

Request For Proposal

Maryland Region I & II Health Care Coalition
Hospital Preparedness Program



Regions I & II Operational Based MRSE Exercise
Maryland

PROPOSALS DUE BY: November 15, 2024

Introduction

The Maryland Regions I & II Health Care Coalition (aka. Regions I & II HCC) is a strong collaborative of healthcare responders, receivers, and providers with the ability to effectively support a coordinated health care preparedness response.

Our goal is to positively impact the health and medical needs of the 300,000 plus population within Maryland Regions I & II, which consists of Garrett, Allegany, Washington, and Frederick counties.

To better meet the preparedness needs of Regions I & II HCC, the coalition members continually strive to update and educate both public and private responders and providers through effective communication systems and protocols; strategic acquisition and management of resources; and collaborative mitigation, preparedness, response, and recovery activities. Ours is an ongoing operation focused on keeping Regions I & II, “ever ready.”

Project Overview

This request for proposal is to assist Regions I & II HCC with the fulfillment of its annual obligation for a medical response and surge exercise (MRSE) as outlined in the HCC guidance issued from the Administration for Strategic Preparedness and Response.

The exercise will be an operational tabletop in nature and will be conducted using the Homeland Security Exercise and Evaluation Program (HSEEP) format for operational exercises.

The construction of the exercise shall allow for Regions I & II HCC to fulfill all the performance measures for a MRSE including documentation of the exercise using MRSE surge tool calculators and in compliance with the most recent guidelines from Administration for Strategic Preparedness and Response (ASPR).

The project will be conducted within Budget period 1 (June 2024 to July 2025) of the current HCC Program agreement.

The vendor will be expected to work closely with the Regions I & II Healthcare Coalition Coordinator and report completion of deliverables.

Exercise Goals

The goals of this project include:

- i. Testing the medical surge capacity of Regions I & II to the level of 10% of the capacity of the region as outlined by ASPR surge calculators.
- ii. Evaluate the effectiveness of response plans and annexes as they relate to patients Medical Patient Surge Scenario to be determined by the region in the concepts and objectives meeting the regional scenario. This may include the correct application of personnel protective equipment, use of decontamination systems as applicable to the hazard presented and the management of the excess surging patient capacity.
- iii. Documentation in after action reports (AAR) that outline corrective action plans for improvement of the regional MRSE exercise for Region I & II and its individual hospital members.

To reach these goals, Regions I & II HCC is now accepting bids in response to this Request for Proposal.

Exercise Criteria

The following are exercise criteria set forth by ASPR HPP and must be achieved by vendor.

MRSE Required Exercise Objectives

1. *HCC(s) engage health care partners and their executives to participate in the exercise and the After-Action Review within the HPP budget period.*
2. *HCC(s) effectively notify HCC health care partners of an incident and facilitate ongoing information sharing during a community-wide emergency or disaster.*
3. *HCC(s) demonstrate their ability to assess and meet critical resource needs (personnel, supplies, equipment, etc.) to manage patient surge during a community-wide emergency or disaster by the end of the MRSE.*
4. *HCC(s) demonstrate their ability to reduce patient morbidity and mortality through appropriate patient placement during a large patient surge by assisting with the identification and coordination of available patient care resources by the end of the MRSE.*

Expected Products/Outcomes

1. Exercise timeline and targets for completion per HSEEP
2. Exercise Master Scenario Events List (MSEL)
3. Completion of the ASPR MRSE Reporting Tool
4. Development of Exercise Situation Manual and/or Exercise Guides
5. Completed region-specific After-Action Report
 - i. This includes an after-action report template for long-term care/other non-traditional partners

Target Deliverable Schedule Final Project Due:

The target deliverables schedule should be outlined in the vendor scope of work. In general, the project shall begin in November of 2024. The functional operations-based exercise to be conducted no later than May of 2025 and conclude with the final submission and approval of AAR's by June 1 of 2025.

Existing Roadblocks Or Technical Issues

Unexpected real-world events during scheduled exercise activities can pose a roadblock to completion of the exercise. As part of the planning exercises an alternate date shall be planned for the full-scale exercise in the event of the interruption of the first date from real-world events.

In addition, a functional/tabletop version of the exercise should be readily available with the capability of, in a short period of time, conversion of the exercise objectives into a virtual tabletop/functional exercise that will fulfill the objectives of the ASPR MRSE annual functional exercise.

Evaluation Metrics

The Regions I & II HCC, will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history.
- Samples and/or case studies from previous projects.
- Projected costs.
- Experience and technical expertise.

Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who meet all 4 metrics in the evaluation section should submit a proposal.
- Bidders who are interested in submitting a proposal should submit their proposal to Colin Graham, (cgraham@mhaonline.org) no later than November 15, 2024
- Include samples and references with your proposal.
- A proposed schedule must also be included and clearly expressed.

Contact Information

For questions or concerns connected to this RFP, we can be reached at: cgraham@mhaonline.org