
WILLIAMSON COUNTY
SERVICE CONTRACT
(Emergency Management Solutions, Inc.)

Important Notice: County Purchase Orders and Contracts constitute expenditures of public funds, and all vendors are hereby placed on notice that any quotes, invoices or any other forms that seek to unilaterally impose contractual or quasicontractual terms are subject to the extent authorized by Texas law, including but not limited to the Texas Constitution, the Texas Government Code, the Texas Local Government Code, the Texas Transportation Code, the Texas Health & Safety Code, and Opinions of the Texas Attorney General relevant to local governmental entities.

THIS SERVICES CONTRACT (hereinafter “Contract”) is made and entered into by and between **Williamson County, Texas** (“County”), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Emergency Management Solutions, Inc.** (hereinafter “Service Provider”), both of which are referred to herein as the parties. The County agrees to engage Service Provider as an independent contractor, to provide certain services described herein pursuant to the following terms, conditions, and restrictions:

I.

Services: Service Provider shall provide services *as an independent contractor* pursuant to terms and policies of the Williamson County Commissioners Court. Service Provider expressly acknowledges that he, she, or it is not an employee of the County. The service includes the work described in the attached Proposal being marked as **Exhibit “A,”** which is incorporated herein to the extent the Proposal meets or exceeds the requirements of County’s solicitation.

Should the County choose to add services in addition to those described in **Exhibit “A,”** such additional services shall be described in a separate written amendment to this Contract wherein the additional services shall be described, and the parties shall set forth the amount of compensation to be paid by the County for the additional services. Service Provider shall not begin any additional services and the County shall not be obligated to pay for any additional services unless a written amendment to this Contract has been signed by both parties.

Service Provider represents that Service Provider (including Service Provider’s agents, employees, volunteers, and subcontractors, as applicable) possess all certifications, licenses, inspections, and permits required by law to carry out the services and work described in **Exhibit “A.”** The Service Provider shall, upon written (including electronic) request, provide proof of valid licensure.

II.

Effective Date and Term: This Contract shall be in full force and effect as of the date of the last party’s execution below and shall continue until the Project Completion Date or when terminated pursuant to this Contract, whichever event occurs first. The Project Completion Date is

defined as the date by which all services and obligations outlined in Exhibit "A" shall be fully performed and delivered to the satisfaction of the County. The parties acknowledge and agree that the Project Completion Date is initially set to be **Six (6) Months** after the Effective Date, however this date may be amended at the sole discretion of the County. Upon successful completion of the services as described in Exhibit "A", this contract shall automatically terminate without further obligation from either party, except as otherwise expressly provided herein.

III.

Consideration and Compensation: Service Provider will be compensated based on a fixed sum as set out in **Exhibit "A"**. The not-to-exceed amount shall be Seventy-One Thousand One Hundred Eighty Dollars (\$71,180.00).

Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date the County receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by the County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of the County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

The County is a political subdivision under the laws of the State of Texas and claims exemption from sales and use taxes under Tex. Tax Code Ann. §151.309, as amended. The County agrees to provide exemption certificates to Service Provider upon request. Likewise, the County is neither liable for any taxes, charges, or fees assessed against Service Provider for the supplies or products provided or any Services rendered.

IV.

No Agency Relationship & Indemnification: It is understood and agreed that Service Provider shall not in any sense be considered a partner or joint venturer with the County, nor shall Service Provider hold itself out as an agent or official representative of the County. Service Provider shall be considered an independent contractor for the purpose of this Contract and shall in no manner incur any expense or liability on behalf of the County other than what may be expressly allowed under this Contract. The County will not be liable for any loss, cost, expense, or damage, whether indirect, incidental, punitive, exemplary, consequential of any kind whatsoever for any acts by Service Provider or failure to act relating to the services being provided.

V.

Good Faith Clause: Service Provider agrees to act in good faith in the performance of this Contract.

VI.

Foreign Terrorist Organizations: Service Provider represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

VII.

Damage to County Property: Service Provider shall be liable for all damage to county-owned, leased, or occupied property and equipment caused by Service Provider and its employees, agents, subcontractors, and suppliers, including any delivery, or transporting company, in connection with any performance pursuant to this Contract. Service Provider shall notify County in writing of any such damage within one (1) calendar day.

VIII.

Media Releases: Service Provider shall not use County's name, logo, or other likeness in any press release, marketing materials, or other announcement without the County's prior written approval.

IX.

Authorized Expenses: In the event County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this Contract, County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this Contract by reference. The Williamson County Vendor Reimbursement Policy can be found at: [WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf \(wilco.org\)](#). Invoices requesting reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

X.

Entire Contract & Incorporated Documents; Conflicting Terms: This Contract constitutes the entire Contract between the parties and may not be modified or amended other than by a written instrument executed by both parties. Documents expressly incorporated shall include the following:

- A. The County's solicitation documents for 24RFP3 Williamson County HazMat Response Team Organizational Assessment, Gap Analysis and Strategic Plan for HazMat;
- B. As described in the attached Proposal, and being marked **Exhibit "A;"** and
- C. Insurance certificates evidencing coverages required herein above.

The County reserves the right and sole discretion to determine the controlling provisions where there is any conflict between the terms of this Contract and the terms of any other purchase order(s), contract(s) or any document attached hereto as exhibits relating to the services and goods subject of

this Contract.

XI.

County Judge or Presiding Officer Authorized to Sign Contract: The presiding officer of the County's governing body who is authorized to execute this instrument by order duly recorded may execute this Contract on behalf of the County.

WITNESS that this Contract shall be effective as of the date of the last party's execution below.

WILLIAMSON COUNTY:

Authorized Signature

County Judge/Presiding Officer

Date: _____, 20____

SERVICE PROVIDER:

Unified Services Consulting Group, LLC

Name of Service Provider

Joseph J., Leonard, Jr.

Authorized Signature

Joseph J. Leonard, Jr.

Printed Name

Date: 12 JAN _____, 2024

**Exhibit “A”
Proposal**



Solutions

Hazardous Materials Response Team Organizational Assessment, Gap Analysis, and Strategic Plan

for

Williamson County Texas Fire Marshal Special Operations Department

Emergency Management Solutions, Inc.
DBN: 117441793
Federal Tax ID: 84-5044669

Confidentiality Notice:

This proposal is a private document issued in strict confidence. It must not be copied or loaned to any third party nor the information therein be so reproduced, copied, loaned or transmitted by any means in whole or in part, otherwise that for the purpose described in any accompanying documentation without the prior written consent of Emergency Management Solutions. All rights reserved.

1.0	EXECUTIVE SUMMARY	3
2.0	SCOPE OF WORK	3
3.0	COMPANY BACKGROUND AND TECHNICAL CAPABILITIES.....	4
4.0	PROJECT TEAM	7
5.0	PLAN OF ACTION AND MILESTONES, CLIENT SUPPORT AND ASSUMPTIONS.....	9
6.0	COST ESTIMATE	12

1.0 EXECUTIVE SUMMARY

Williamson County Texas Fire Marshal Special Operations Department (County) requested Emergency Management Solutions, Inc. (EM-Sol) to submit a proposal to conduct an Organizational Assessment, Gap Analysis, and Strategic Plan for their county Hazardous Materials Response Team. The County is seeking to have an evaluation utilizing current industry best practices, along with relevant State and Federal mandates from a variety of organizations that develop consensus standards for hazardous materials responses. The evaluation will be conducted by subject matter experts and consultants with vast experience in the delivery of hazardous materials first response.

Our proposal describes the: 1) Scope of Work, 2) Company Background and Technical Capabilities, 3) Project Team, 4) Cost Estimate, and 5) Client Support and Assumptions.

2.0 SCOPE OF WORK

The scope of work for this project is to conduct an Organizational Assessment, Gap Analysis, and Strategic Plan for their county Hazardous Materials Response Team. The goal of the assessment is to provide a report that defines, supports, modernizes, and streamlines the day-to-day operations of the Team in a way that is financially sustainable and effective.

The major project tasks to be completed for this project are:

Task-1: Conduct a Hazardous Materials Response Team Organizational Assessment.

- ☐ Comprehensive evaluation of the Williamson County Hazardous Materials Response Team (plans, training, resources, capabilities, and facilities).
- ☐ Review of each component of the entire service delivery model, department regulations and policies, management and administration, and fire department facilities and staffing models.
- ☐ Assess current conditions found to exist, projections for future growth, and alternative options for operations and deployment, legal responsibility and liabilities, logistics and capital equipment, durable equipment, and disposable supplies.

Task-2: Prepare a Comprehensive Gap Analysis of the Williamson County Hazardous Materials Response Team

- ☐ Review current emergency operations plans, Williamson County policies and procedures, current Hazardous Materials Response Team Standard Operating Guides/Procedures, and After-Action Review/Improvement Plans (last five years),
- ☐ Recommendations to sustain or enhance current HazMat response team services over the next 5 to 10 years or explore alternative options to the current delivery model

Task-3: Develop a Hazardous Materials Response Team Strategic Plan

- ☐ Provide strategic-level recommendations to sustain, support, and/or enhance current HazMat response team services over the next 5 to 10 years or explore alternative options to the current delivery model

The review will meet the following requirements:

- Evaluate the current deployment model and team level and provide an analysis of the updated requirements needed to meet what is required to provide a cost-effective, scalable, deployment and response model for the current and future needs of the participating agencies. This will include vehicles, staffing, and tools.
- Evaluate the staffing and deployment of resources in the proposed regional response team model. The baseline recommendation will be anchored off the deployment of team member (technician) numbers currently in the system, as well as other potential staffing model(s) and technician numbers if a developed model suggests other approaches.
- The Standard of Care that will be used to benchmark the current program will be NFPA 470 *Hazardous Materials/Weapons of Mass Destruction Standard for Responders*. This will include Hazardous Materials Technician, Hazardous Materials Officer, and Hazardous Materials Incident Commander. Note: NFPA 470 (2022 Edition) represents a consolidation of NFPA 472, NFPA 473, and NFPA 1072 into a single standard.

The following process will be used to develop and approve the final report to the Williamson County Fire Marshal Special Operations Department (County):

- A working draft will be submitted to the County (WCFMSOD) with a 30-day turn-around timeline for review and comment. If feedback warrants a video conference call to resolve major issues with the report, a read ahead document will be submitted to the County that summarizes the major issues prior to the conference call.
- A second draft report will be submitted and the County will have a two week turn-around time to make final changes.
- The final report will be submitted to the County.

3.0 COMPANY BACKGROUND AND TECHNICAL CAPABILITIES

Emergency Management Solutions, Inc. has extensive experience managing prevention, protection, mitigation, response, and recovery activities for public and private sector clients.

Our highly trained personnel bring different experiences and core competencies that make Emergency Management Solutions unique in our ability to deliver our clients options for integrated services, including:

- Emergency Response Team Operational Readiness Reviews
- National Incident Management System Training
- Crisis Management Seminars
- Crisis Communications Training
- Hazardous Materials Response Planning and Training
- Training Program Curriculum Design and Evaluation
- Active Shooter Training
- Incident Investigation Training
- Shipboard Firefighting for Land-Based Firefighters
- Marine Transportation Security Act Training

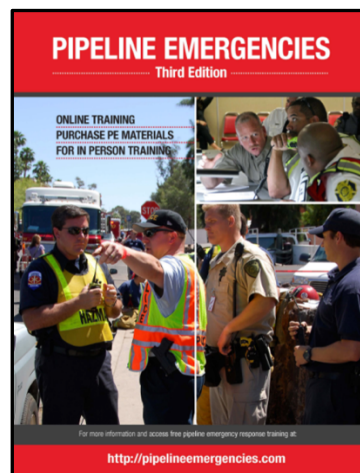
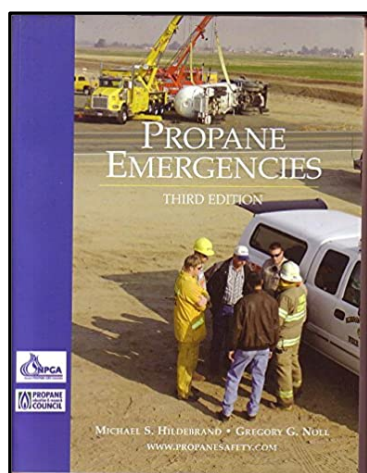
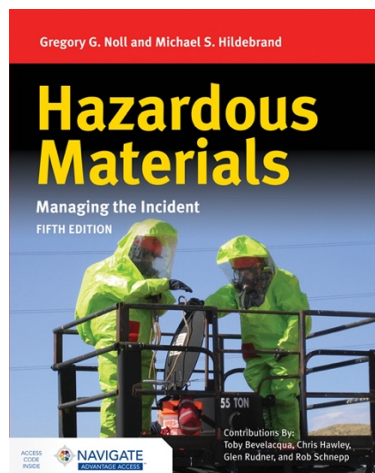
- ❑ Oil Spill Response Training
- ❑ Planning Training and Support
- ❑ Contingency Planning
- ❑ Exercises Design/Development/Facilitation (HSEEP and/or PREP compliant)
- ❑ Risk Assessment/Management
- ❑ Project Management
- ❑ Operations Security (OPSEC)
- ❑ Incident Management Assistance Team (IMAT) Support

To learn more about our capabilities go to www.emergencymanagementsolutions.com.

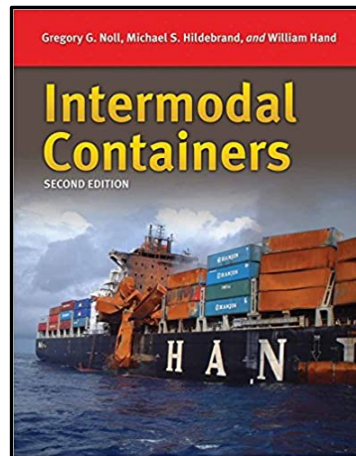
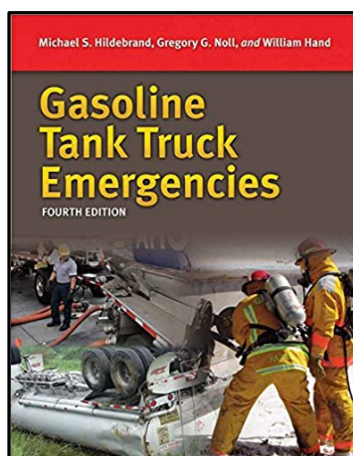
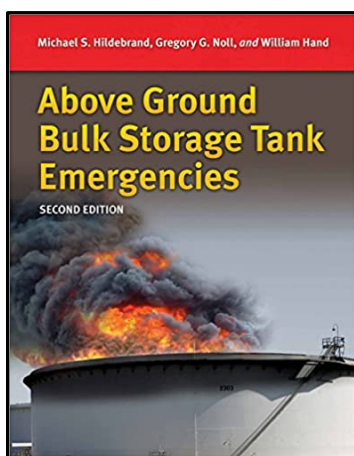
Recent examples of projects that we have completed that are similar to the proposed Williamson County Fire Marshal Special Operations Department project include:

- ❑ **Southeast Washington Special Operations Group (SWSOG) (2023):** Conducted a review of the Regional Hazardous Materials Response Team capabilities. The goal of the assessment was the current program against national standards and provide a report that better defines, supports, modernizes, and streamlines the day-to-day operations of the team. Emergency Management Solutions identified several major program strengths and areas for improvement in the current SWSOG Hazardous Materials Response Team program.
- ❑ **Harris County, Texas Multi-Agency Coordinating Group Gap Analysis (2019):** Developed a comprehensive report that detailed gaps in plans, resources, training, capabilities, and facilities for the third largest County in U.S. following several high-profile hazardous materials incidents. The final report addressed needs for the Harris County Fire Marshal's Office, Office of Homeland Security and Emergency Management, Public Health Department, Pollution Control Department, Sheriff's Office, and eight Constable Precincts. This study resulted in 40 of the 47 recommendations adopted by Harris County Commissioners' Court within eight weeks of the report's submission.
- ❑ **Virginia Department of Emergency Management (2016):** Developed a strategic plan for the Virginia Department of Emergency Management (VDEM) Regional Hazardous Materials Emergency Response Program. The project involved on-site inspection of 13 state Regional Hazardous Materials Teams across the state and interviewing 80 managers, team members, and instructors. The report focused on a financial analysis of future program needs totaling \$65 million (50% vehicles, 25% operations and training, and 25% equipment and tooling).

Emergency Management Solutions senior consultants includes several nationally acclaimed authors of hazardous materials response textbooks that have been adopted by State Fire Training agencies as their standard textbook.



- *Hazardous Materials: Managing the Incident, 5th Edition* by Gregory Noll and Michael Hildebrand (2023). This textbook has been in print for 34 consecutive years.
- *Propane Emergencies, 3rd Edition* by Michael Hildebrand and Gregory Noll
- *Pipeline Emergencies, 3rd Edition* by Michael Hildebrand and Gregory Noll



- *Above Ground Bulk Storage Tank Emergencies, 2nd Edition* by Michael Hildebrand, Gregory Noll, and William Hand
- *Gasoline Tank Truck Emergencies 4th Edition* by Michael Hildebrand, Gregory Noll, and William Hand
- *Intermodal Containers, 2nd Edition* by Gregory Noll, Michael Hildebrand, and William Hand

4.0 PROJECT TEAM

The team members proposed for this project have held leadership roles in forming and managing hazardous materials response teams and have extensive experience in developing and conducting all levels of emergency responder training. They include but are not limited to:

Project Manager: Joseph J. Leonard, Jr., MEP, MCP, CEM, CHPP, CPE

Vice President—Chief Operating Officer, Emergency Management Solutions

Commander Joe Leonard is a nationally recognized emergency responder, incident manager, and trainer with over forty years of United States Coast Guard, United States Army, volunteer municipal fire service, and private-sector experience responding to natural disasters, oil spills, hazardous materials releases, marine fires, mass rescue operations, mass care and shelter events, national special security events, and maritime homeland security events. As a Principal Consultant with the PENTA Consortium, Commander Leonard served as the Project Manager for the Harris County (Texas) Multi-Agency Gap Analysis.

He chairs the Greater Harris County Local Emergency Planning Committee and is an active member of the U.S. Coast Guard Auxiliary where he serves as a Division Commander, District Staff Officer-Emergency Management, and Flotilla Staff Officer-Public Education. He serves on the Planning Committee for the Hot Zone Hazardous Materials Conference; on the Preparedness Leadership Council and Journal Editorial Board; and is past the Chairman of the Public-Private Partnership Committee of the International Association of Emergency Managers.

He is an active member of several professional organizations, including the International Association of Emergency Managers, National Emergency Management Association, Emergency Management Associations of Texas and Tennessee, ASIS, the National Fire Protection Association, the Global Society for Homeland and National Security Professionals, and the Historical Miniatures Gaming Society. He is a life member of the United States Naval Institute, the Navy League of the United States, the All-Hazards Incident Management Teams' Association, and the National Rifle Association.

Commander Leonard's military awards include two Coast Guard Auxiliary Meritorious Service Medals, four Meritorious Service Medals, eight Coast Guard Commendation Medals, the Army Commendation Medal, the Department of Transportation 9-11 Medal, seven Coast Guard Achievement Medals, two Army Achievement Medals, six Coast Guard Commandant's Letter of Commendation Ribbons, and numerous unit awards. He is authorized to wear the Coast Guard Marine Safety Professional Pin, Coast Guard Aviator Wings, the Army Parachutist Badge, and the Army Air Assault Badge. He was awarded the Marshall Kraemer Distinguished Service Medal and Humanitarian Service Medal by the Harris County Fire Marshal in 2012. Commander Leonard received the Hot Zone Hazardous Materials Conference's "Benny Howard Diamond Award" in 2015. He was recognized with the prestigious U.S. Navy League's Captain David H. Jarvis Award for Inspirational Leadership and was named a Fox News "Power Player of the Week" on 11 September 2005 for his services as the FEMA-designated Area Commander-Houston Area Mega-Shelter Operations following landfall of Hurricane Katrina.

He has a Bachelors Degree in History from the Virginia Military Institute and a Master's Degree in Engineering Technology from Murray State University. He is certified through the US Coast Guard as a Type-2 Incident Commander, Type-1 Planning Section Chief, Type-2 Operations Section Chief, and Type-3 Liaison Officer. He holds certifications as a Master Exercise Practitioner (FEMA), Master Continuity Professional (FEMA), Certified Emergency Manager International Association of Emergency Managers), Certified Homeland Protection Professional (National Sheriffs' Association, and Certified Port Executive (McDonnell Group).

Deputy Project Manager: Robert Bradley**Vice President—Chief Administrative Officer, Emergency Management Solutions**

Chief Bradley has worked in the fields of Firefighting, Administration and Hazardous Materials Emergency Response since 1976. He worked up through the ranks from Firefighter, Lieutenant, Captain, Interim Chief and Deputy Chief, and retired as a Battalion Chief for the Middletown Fire Department (Connecticut) in December 2008. He served as the Commander of the MFD Dive Rescue Team, Marine Unit and HazMat Response Teams. He also served as the Middletown Fire Department's Emergency Operations Center representative. His certifications include: Incident Safety Officer, Confined Space, Technical Rescue, NIMS ICS, Hazmat Technician, Fire Officer 1 and 2, CAMEO, CoBRA, Fire Service Instructor 1 and 2. Chief Bradley served as Safety Officer for Connecticut's participation in the TOPOFF 3 exercises.

He is a past Chairman of Middletown's LEPC Emergency Planning and Response Subcommittee. He has conducted hazard analysis activities and developed Regional Emergency Planning databases. He is a former Chief Instructor of Hazardous Materials and CAMEO for the Connecticut Fire Academy. He is a nationally certified Fire Service Instructor and a NOAA/EPA certified instructor for CAMEO™ and ALOHA™ and has conducted training across the United States and US Territories. Chief Bradley is a Senior Instructor for the National Center for Biomedical Research and Training with Louisiana State University providing expertise in CAMEO and Emergency Response Training. He also served as an Adjunct Instructor for Texas A&M Engineering Extension Service, providing expertise in Critical Infrastructure Protection and Threat and Hazard Identification and Risk Assessment. He provides emergency response and emergency management training and consulting in areas such as HazMat and firefighting services to responders in government and industry. In 2017, Chief Bradley received the coveted Hot Zone Hazardous Materials Conference "In the Zone" Award.

Chief Bradley was involved in a wide array of projects including service as the Deputy Project Manager for the Harris County (Texas) Multi-Agency Gap Analysis. He is a trained Finance Section Chief and has served on major incidents (Type-1 or Type-2 incidents) as a Finance Section Chief, Operations Section Chief, and Situation Unit Leader. He is an active member of the US Coast Guard Auxiliary. Chief Bradley has an AS Degree in Fire Technology and Administration from Hartford State Technical College in 1985. He is finishing his BS Degree in Public Safety Administration at Charter Oak University.

Technical Content Specialist – Glen Rudner –**Master Consultant, Emergency Management Solutions (Texas Division)**

Mr. Rudner has 32 years of experience in hazardous materials emergency response. He served as the Environmental Operations Manager and Hazardous Materials Compliance Officer for the Norfolk Southern Railroad. Prior to joining Norfolk Southern he served as the General Manager – CIRG at the Transportation Technology Test Center in Pueblo, Colorado. He served as the Hazardous Materials Compliance Officer for 12 years with the Commonwealth of Virginia where he responded to hundreds of emergencies in the Northern Virginia, Washington, D.C. metro area. He is the current Secretary, National Fire Protection Association NFPA 470 Technical Committee on Hazardous Materials/Weapons of Mass Destruction. He is a founder and Co-Chairman of the Ethanol Emergency Response Coalition. He holds an Associate degree of Applied Science: Liberal Arts, Westchester Community College.

Technical Content Specialist – Tommy Cameron**Senior Consultant, Emergency Management Solutions (Texas Division)**

Tommy Cameron has over 35 years Management and Consulting experience in Refinery Operations, HAZMAT, Emergency Response and Safety, including leadership as a HAZMAT / Fire Department Safety Chief. Tommy's Operations extensive experience includes fluidized bed, fixed bed, hydro-processing and environmental unit operations.

Leadership capabilities were exhibited training and managing First Line Supervisors, as well as mentoring/coaching Plant Operators. His training and coaching responsibilities spanned all facets of refinery operations and safety (e.g. reliability centered operations, flawless operations and federally mandated safety & operations training).

During his active role as a Chief Safety Officer and HAZMAT Section Safety Chief in industrial and municipal settings, he had direct responsibility for the development, training and implementation of the field safety program with established Standard Operating Procedures.

He currently maintains Firefighter II, Industrial Emergency Response Specialist, Fire Service Instructor and other certifications.

His activities as a Senior Consultant have been focused in operations excellence, to include coaching, training, and mentoring field operators, maintenance craft personnel and management in developing a reliability mindset, revision and documentation of standard Operating Procedures for both normal and emergency operations, turnaround process and procedure development, and Planning Process and Operating Manual development.

5.0 PLAN OF ACTION AND MILESTONES, CLIENT SUPPORT AND ASSUMPTIONS

Plan of Action and Milestones

The scope of work for this project is to conduct, develop, and document an organizational assessment, gap analysis, and strategic plan for the Williamson County Hazardous Materials Response Team.

A recommended schedule (milestones) is provided. Specific schedule will be approved by the Williamson County Point of Contact prior to beginning of any work.

Plan of Action

Task	Description / Notes
1	Conduct a Hazardous Materials Response Team Organizational Assessment. <u>Overview:</u> ☐ Comprehensive evaluation of the Williamson County Hazardous Materials Response Team (plans, training, resources, capabilities, and facilities) ☐ Review of each component of the entire service delivery model ☐ Review department regulations and policies ☐ Review management and administration ☐ Assess current conditions found to exist, projections for future growth, and alternative options for operations and deployment ☐ Assess legal responsibility and liabilities ☐ Assess logistics and capital equipment, durable equipment, and disposable supplies ☐ Review of fire department facilities and staffing models <u>Logistical Service and Support:</u> ☐ Supplies and Copy Services ☐ Travel, Lodging, Meals and Incidentals <u>Personnel Requirements:</u> ☐ Five (5) Consultants ☐ 10 Man Days

	<u>Deliverables:</u> ☐ Hazardous Materials Response Team Organizational Assessment ☐ Updated Plan of Action and Milestones
2	Prepare a Comprehensive Gap Analysis of the Williamson County Hazardous Materials Response Team <u>Overview:</u> ☐ Review current emergency operations plans, Williamson County policies and procedures, current Hazardous Materials Response Team Standard Operating Guides/Procedures, and After-Action Review/Improvement Plans (last five years), ☐ Recommendations to sustain or enhance current HazMat response team services over the next 5 to 10 years or explore alternative options to the current delivery model <u>Logistical Service and Support:</u> ☐ Supplies and Copy Services ☐ Travel, Lodging, Meals and Incidentals <u>Personnel Requirements:</u> ☐ Five (5) Consultants ☐ 15 Man Days <u>Deliverables:</u> ☐ Hazardous Materials Response Team Gap Analysis ☐ Updated Plan of Action and Milestones
3	Develop a Hazardous Materials Response Team Strategic Plan <u>Overview:</u> ☐ Provide strategic-level recommendations to sustain, support, and/or enhance current HazMat response team services over the next 5 to 10 years or explore alternative options to the current delivery model <u>Logistical Service and Support:</u> ☐ Supplies and Copy Services ☐ Travel, Lodging, Meals and Incidentals <u>Personnel Requirements:</u> ☐ Five (5) Consultants ☐ 15 Man Days <u>Deliverables:</u> ☐ Hazardous Materials Response Team Strategic Plan ☐ Updated Plan of Action and Milestones ☐ Final Invoice
4	Provide additional Emergency Management consulting to meet client needs not covered elsewhere within this proposal. <u>Overview:</u> This is an additional service that addresses items not covered elsewhere within this proposal. All work will be approved in writing by Williamson County prior to the initiation of any additional work. <u>Logistical Service and Support:</u> ☐ TBD, based on specific work requirements <u>Personnel Requirements:</u> ☐ TBD, based on work requirements <u>Deliverables:</u> ☐ TBD, based on work requirements

Milestones

The following is a proposed schedule that will be modified to meet the current and emerging needs of Williamson County.

Task	Months Following Contract Approval					
	1	2	3	4	5	6
1						
2						
3						
4	TBD (based on need)					

Emergency Management Solutions Point of Contact

POC: Joseph J. Leonard, Jr.
Title: Vice President / Chief Operating Officer
Address: 4306 Evergreen Elm Court
Houston, TX 77059
Phone Number: (281) 992-7568
E-Mail: Joseph.J.Leonard@emergencymanagementsolutions.com
Website: www.emergencymanagementsolutions.com

Client Support

Emergency Management Solutions requests the following from Williamson County to support this proposal:

- ☐ A single Point of Contact to represent the interests of Williamson County, facilitate introductions, and support training activities.
- ☐ Electronic copies of Emergency Operations Plans, Standard Operating Procedures/Guides, After-Action Reviews and Improvement Plans (last five years), and other relevant documentation to facilitate the work of this proposal.
- ☐ Access to Williamson County personnel and facilities to facilitate the work of this proposal.

Assumptions

- ☐ Emergency Management Solutions Vice President and Chief Operating Officer Joseph J. Leonard, Jr., will serve as Emergency Management Solutions Project Manager.
- ☐ Emergency Management Solutions Vice President and Chief Administrative Officer Robert Bradley will serve as Emergency Management Solutions Deputy Project Manager.
- ☐ The solicitation states that Williamson County desires that this program completed within 16-24 weeks. It is the intention of Emergency Management Solutions to be extremely diligent so as to complete the project as soon as possible following award of the contract.
- ☐ Change orders provided to Emergency Management Solutions after the signing of the project contract may result in additional charges above and beyond those specified in this proposal. All change orders will be in writing (e-mail is acceptable).
- ☐ Emergency Management Solutions will work closely with Williamson County to effectively address impacts of situations beyond the control of the city, such as emerging pandemic issues, weather-related issues, wildfires, etc.

- There are no Emergency Management Solutions personnel with any conflicts of interest regarding this project. Any questions or concerns arising following the awarding of this contract will be immediately addressed by Emergency Management Solutions to the satisfaction of Williamson County.
- This business is not certified as a woman or minority-owned business. Emergency Management Solutions has made a good faith effort towards the inclusion of MWSB firms in response to this solicitation. If it should become necessary to contract some portion of the work at a later date or to obtain materials or services in conjunction with this solicitation, Emergency Management Solutions will notify the Williamson County Point of Contact and implement good faith efforts to provide equal opportunities to MWSBs.

This is a fixed price contract. Emergency Management Solutions will submit invoices against a purchase order upon completion of the following milestones: \$21,500.00 upon completion of Task-1; \$21,500.00 upon completion of Task-2; and \$21,500.00 upon completion of Task-3 and acceptance of the final report. All expense reimbursements will be submitted in accordance with the Williamson County Vendor Reimbursement Policy.

Work will not begin on the project until a purchase order has been issued by the managing government agency.

Terms of payment will be in accordance with the Texas Prompt Payment Act Compliance.

Any change in the scope of work or deliverables beyond the objectives and tasks described in this proposal will be considered a Change Order.

6.0 COST ESTIMATE

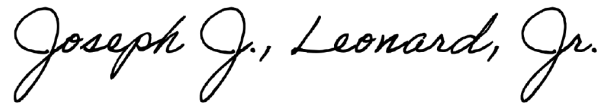
The total fixed price to complete Tasks 1-3 for this project is \$71,180.00. This includes labor, profit, administrative costs, travel and lodging expenses. Meals are based on U.S. Government GSA rates for 2023.

Item	Description	Cost
1	Task-1: Conduct a Hazardous Materials Response Team Organizational Assessment.	\$21,500.00
2	Task-2: Prepare a Comprehensive Gap Analysis of the Williamson County Hazardous Materials Response Team	\$21,500.00
3	Task-3: Develop a Hazardous Materials Response Team Strategic Plan	\$21,500.00
5	Travel and Incidental Expenses	\$6,680.00
	Total Cost	\$71,180.00

Upon acceptance of this proposal, you will receive a contract provided by our Business Administrator (Linda.Socks@em-solutions.com) for signature or authorization. Please provide a Purchase Order Number when returning the contract.

If you have any questions, do not hesitate to contact me at (281) 992-7568 or Joseph.J.Leonard@emergencymanagementsolutions.com.

Respectfully submitted on 7 November 2023.



Joseph J. Leonard Jr., MEP, MCP, CEM, CHPP, CPE
Vice President / Chief Operations Officer
Emergency Management Solutions, Inc.

Approved on behalf of Williamson County Fire Marshal Special Operations Department:

Signed: _____

Printed: _____

Phone: _____

E-Mail: _____