletop Exercise delivery will be a maximum of eight (8) hours total on one (1) day for no more than fifty (50) participants with a Combined After Action Review immediately following the TTX, time permitting.
- The Hidalgo County Health and Human Services will provide facilities of sufficient size as recommended by TEEC POC for tabletop exercise delivery.
- The Hidalgo County Health and Human Services will provide any translators needed for the TTX planning, delivery, after action review and After Action Report.
- Date for the tabletop exercise will be prior to July 11, 2012.
- The TTX After Action Report will be delivered to Ms. Eva Rubio via email.
- Hidalgo County Health and Human Services will provide TEEC the most current copies of any Plans, SOPs, and documents, DSHS Exercise AAR Requirements and any other material pertinent / and to be used during this TTX at least forty-five (45) days prior to TTX delivery. These items will be the source documents for use during the exercise.
- Hidalgo County Health and Human Services will invite all partners involved in the Early Warning Infectious Disease Surveillance (EWIDS) program to include local, state, federal and Mexican Public Health partners. TEEC will not invite anyone to Hidalgo County Health and Human Services' TTX.
- Hidalgo County Health and Human Services will provide an individual to maintain a roster of participants, their contact information, and their registrations (TEEC will provide the registration form) working the TTX and the creation of name badges for the same. This person will also be responsible for Law Enforcement Officers enrollment for TCLEOSE credit. This information will be provided to TEEC electronically as soon as possible post exercise.

-----Nothing Follows-----