



MARYLAND REGION V

EMERGENCY PREPAREDNESS COALITION

MRSE Exercise Request for Proposal and Scope of Work

This Scope of Work (SOW) intends to outline Region V Emergency Preparedness Coalition's (EPC) goals and objectives related to the tasks necessary to conduct a regional full-scale exercise.

This exercise will evaluate the regional surge response event.

All activities associated with the MRSE exercise shall conform to all guidelines published by ASPR in September 2024.

The exercise will also address local protocols which will be folded into a larger regional surge plan.

The contractor shall ensure that the MD REG V, and their healthcare partners with an opportunity to validate their medical surge support plans, response plans, and other capabilities through a realistic emergency or disaster scenario. The scenario used in the MRSE is defined by the HCC based on their jurisdictional hazards, risks, threats, and priorities. Each exercise will test the recipient's, MD REG V, and their healthcare partners' capability and capacity to manage and support a surge of patients equal to

- At least 10% of their licensed general medical/surgical bed capacity
- The full-scale exercise is tentatively scheduled for May 2025.
- Work will be performed from (November 2024- June 2025).

The contractor shall use the Excel-based tool is used primarily by the Exercise Evaluator, to document decisions and results throughout the exercise, including Phase I: Plan & Scope and Phase III: Review. The tool includes sequentially organized tabs that may be viewed by selecting each tab's name at the bottom of the screen. All required exercise data collection – including data for HPP cooperative agreement performance measures – will be completed in the reporting tool.

The exercise shall include four required objectives. However, MD REG V members are encouraged to develop their additional objectives, to meet the needs of their healthcare partners provided the standard actions in the exercise are followed to meet HPP cooperative agreement requirements. Due to the flexibility of the exercise scenario, MD REG V may include additional exercise objectives that support their healthcare partners in meeting additional exercise requirements (e.g., Joint Commission, Centers for Medicare and Medicaid Services (CMS), Centers for Disease Control and Prevention Public



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Health Emergency Preparedness program (CDC/PHEP), state and local jurisdictional requirements, etc.) apart from HPP program requirements.

The Contractor shall ensure the following ASPR-identified standard objectives are included in the MRSE exercise:

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 healthcare 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

Detailed breakdown of deliverables and timeline are provided below:

- Contractor will meet with each regional partner to integrate stakeholder's goals and objectives into the overall exercise construct as well as testing Healthcare Systems' Preparedness for Medical Surge capabilities identified under the Hospital Preparedness Program.
- Contractor will work with regional stakeholders identified by Region V Emergency Preparedness Coalition to support the exercise development. Region V Emergency Preparedness Coalition will be primarily responsible for bringing regional stakeholders into the planning process.
- Contractor will develop a comprehensive Exercise Plan, Controller and Evaluator Guide, Master Scenario Event List (MSEL), and Evaluation Guides consistent with the evaluation tool.
- Contractor will develop casualty cards and "paper patients" to be used to augment any mock patients.
- The contractor will hold at least one training session for evaluators and controllers.
- Contractor will staff an exercise simulation cell.
- Contractor will support Region V Hospitals in recruiting live volunteers/mock patients for the exercise.
- Contractor will be responsible for developing all exercise supplies, and materials, supporting planning meetings and providing overall exercise support and evaluation consistent with the current ASPR MRSE evaluation tool. In addition, the contractor will provide controllers/evaluators for Maryland Region V Hospital sites participating in the exercise. The Controller/Evaluator at each exercise site shall provide at least two photos of activity at that site for inclusion in both the Regional and individual site AAR. Photos will be taken only with documented permission from the facility.
- Contractor will develop an After-Action Report that includes regional strengths, issues, and recommendations at a regional level and individual facility annexes within the AAR that evaluate each facility within the Region.

Task	Task Description	Appx Schedule post-award
Initial Planning Meeting	Determine goals, objectives, participants, and scenario options	Month 1
Exercise Plan (EXPLAN)	The Exercise Plan will include key components, such as, but not limited to, the exercise scope, objectives, linkages to Federal and regional strategic plans, a scenario, and an exercise. operations, an exercise communications plan, and a media plan.	Month 2
Mid-Planning meeting	Approve the Exercise Plan and discuss logistics for the exercise—outline evaluation criteria.	Month 2
MSEL Meeting	Review and identify injects for the exercise.	Month 3
Controller and Evaluator Guide with customized Evaluation Tools.	The Controller and Evaluator Guide will include customized exercise evaluation guides (EEGs). These tools will be built based on current plans and procedures of exercise participants.	Month 3
MSEL	The Master Scenario Events List (MSEL) will be comprised of contextual, and contingency injects to be delivered throughout the multi-day exercise. These injects will support exercise play and ensure that exercise objectives are met.	Month 3
Final Planning	Finalize all documents to include the Exercise Plan, MSEL, Evaluation Guides, and the Controller and Evaluation Handbook.	Month 4
Conduct Exercise	Provide expert controllers and/or evaluators to each of the participating hospitals and organizations. Establish a simulation cell and command staff to execute the exercise.	Month 4
Preliminary After Action Report and Draft Improvement Plan	Provide a preliminary After-Action Report that includes observations, analysis, and recommendations for improvement. It will also summarize the participant feedback received at the exercise. A draft Improvement Plan will be developed which outlines key recommendations,	30 Days post exercise

	identified corrective actions, due dates, and a responsible party.	
After Action Conference	Facilitate an After-Action Meeting to review and discuss the After-Action Report and solidify the Improvement Plan. Once finalized. The Improvement Plan will be used to track the progress of key initiatives and tasks.	40 days post exercise prior to June 30 th .
Provide Final After Action Report	The vendor will electronically provide the final After-Action Report to all participating organizations.	5 days post After Action Conference

ESTIMATED COSTS

The Contractor shall provide with the proposal a draft budget that identifies the cost of time materials and expenses required to conduct the exercise.

DEMONSTRATED QUALIFICATIONS OF PERSONNEL

1. The Contractor shall possess a comprehensive knowledge of current federal Weapons of Mass Destruction (WMD) programs, Hospital Preparedness Program (HPP), hospital surge, policies, procedures, and grant initiatives. In addition, the Contractor and team shall have excellent communications, exercise facilitation, administrative skills, and project management skills.
2. The Contractor shall possess a comprehensive knowledge of Maryland Health Care Coalition planning activities, Maryland Region V Hospital and National Capital Region Emergency Response Systems, and Maryland Emergency Response System.
3. The Contractor shall possess:
 - Five or more years in emergency management, public safety, or a related discipline.
 - Actual professional experience in the management of emergency response operations.
 - Strong Interpersonal skills and an ability to work in a team environment.
 - Demonstrated success in interaction with peers and senior leaders.
 - Experience is required in developing and conducting multi-jurisdictional and multi-agency exercises.
4. The contractor will provide resumes (or equivalent) of key personnel to be assigned to the project. Experience summaries of these key individuals shall be provided. These summaries should identify prior experience (including real event experience) on similar projects in similar roles, and outline the responsibilities these individuals will have in the context of this project. Full resumes of these individuals may be included as an attachment.
5. Contractor will provide previous work experience of the project team and satisfactory accomplishment of contract responsibility, as demonstrated through references, training material samples, and other required information about the contractor’s and/or subcontractor’s firm

Proposals shall be accepted up to November 15, 2024. Information or questions concerning this request for proposals may be sent to:

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