



April 9, 2013

Mr. Oscar Montoya
Emergency Management Coordinator
Hidalgo County, TX
302 W. University Drive
Edinburg, TX 78539

Subject: Update of Multijurisdictional Hazard Mitigation Plan for Hidalgo County

Dear Mr. Montoya,

Science Applications International Corporation (SAIC) is pleased to offer our hazard mitigation planning services to Hidalgo County. SAIC will work closely with staff from the participating jurisdictions and agencies to provide the data collection, analysis, and plan development activities necessary to fulfill the hazard mitigation planning requirements.

Local jurisdictions and organizations must have a Federal Emergency Management Agency (FEMA)-approved hazard mitigation plan (HMP) to be eligible for funding through the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM) Program, and the Public Assistance (PA) Grant Program in the event of a federal disaster declaration. The purpose of this project is to develop a multijurisdictional HMP. This letter describes SAIC's experience and the scope of work associated with the proposed hazard mitigation planning effort.

SAIC's approach demonstrates our extensive experience in emergency management and hazard mitigation planning. There is a direct correlation between the quality of the plan and the quality of the data collected during the planning process.

Technical Experience

SAIC is one of the nation's premier emergency management and disaster readiness and recovery firms. Our leading team of emergency management experts has conducted hundreds of state and local governmental planning, training, exercise, and recovery projects throughout the United States.

SAIC has helped jurisdictions facing a variety of threats and hazards—from rural areas to dense urban areas susceptible to terrorists attacks to coastal communities prone to hurricanes—in assessing local and regional hazards, establishing mitigation goals and objectives, and identifying projects that enable the jurisdiction to prepare for and reduce the effects of a disaster by developing an LMAP and performing regular plan updates.

Familiarity with Federal Emergency Management Agency Requirements

The criteria for obtaining approval of an HMP from FEMA has changed significantly over the last few years. SAIC is apprised of evolving industry standards, requirements, and best practices and understands the requirements governing hazard mitigation planning. SAIC has supported a number of clients in developing FEMA-approved HMPs.

More specifically, SAIC uses the FEMA local mitigation plan review tool; the Local Mitigation Plan Review Guide, published October 1, 2011; and the Local Mitigation Action Tool for Local and State Use, Section 1: Regulation Checklist to assess HMPs for compliance with FEMA requirements.

We design and revise HMPs in accordance with the Disaster Mitigation Act of 2000 (also known as DMA2K); FEMA's How To Guide, "Understanding Community Risks – Identify Hazards, and Determining Risk" (FEMA 386-2); 44 CFR Part 201, Mitigation Planning; Interim Final Rule (IFR) (The Rule), published, February 26, 2002; Executive Order 11988, Floodplain Management; Executive Order 11990, Protection of Wetland; and the state and federal statutory and legal regulations that may affect authorities for hazard mitigation planning.

The HMPs follow grant standards outlined in the PDM Grant Program, Flood Mitigation Assistance (FMA) Program, Repetitive Flood Claims (RFC) Program, and Severe Repetitive Loss (SRL) Program. In addition, this methodology for hazard mitigation planning is designed to comply with the Emergency Management Accreditation Program (EMAP) Planning Standards (4.3 – Hazard Identification and Risk Assessment, 4.4 – Hazard Mitigation, and 4.6 – Planning). EMAP's hazard mitigation planning standard is one of the most challenging of the 64 standards.

Collaborative Approach

SAIC uses a collaborative approach to develop HMPs. We know that to produce the most effective HMP possible, key personnel from the jurisdictions within Hidalgo County must be engaged throughout the planning process. Therefore, SAIC proposes using the following collaborative team structure:

- **Hidalgo County Project Sponsor.** Hidalgo County will select a project sponsor who will serve as the primary point of contact for SAIC and coordinate activities between SAIC and the Hazard Mitigation Steering Committee (HMSC).
- **SAIC Project Manager.** The SAIC project manager will provide overall direction and oversee the quality of service and delivery of work products associated with the hazard mitigation planning project. The SAIC project manager will have day-to-day responsibility for the project to make certain that Hidalgo County's needs are met within the guidelines established under this proposal and will be available for rapid response if urgent matters arise.
- **SAIC Emergency Management Planners.** The SAIC emergency management planners will support the day-to-day requirements of the hazard mitigation planning project and will assist the project manager as needed. The SAIC emergency management planners will also provide guidance regarding hazard mitigation planning and state and federal emergency preparedness requirements.
- **SAIC Publications Team.** The SAIC Publications Team will conduct a thorough editorial and formatting review of project deliverables provided to Hidalgo County.

Proposed Scope of Services

The purpose of the hazard mitigation planning project is to develop an HMP that will be approved by the Texas Division of Emergency Management (TDEM) and FEMA. The following proposed approach describes how SAIC will support Hidalgo County with the data collection, analysis, and plan development activities necessary to fulfill hazard mitigation planning requirements.

SAIC will examine natural and human-caused threats. The inclusion of human-caused threats (such as terrorism) is an additional part of the plan and meets FEMA's latest standards. SAIC's hazard assessment methodology addresses chemical, biological, radiological, nuclear, and explosive hazards.

We understand the HMP must be a dynamic document and those responsible for HMP maintenance must have the knowledge to update and revise the HMP. Therefore, our project approach consists of orienting personnel from key functional areas to the hazard mitigation planning process. SAIC proposes the hazard mitigation planning project involve the phases outlined in exhibit 1.



Phase 1: Project Initiation and Organization of Resources

Project Planning Meeting. SAIC will initiate the project by conducting an on-site project planning meeting with the project sponsor. Together, the SAIC project manager and the Hidalgo County project sponsor will accomplish the following:

- Confirm the project schedule, deliverables, and planning assumptions.
- Agree on the HMP-related Hidalgo County and jurisdictional documents to be reviewed.
- Confirm resources from each county's three groups of necessary stakeholders (citizens, employees, and public interest groups) to participate in the project.
- Confirm the HMSC representatives will be involved in the development, implementation, and maintenance of the HMP.
- Establish and agree upon the project schedule.

Project Team Collaboration Website. To enhance information sharing during the hazard mitigation planning project, SAIC will establish a secure project team collaboration website using Microsoft SharePoint. This website will be hosted on SAIC's server during the project engagement. This site will serve as a secure document repository and will allow for efficient document management and team access to current and past versions of documents. The website will also allow for visibility into project status at any time by members of the project team.

Work Plan. Within one week of the project planning meeting, the SAIC project manager will provide the Hidalgo County project sponsor with a detailed work plan and time line based on the objectives established during the project planning meeting. Once approved, the work plan will guide the development, execution, and follow-up phases of the project. The work plan will confirm SAIC's

understanding of the general scope of the project and will identify the core goals and objectives of the hazard mitigation planning project. The SAIC project manager will collaborate with the Hidalgo County project sponsor to identify and confirm critical meeting dates and the project time line.

Project Kickoff Meeting. SAIC will hold a project kickoff meeting with the HMSC to introduce project team members, promote teamwork, and discuss the project scope. In addition, the meeting will clarify roles and responsibilities in the development of the HMP and explain how HMSC will be engaged throughout the project. During this meeting, SAIC will distribute surveys to key agencies and stakeholders to obtain data required for the update of the HMP. Minutes from the meeting will be documented by SAIC, posted to the project’s Microsoft SharePoint site, and inserted into the final HMP as an annex.

Public Meeting #1. This meeting will serve as one of the three public meetings that SAIC will conduct in Hidalgo County held to gain input from Hidalgo County residents. These public meetings are expected to take place at a government facility and/or public venue in each community. The meetings will be publicized in the local media and citizens will be invited to participate in the meetings and provide detailed comments on the hazard mitigation planning process and results. Minutes from the meeting will be documented by SAIC, posted to the project’s Microsoft SharePoint site, and inserted into the final HMP as an annex.

SAIC will develop a one-page summary briefing on the outcome of the public meeting and upcoming activities as a result of the meeting. This briefing will be provided to the Hidalgo County project sponsor to brief the public during Commissioner’s Court Meetings; and to be included on the Hidalgo County website and social media channels, by the Hidalgo County Public Affairs Department.

SAIC recommends Hidalgo County invite and involve the TDEM Mitigation Planning Team and FEMA Region VI representatives in the public meetings and presentations to provide feedback during the development of the HMP.

Biweekly Status Reports. SAIC will develop biweekly status reports that detail work accomplished in the prior two weeks and identify goals for work to be accomplished in the upcoming two weeks. Status reports will be submitted electronically to the Hidalgo County project sponsor.

Exhibit 2: Phase 1 Deliverables

Project Initiation and Organization of Resources	
Deliverable	Description
Project Planning Meeting	SAIC will conduct a project planning meeting with the Hidalgo County project sponsor to introduce the SAIC project team and discuss the project deliverables and project schedule.
Project Team Collaboration Website	SAIC will establish a secure project team collaboration website using Microsoft SharePoint.
Work Plan	SAIC will develop a detailed work plan that outlines the project phases and project schedule. The draft work plan will be submitted to the Hidalgo County project sponsor within one week of the project planning meeting.
Project Kickoff Meeting	SAIC will facilitate a two-hour project kickoff meeting with the HMSC to discuss the project phases, project time line, and participant involvement.

Project Initiation and Organization of Resources	
Deliverable	Description
Public Meeting #1	This meeting will serve as one of the three public meetings to be held, where SAIC will explain the purpose of the HMP and obtain resident input on the hazard mitigation planning process.
Hazard Mitigation Data Collection Surveys	SAIC will distribute surveys to key agencies and stakeholders to obtain data required for the development of the HMP.
Meeting Minutes from Project Kickoff Meeting/Public Meeting #1	SAIC will develop minutes from the project kickoff meeting/public meeting #1 within seven days of the meeting. The minutes will be included in the final HMP as an annex.
Meeting Minutes from Public Meeting #1	SAIC will develop minutes from the public meeting #1 within 7 days of the meeting. The minutes will be included in the final HMP as an annex.
Public Meeting #1 Briefing	SAIC will develop a one-page summary briefing on the outcome of the public meeting and upcoming activities as a result of the meeting.
Biweekly Status Reports	SAIC will provide biweekly status reports that document project accomplishments and planned tasks for the next reporting period.

Phase 2: Perform Hazard Analysis, Conduct Risk Assessment, and Develop Mitigation Strategy

Assessing and prioritizing risks is the foundation of sound hazard mitigation planning. SAIC will review and assess the current risk assessments and HMPs available from Hidalgo County jurisdictions and develop a hazard profile that assesses the vulnerability of identified assets, estimates potential losses, and analyzes development trends. The definition of a risk assessment has three parts: probability, vulnerability, and value.

Base List of Hazards. SAIC will collaborate with the HMSC to gather information on the range of hazards that may affect Hidalgo County. This involves reviewing the hazards identified in any hazard analysis and risk assessments within the current plans and adding necessary hazards, including human-caused hazards. It is important to limit the list to the most significant hazards so the vulnerability and risk assessments can focus on the physical assets and operations that are the most likely to sustain damage in the future.

SAIC’s approach includes gathering the following information:

- **Profiling Hazards** - SAIC will provide technical assistance in developing a description of the natural hazards that have been identified for the participating area. The HMP has identified a vulnerability to ten hazards, three which are considered to be geographically defined. Further assessment will be provided by the participating jurisdictions.
- **Location of Hazards** - SAIC will provide technical assistance in identifying the geographic location and vulnerability of each identified hazard to the participating jurisdictions of the HMP. This will include maps and information regarding flood zones, land use, and critical infrastructure to depict the nature of vulnerability to people and structures from the identified hazards.

- **Extent** - SAIC will provide technical assistance in developing two descriptions of the extent in which the magnitude and severity of each hazard affects the planning area. The first description will include the overall detail of the natural hazard-specific extent scales within the HMP. The second description will include a jurisdiction-specific analysis and ranking of each identified hazard.
- **Occurrence** - SAIC will provide technical assistance in detailing the past events, according to the National Climatic Data Center. The probability of future events for each jurisdiction will be addressed.
- **Impact** - SAIC will provide technical assistance in illustrating the impact of each hazard on the participating jurisdictions within the HMP.
- **Structure, Losses, and Trends** - SAIC will provide technical assistance in forecasting and assessing vulnerability in terms of the types and numbers of existing and future structures identified as single family, multifamily, and manufactured homes, infrastructure, and critical facilities located in the identified hazard area.
- **Repetitive Loss Properties** - SAIC will provide technical assistance to identify National Flood Insurance Program-insured structures that have been repetitively damaged by floods and will describe the vulnerability in terms of the types and numbers as well as damage claims for those properties located in the identified hazard areas.

Mitigation Strategy. SAIC will develop mitigation goals and action items, prioritize the goals and action items, and develop a draft and final mitigation strategy, with input from the HMSC. Determining specific mitigation actions will involve interacting with the HMSC to define responsibilities related to risk reduction (road and bridge/public works, engineering, emergency management, and geographic information system [GIS]) and to identify mitigation goals and action items the HMSC and key stakeholders should consider. SAIC will work with the HMSC to develop the prioritized mitigation goals and action items. Stakeholder involvement will be critical to gain initial and final acceptance of the mitigation strategy.

It is critical to prioritize mitigation goals and action items to determine the greatest effectiveness for funding. After the goals and action items are identified, SAIC will develop a mitigation strategy based on experiences, with the goal of achieving consensus among the HMSC and key stakeholders. Mitigation strategy development is a highly collaborative process with the SAIC project team, HMSC, and key stakeholders.

Public Meeting #2. SAIC will conduct public meeting #2 for comment on the hazard identification and risk assessment and mitigation strategy. Minutes from the meeting will be documented and inserted into the final HMP as an annex. SAIC recommends the HMSC invite and involve the TDEM Mitigation Planning Team and FEMA Region VI representatives in the public meeting to provide feedback during the development of the HMP.

SAIC will develop a one-page summary briefing on the outcome of the public meeting and upcoming activities as a result of the meeting. This briefing will be provided to the Hidalgo County project sponsor to brief the public during Commissioner's Court Meetings; and to be included on the Hidalgo County website and social media channels, by the Hidalgo County Public Affairs Department.

During phase 3, a public meeting will take place to present the final updated HMP, which will include the final hazard identification and risk assessment and mitigation strategy.

Biweekly Status Reports. SAIC will develop biweekly status reports that detail work that has been accomplished in the prior two weeks and identify goals for work to be accomplished in the upcoming two weeks. Status reports will be submitted electronically to the Hidalgo County project sponsor.

Exhibit 3: Phase 2 Deliverables

Perform Hazard Analysis, Conduct Risk Assessment, and Develop Mitigation Strategy	
Deliverable	Description
Base List of Hazards	SAIC will collaborate with Hidalgo County staff and HMSC to gather information on the range of hazards that may affect the jurisdictions and update the list of hazards to serve as the foundation of the hazard mitigation planning process.
Hazard Profiles	Using the base list of hazards, SAIC will provide technical assistance in profiling the hazards using maps and graphics in addition to standard information on each hazard.
Draft and Final Risk Assessment	SAIC will work with the HMSC to develop a detailed draft risk assessment. After public meeting #2, SAIC will update and provide a final risk assessment to be included in the HMP.
Draft and Final Vulnerability Assessment	SAIC will work with the HMSC to develop a draft vulnerability assessment. After public meeting #2, SAIC will update and provide a final vulnerability assessment to be included in the HMP.
Draft and Final Mitigation Strategy	SAIC will work with the HMSC to develop mitigation goals and action items, prioritize those goals and action items, and prepare a mitigation strategy. After public meeting #2, SAIC will incorporate updates and provide a final mitigation strategy to be included in the HMP.
Public Meeting #2	SAIC will conduct and document public meeting #2 to receive comments and feedback on the hazard identification and risk assessment and mitigation strategy.
Minutes from Public Meeting #2	SAIC will develop minutes for public meeting #2 within 7 days of the meeting. The minutes will be incorporated into the final HMP as an annex.
Public Meeting #2 Briefing	SAIC will develop a one-page summary briefing on the outcome of the public meeting and upcoming activities as a result of the meeting.
Biweekly Status Reports	SAIC will provide biweekly status reports that document project accomplishments and planned tasks for the next reporting period.

Phase 3: Develop Draft Local Mitigation Action Plan

Draft HMP. SAIC will compile the results from the various tasks above and incorporate maps and other information into the draft updated HMP. The draft updated HMP will be provided to the HMSC members for review and comment. The draft updated HMP will be available for review by Hidalgo County, the HMSC, and the public. After an open review period of approximately three weeks, SAIC will make the necessary changes, as directed by the Hidalgo County project sponsor.

Throughout the development of the updated HMP, SAIC will document the plan development process, including public comment and review. SAIC will retain all materials until the updated HMP is final. SAIC will maintain participant logs and minutes for every meeting conducted.

Public Meeting #3. SAIC will review the final mitigation strategy, goals and action items, and updated HMP with Hidalgo County, the HMSC, the community, and key stakeholders. Minutes from the meeting

will be documented and inserted into the final HMP. SAIC recommends Hidalgo County, the HMSC, the community, and key stakeholders invite and involve the TDEM Mitigation Planning Team and FEMA Region VI representatives in the public meeting to provide support of the HMP.

SAIC will develop a one-page summary briefing on the outcome of the public meeting and upcoming activities as a result of the meeting. This briefing will be provided to the Hidalgo County project sponsor to brief the public during Commissioner’s Court Meetings; and to be included on the Hidalgo County website and social media channels, by the Hidalgo County Public Affairs Department.

Biweekly Status Reports. SAIC will develop biweekly status reports that detail work that has been accomplished in the prior two weeks and identify goals for work to be accomplished in the upcoming two weeks. Status reports will be submitted electronically to the Hidalgo County project sponsor.

Exhibit 4: Phase 3 Deliverables

Develop Draft Local Mitigation Action Plan	
Deliverable	Description
Draft HMP	SAIC will compile the results from the various tasks in phase 1 and phase 2 and assist in incorporating maps and other information into the draft HMP. The draft HMP will be provided to the Hidalgo County, the HMSC, the community, and key stakeholders for review. The review period will last for approximately three weeks.
Public Meeting #3	SAIC will conduct and document public meeting #3 to present the draft HMP to the Hidalgo County, the HMSC, the community, and key stakeholders to elicit feedback prior to submitting to TDEM and FEMA for review and approval.
Minutes from Public Meeting #3	SAIC will develop minutes for public meeting #3 within seven days of the meeting. The minutes will be incorporated into the final HMP as an annex.
Public Meeting #3 Briefing	SAIC will develop a one-page summary briefing on the outcome of the public meeting and upcoming activities as a result of the meeting.
Biweekly Status Reports	SAIC will provide biweekly status reports that document project accomplishments and planned tasks for the next reporting period.

Phase 4: Finalize Local Mitigation Action Plan

Final HMP. Once the initial approval is given by Hidalgo County and the HMSC, SAIC will prepare the final HMP for submission for review and comment. SAIC will work with the Hidalgo County project sponsor throughout the approval process. SAIC will prepare the HMP for submission to TDEM and FEMA for official review.

When comments are received, corrections are made, and approval has been given by TDEM and FEMA, the updated HMP will be returned for signature approval by the governing boards or councils of Hidalgo County. SAIC will incorporate final revisions and will prepare a hard copy version of the final HMP for the Hidalgo County project sponsor.

Following the completion and delivery of the final HMP, SAIC will facilitate a final meeting with the HMSC and Hidalgo County stakeholders to review the HMP.

Biweekly Status Reports. SAIC will develop biweekly status reports that detail work that has been accomplished in the prior two weeks and identify goals for work to be accomplished in the upcoming two weeks. Status reports will be submitted electronically to the Hidalgo County project sponsor.

Exhibit 5: Phase 4 Deliverables

Finalize Local Mitigation Action Plan	
Deliverable	Description
Final HMP	SAIC will prepare a final HMP for submission to TDEM and FEMA, once the initial approval is given by the Hidalgo County project sponsor.
Final HMP Presentation Meeting	SAIC will present the final HMP and the project findings to the HMSC and the Hidalgo County elected officials, and key stakeholders following the finalization of the HMP.
Biweekly Status Reports	SAIC will provide biweekly status reports that document project accomplishments and planned tasks for the next reporting period.

Project Schedule/Time Line

SAIC can complete the Hidalgo County hazard mitigation planning project in approximately eight months from the date of contract execution with active participation from Hidalgo County, the HMSC, and Hidalgo County stakeholders. SAIC will work with the Hidalgo County project sponsor to determine if the following delivery schedule would be appropriate given Hidalgo County’s priorities and operational considerations. Exhibit 6 shows the time line for each project phase.

Exhibit 6: Estimated Project Schedule

Phase/Tasks	Time Line
Phase 1: Project Initiation and Organization of Resources <ul style="list-style-type: none"> ■ Project Planning and Kickoff (includes Project Team Collaboration Website; development of work plan, and project kickoff meeting materials) ■ Public Meeting #1 ■ Hazard Mitigation Data Collection Surveys ■ Meeting Minutes from Project Kickoff Meeting ■ Meeting Minutes and Briefing from Public Meeting #1 	4-6 weeks
Phase 2: Perform Hazard Analysis, Conduct Risk Assessment, and Develop Hazard Mitigation Strategy <ul style="list-style-type: none"> ■ Base List of Hazards ■ Hazard Profiles ■ Draft and Final Risk Assessment ■ Draft and Final Vulnerability Assessment ■ Draft and Final Mitigation Strategy ■ Public Meeting #2 ■ Meeting Minutes and Briefing from Public Meeting #2 	8-10 weeks
Phase 3: Develop Draft HMP <ul style="list-style-type: none"> ■ Draft HMP ■ Public Meeting #3 	4-6 weeks

Phase/Tasks	Time Line
<ul style="list-style-type: none"> ■ Meeting Minutes and Briefing from Public Meeting #3 	
Phase 4: Finalize HMP (Includes State and FEMA review periods) <ul style="list-style-type: none"> ■ Final HMP ■ Final HMP Presentation Meeting 	8-10 weeks

Project Cost Proposal

SAIC proposes performing the project for a firm fixed price with a payment plan based on completed deliverables. The fixed price is based on SAIC’s experience performing hazard mitigation planning projects of similar scope and complexity. The fixed price is derived from estimating the number of work hours for each phase; estimating the cost of materials and printing and administrative expenses; and budgeting for reasonable and customary travel expenses for on-site meetings and site visits. Exhibit 7 offers a breakdown of our proposed price by project phase.

Exhibit 7: Cost Proposal

(Includes labor, materials, and travel expenses)

Project Phase	Estimated Cost
Phase 1: Project Initiation and Organization of Resources	
Project Planning Meeting and Kickoff	\$9,533
Public Meeting #1	\$6,182
Hazard Mitigation Data Collection Surveys	\$4,378
Phase 2: Perform Hazard Analysis, Conduct Risk Assessment, and Develop Hazard Mitigation Strategy	
Base List of Hazards	\$2,752
Hazard Profiles	\$2,752
Draft Risk Assessment	\$2,752
Final Risk Assessment	\$1,806
Draft Vulnerability Assessment	\$2,919
Final Vulnerability Assessment	\$1,806
Draft Mitigation Strategy	\$2,919
Final Mitigation Strategy	\$1,806
Public Meeting #2	\$8,549
Phase 3: Develop Draft HMP	

Project Phase	Estimated Cost
Draft HMP	\$3,834
Public Meeting #3	\$8,563
Phase 4: Finalize HMP (Includes State and FEMA review periods)	
Final HMP	\$5,445
Final HMP Presentation Meeting	\$7,267
Total Cost for Hazard Mitigation Planning Project	\$73,263

This estimate is valid for 60 days from the date of the proposal. To the extent the proposed scope and budget does not meet Hidalgo County’s needs, SAIC would be willing to negotiate a revised scope and budget.

Project Assumptions and Constraints

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor.** Hidalgo County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Confidentiality Policies.** SAIC uses only pre-approved designated personnel who have signed nondisclosure or confidentiality statements, as required. SAIC follows its documented internal procedures and protocols to protect confidential materials collected from Hidalgo County. SAIC established these internal procedures to meet requirements by federal, state, and local governments to help protect critical infrastructure data.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to SAIC for review in electronic format within five business days of the request from SAIC.
- **Distribution and Collection of Data.** SAIC will coordinate the distribution and collection of data from the jurisdictions, in collaboration with the Hidalgo County project sponsor.
- **GIS Availability.** The County and/or its municipalities have access to GIS tools and resources to provide the required maps and overlays. SAIC will coordinate with the County regarding the GIS maps required for the HMP. The County will provide the required GIS maps in electronic format.
- **Access to Key Personnel.** Availability of Hidalgo County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Deliverables.** SAIC agrees to deliver the following:
 - ✓ Electronic copies of the draft deliverables during the project planning process
 - ✓ Sign-in sheets for all meetings
 - ✓ Two printed (black and white with a color cover) copies of the final Hidalgo County HMP

- ✓ One compact disc containing the electronic files for the HMP
- **Work Location/Meeting Space.** The Hidalgo County project sponsor will provide meeting room space to conduct on-site project meetings and public meetings. SAIC will perform work off-site at SAIC offices except when required to be on-site for meetings.
- **Acceptance of Deliverables.** Deliverables will be submitted to the Hidalgo County project sponsor in draft format. The Hidalgo County HMSC's comments must be provided within 14 calendar days. Upon incorporation of revisions to the draft deliverables and one final resubmission to Hidalgo County, the deliverables will be considered accepted.
- **Payment Plan Based on Deliverables.** Hidalgo County will be invoiced monthly for deliverables completed. Upon incorporation of revisions to the draft deliverables and resubmission to Hidalgo County, such deliverables will be considered accepted and payment will be due. Invoice payment terms are net 30 days.
- **Terms and Conditions.** This proposal will fall under the terms and conditions of the Cooperative Purchasing Agreement (HGAC Invitation to Bid No. EN06-10) between Hidalgo County and SAIC, dated June 29, 2010.
- **Proposal.** This proposal is based on our current understanding of the project; and revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by Hidalgo County. The final approved proposal shall be part of the awarded Task Order by reference or incorporated as an exhibit.

SAIC is pleased to offer this proposal and is looking forward to the opportunity to continue working with Hidalgo County. If you have questions concerning this letter, please contact the representatives listed below.

Contractual representative:

Ms. Betty Kamara
2301 Lucien Way, Suite 120
Maitland, FL 32751
Phone: (321) 441-8518
Fax: (321) 441-8501
betty.v.kamara@saic.com

Technical representative:

Ms. Tamala Mann
3200 Southwest Freeway, Suite 3300
Houston, TX 77027
Phone: (260) 729-7589
Fax: (321) 441-8501
tamala.g.mann@saic.com

Sincerely,

Science Applications International Corporation



Betty Kamara
Contracts Administrator