

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

October 3, 2019
9:00 a.m.

Northeast Florida Regional Council

100 Festival Park Avenue
Jacksonville, FL 32202



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Jacksonville, FL 32202
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MEMORANDUM

DATE: OCTOBER 3, 2019

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: NEXT COMMITTEE MEETING

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:00 a.m. on Thursday, December 5, 2019** at the Northeast Florida Regional Council, 100 Festival Park Avenue, WJCT Community Room, Jacksonville, FL 32202.

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Northeast Florida Regional Council
PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

A G E N D A

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202

Thursday, October 3, 2019
9:00 a.m.

(ADDED OR MODIFIED ITEMS IN BOLD)
(*Denotes Action Required)

TAB

1. Call to Order, Welcome, Roll Call – Chair Register
- *2. Approval of August 1, 2019 Meeting Minutes – Chair Register1
3. Invitation to Speak – Chair Register
Members of the public are welcome and encouraged to speak on any item brought before the Committee. Please fill out one of the green speaker cards located at the sign-in table and provide to staff for presentation to the Committee.
- *4. July 2019 Financial Report – Ms. Starling2
- *5. August 2019 Financial Report – Ms. Starling3
- *6. FY 19/20 Officer Nominations – Ms. Payne4
- *7. **Approval Qualified Vendors List – Ms. Payne5**
8. Budget Discussion – Ms. Payne
9. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
10. Next Meeting Date and Location: **THURSDAY, DECEMBER 5, 2019**
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
11. Adjournment

***Denotes Action Item**



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

August 1, 2019

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, August 1, 2019, at 9:14 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202. **Chair Register** called the meeting to order with the following members present:

Present: James Bennett, Buddy Goddard, Sean Lynch, John Martin and David Sullivan

Staff Present: Elizabeth Payne, Donna Starling and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Goddard motioned to approve the June 6, 2019 Meeting Minutes; seconded by Mayor Lynch. Motion carried.

Invitation to Speak

Chair Register announced that the public is welcome to speak on any item that is brought before the Committee.

* May 2019 Financial Report

Staff reported that in the month of May the Council posted a net income of \$14,175 and a year-to-date net income of \$31,726. A brief discussion followed.

Chair Register called for a motion. Mayor Lynch moved approval of the May 2019 Financial Report; seconded by Mr. Martin. Motion carried.

* June 2019 Financial Report

Staff reported that in the month of June the Council posted a net income of \$6,560 and a year-to-date net income of \$38,287. A brief discussion followed.

Chair Register called for a motion. Commissioner Sullivan moved approval of the June 2019 Financial Report; seconded by Commissioner Bennett. Motion carried.

* FY 2019/2020 Officer Nomination

Staff provided a brief overview of the Committee's role in the officer nominations process. By consensus the Committee agreed to retain the succession process of moving 1st Vice President to President, 2nd Vice President to 1st Vice President. This leaves the 2nd Vice President position vacant and the Secretary/Treasurer would remain as is. Commissioner Goddard expressed his interest in serving as the 2nd Vice President. Discussion followed.

Chair Register called for a motion. Mr. Martin motioned to recommend Vice Mayor Kreger for President, Mayor Lynch for 1st Vice President, Commissioner Goddard for 2nd Vice President, and Mr. Register for Secretary/Treasurer to the Executive Committee as the FY 2019/2020 Officers; seconded by Commissioner Bennett. Motion carried.

*Approval of Qualified Vendor List

Staff reported that a Request for Proposal was issued for a Qualified Vendors List for emergency management services to perform healthcare coalition consulting and/or services on an as needed basis for the Northeast Florida Regional Council's Healthcare Coalition program. The Council received three responses that were vetted through a committee consisting of Council staff and other partner agency staff. The Committee found that all three vendors met the qualifications. Discussion followed.

Chair Register called for a motion. Mayor Lynch motioned to authorize the CEO to place Critical Integrated Solutions, Integrated Solutions Consulting and Sentinel Crisis Solutions on a Qualified Vendor List for Training, Exercise, Planning and Program Management Services and contract with each vendor for services, as needed, for an amount not to exceed \$75,000.00 per vendor each year; seconded by Mr. Martin Motion carried.

Public Comment

No public comment.

Next Meeting Date

Thursday, October 3, 2019 at 9:30 a.m.

Adjournment

Meeting was adjourned at 9:48 a.m.

Darryl Register
Chair

Elizabeth Payne
Chief Executive Officer



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MEMORANDUM

DATE: AUGUST 28, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JULY 2019 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$9,362 for the month of July and a Year-to-Date Net Income of \$47,648.

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Regional Council - Agencywide	Adopted Amended Budget 18/19	July 2019	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 595,527	49,627	496,273	83%	0%
Local Government Technical Assistance	\$ 217,631	19,868	169,596	78%	-5%
Transportation Disadvantaged (TD)	\$ 131,545	10,461	112,876	86%	3%
Economic Development Administration (EDA)	\$ 70,000	5,889	59,186	85%	2%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	8,143	68,887	86%	3%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 62,164	390	59,014	95%	12%
Healthcare Coalition	\$ 667,080	24,280	601,579	90%	7%
Hazardous Analysis	\$ 10,064	135	7,899	78%	-5%
Small Quantity Generator (SQG) Program	\$ 5,000	4,999	4,999	100%	17%
Elevate Northeast Florida	\$ 34,375	-	34,375	100%	17%
Disaster Recovery Coordinator	\$ 150,000	15,728	103,661	69%	-14%
Disaster Resiliency Plan	\$ 50,000	9,463	46,112	92%	9%
Regional Leadership Academy (RLA)	\$ 2,800	-	1,960	70%	-13%
Other Planning Programs	\$ 7,442	106	7,266	98%	15%
Other Revenue	\$ 18,170	1,360	19,392	107%	24%
TOTAL REVENUES	\$ 2,101,798	\$ 150,447	\$ 1,793,075	85%	
TRANSFER FROM GENERAL FUND	\$ (21,858)	\$ (9,362)	\$ (47,648)		
TOTAL REVENUE/GENERAL FUND	\$ 2,079,940	\$ 141,086	\$ 1,745,427	84%	
Expenses					
Salaries and Fringe	\$ 981,775	83,993	807,288	82%	-1%
Contract/Grant Direct Expenses	\$ 739,186	34,481	653,231	88%	5%
Indirect - Allocated Expenses*	\$ 203,522	14,754	169,827	83%	0%
General Fund Expense*	\$ 109,804	5,044	83,483	76%	-7%
Discretionary Revenue Expenditures	\$ 45,653	2,813	31,598	69%	-14%
TOTAL EXPENSES	\$ 2,079,940	\$ 141,086	\$ 1,745,427	84%	
Net Income (loss)	\$ 21,858	9,362	\$ 47,648		
Net Income (loss) Excluding Discretionary Revenue Expenditures		12,175	79,246		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	July 2019	FY 18/19 YTD	FY 17/18 Expenditures	Project to Date
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Revenues

Match for Elevate Northeast Florida Grant	\$ 25,000	-	3,125	21,875	25,000
Match for Disaster Recovery Coordinator Grant	\$ 50,000	-	2,528	47,472	50,000
Creation of Fiscal Impact Model	\$ 25,000	-	20,414	-	20,414
Creation of Regional Evacuation Plan	\$ 25,000	2,813	5,531	-	5,531

TOTAL EXPENDITURES TO DATE*	\$ 125,000	\$ 2,813	\$ 31,598	\$ 69,347	\$ 100,945
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* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale.

Since, the expenditures associated with these proceeds will be spent in FY 17/18 and FY 18/19, the expenditures will negatively effect on Net Income (Loss) for FY 17/18 and FY 18/19.

	FY 17/18 July 2018	FY 18/19 July 2019
ASSETS		
Cash	1,818,891	1,860,110
Accounts Receivable	400,051	365,384
Pension Liability-Deferred Outflows	267,652	249,970
Prepaid Insurance	318	375
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,494,312</u>	<u>2,483,238</u>
Property and Equipment:		
Office Furniture and Equipment	<u>307,697</u>	<u>261,765</u>
Less Accumulated Depreciation	<u>234,162</u>	<u>124,176</u>
Total Property and Equipment, net	<u>73,535</u>	<u>137,589</u>
Total Assets	<u><u>2,567,848</u></u>	<u><u>2,620,827</u></u>
LIABILITIES		
Accounts Payable	9,757	9,690
Accrued Salaries and Leave	94,419	81,772
Deferred Revenue	98,355	116,570
Pension Liability	609,713	625,630
Pension Liability-Deferred Inflows	265,138	229,500
Total Liabilities	<u><u>1,077,382</u></u>	<u><u>1,063,162</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,490,465	1,557,665
Total Equity and Other Credits	<u>1,490,465</u>	<u>1,557,665</u>
Total Liabilities, Equity and Other Credits	<u><u>2,567,848</u></u>	<u><u>2,620,827</u></u>

YTD Comparison

	17/18 Net Income (Loss)	18/19 Net Income (Loss)	17/18 Cash Balance	18/19 Cash Balance
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AGENCYWIDE

October	\$ 4,043	\$ (3,273)	\$ 2,043,567	\$ 1,779,166
November	\$ 19,363	\$ 1,553	\$ 2,149,833	\$ 2,032,311
December	\$ 29,096	\$ 508	\$ 2,091,852	\$ 1,933,304
January	\$ 30,939	\$ (17,377)	\$ 2,113,177	\$ 1,910,813
February	\$ 36,037	\$ (21,742)	\$ 2,266,487	\$ 1,996,198
March	\$ 11,778	\$ 3,805	\$ 2,118,037	\$ 1,820,701
April	\$ 18,823	\$ 17,552	\$ 2,154,714	\$ 1,808,927
May	\$ 25,571	\$ 31,726	\$ 2,156,354	\$ 2,016,184
June	\$ 15,886	\$ 38,287	\$ 1,908,725	\$ 1,840,639
July	\$ 22,757	\$ 47,648	\$ 1,818,891	\$ 1,860,110
August	\$ 29,809		\$ 2,025,567	
September	\$ 42,309		\$ 1,874,726	



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MEMORANDUM

DATE: AUGUST 28, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JULY 2019 INVESTMENT REPORT

Bank Account Interest	<u>FY 17/18</u>	<u>FY 18/19</u>
July Interest	\$ 354	\$ 367
Year to Date Interest	\$ 3,370	\$ 3,326

Florida Local Government Investment Trust	<u>FY 17/18</u>	<u>FY 18/19</u>
Current Balance	\$16,778	\$17,428

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MEMORANDUM

DATE: SEPTEMBER 25, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST 2019 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$9,162 for the month of August and a Year-to-Date Net Income of \$56,811.

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Regional Council - Agencywide	Adopted Amended Budget 18/19	August 2019	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 595,527	49,627	545,900	92%	0%
Local Government Technical Assistance	\$ 217,631	313	165,409	76%	-16%
Transportation Disadvantaged (TD)	\$ 131,545	9,146	122,022	93%	1%
Economic Development Administration (EDA)	\$ 70,000	6,541	65,727	94%	2%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	7,788	76,675	96%	4%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 62,164	2,108	61,122	98%	6%
Healthcare Coalition	\$ 667,080	20,817	626,896	94%	2%
Hazardous Analysis	\$ 10,064	-	7,822	78%	-14%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,999	100%	8%
Elevate Northeast Florida	\$ 34,375	-	34,375	100%	8%
Disaster Recovery Coordinator	\$ 150,000	14,326	117,987	79%	-13%
Disaster Resiliency Plan	\$ 50,000	-	46,112	92%	0%
Regional Leadership Academy (RLA)	\$ 2,800	420	2,380	85%	-7%
Other Planning Programs	\$ 7,442	-	7,248	97%	5%
Other Revenue	\$ 18,170	373	19,861	109%	17%
TOTAL REVENUES	\$ 2,101,798	\$ 111,458	\$ 1,904,534	91%	
TRANSFER FROM GENERAL FUND	\$ (21,858)	\$ (9,162)	\$ (56,811)		
TOTAL REVENUE/GENERAL FUND	\$ 2,079,940	\$ 102,296	\$ 1,847,722	89%	
Expenses					
Salaries and Fringe	\$ 981,775	70,998	878,286	89%	-3%
Contract/Grant Direct Expenses	\$ 739,186	4,234	657,464	89%	-3%
Indirect - Allocated Expenses*	\$ 203,522	10,488	180,315	89%	-3%
General Fund Expense*	\$ 109,804	10,452	93,935	86%	-6%
Discretionary Revenue Expenditures	\$ 45,653	6,124	37,722	83%	-9%
TOTAL EXPENSES	\$ 2,079,940	\$ 102,296	\$ 1,847,722	89%	
Net Income (loss)	\$ 21,858	9,162	\$ 56,811		
Net Income (loss) Excluding Discretionary Revenue Expenditures		15,287	94,533		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	August 2019	FY 18/19 YTD	FY 17/18 Expenditures	Project to Date
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Revenues

Match for Elevate Northeast Florida Grant	\$ 25,000	-	3,125	21,875	25,000
Match for Disaster Recovery Coordinator Grant	\$ 50,000	-	2,528	47,472	50,000
Creation of Fiscal Impact Model	\$ 25,000	4,586	25,000	-	25,000
Creation of Regional Evacuation Plan	\$ 25,000	1,538	7,068	-	7,068

TOTAL EXPENDITURES TO DATE*	\$ 125,000	\$ 6,124	\$ 37,722	\$ 69,347	\$ 107,069
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* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale. Since, the expenditures associated with these proceeds will be spent in FY 17/18 and FY 18/19, the expenditures will negatively effect on Net Income (Loss) for FY 17/18 and FY 18/19.

Northeast Florida Regional Council
 Balance Sheet
 August 2019

	FY 17/18 August 2018	FY 18/19 August 2019
ASSETS		
Cash	2,025,567	1,993,544
Accounts Receivable	211,100	186,088
Pension Liability-Deferred Outflows	267,652	249,970
Prepaid Insurance	159	188
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,511,878</u>	<u>2,437,190</u>
Property and Equipment:		
Office Furniture and Equipment	<u>307,697</u>	<u>261,765</u>
Less Accumulated Depreciation	<u>236,506</u>	<u>128,194</u>
Total Property and Equipment, net	<u>71,191</u>	<u>133,571</u>
Total Assets	<u>2,583,070</u>	<u>2,570,761</u>
LIABILITIES		
Accounts Payable	2,050	1,283
Accrued Salaries and Leave	88,602	79,857
Deferred Revenue	120,049	67,663
Pension Liability	609,713	625,630
Pension Liability-Deferred Inflows	265,138	229,500
Total Liabilities	<u>1,085,552</u>	<u>1,003,933</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,497,517	1,566,828
Total Equity and Other Credits	<u>1,497,517</u>	<u>1,566,828</u>
Total Liabilities, Equity and Other Credits	<u>2,583,070</u>	<u>2,570,761</u>

YTD Comparison

	17/18 Net Income (Loss)	18/19 Net Income (Loss)	17/18 Cash Balance	18/19 Cash Balance
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AGENCYWIDE

October	\$ 4,043	\$ (3,273)	\$ 2,043,567	\$ 1,779,166
November	\$ 19,363	\$ 1,553	\$ 2,149,833	\$ 2,032,311
December	\$ 29,096	\$ 508	\$ 2,091,852	\$ 1,933,304
January	\$ 30,939	\$ (17,377)	\$ 2,113,177	\$ 1,910,813
February	\$ 36,037	\$ (21,742)	\$ 2,266,487	\$ 1,996,198
March	\$ 11,778	\$ 3,805	\$ 2,118,037	\$ 1,820,701
April	\$ 18,823	\$ 17,552	\$ 2,154,714	\$ 1,808,927
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June	\$ 15,886	\$ 38,287	\$ 1,908,725	\$ 1,840,639
July	\$ 22,757	\$ 47,648	\$ 1,818,891	\$ 1,860,110
August	\$ 29,809	\$ 56,811	\$ 2,025,567	\$ 1,993,544
September	\$ 42,309		\$ 1,874,726	



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MEMORANDUM

DATE: SEPTEMBER 25, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST 2019 INVESTMENT REPORT

Bank Account Interest	<u>FY 17/18</u>	<u>FY 18/19</u>
August Interest	\$ 343	\$ 333
Year to Date Interest	\$ 3,713	\$ 3,660
Florida Local Government Investment Trust	<u>FY 17/18</u>	<u>FY 18/19</u>
Current Balance	\$16,832	\$17,563

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MEMORANDUM

DATE: SEPTEMBER 24, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

FROM: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

RE: FY 19/20 OFFICER NOMINATION RECOMMENDATION

At the August 1, 2019 meeting the Personnel, Budget & Finance Policy Committee, sitting as the Nominating Committee, voted unanimously to nominate the following slate of officers for Fiscal Year 2019-2020:

President: Vice Mayor Len Kreger, Nassau County
1st Vice-President: Mayor Sean Lynch, Duval County
2nd Vice-President: Commissioner Buddy Goddard, Putnam County
Sec/Treasurer: Mr. Darryl Register, Baker County

The vote indicated that the recommendations were to the Executive Committee. However, due to Hurricane Dorian, the September Executive Committee meeting was cancelled. Therefore, staff is requesting that the Committee revisit this item, making its recommendation to the Board of Directors.

I am available for any questions you may have.

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MEMORANDUM

DATE: OCTOBER 1, 2019
TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS
THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE
FROM: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 
RE: QUALIFIED VENDORS LIST FOR EMERGENCY MANAGEMENT SERVICES

The Council issued a Request for Qualified Vendors for Emergency Management Services on August 15, 2019. The deadline for the qualified vendor responses was September 13, 2019.

The goal of the request is to expand the current Qualified Vendors List of emergency management professionals to perform emergency management and healthcare coalition consulting and/or services on an as needed basis for the Northeast Florida Regional Council (NEFRC) Emergency Preparedness Program.

The Council received four responses:

- *Active Shooter 360,*
- *All Clear Emergency Management Group,*
- *Emergency Preparedness Group* and
- *Emergency Response Educators and Consultants, EREC.*

The vendors had the opportunity to apply for three categories: (1) training, (2) exercise, and (3) planning and services. All vendors applied for all three areas; training, exercise and planning services.

A committee was formed to review the responses; this included both Council staff and staff from partner agencies. Using the combined scoring matrix (provided), it was determined that all the vendors met the needed qualifications to perform training, exercise and planning services.

Recommendation

Authorize the CEO to place *Active Shooter 360, All Clear Emergency Management Group, Emergency Preparedness Group* and *Emergency Response Educators and Consultants, EREC* on a Qualified Vendor List for Training, Exercise, Planning and Program Management Services and contract with each vendor for services, as needed, for an amount not to exceed \$75,000.00 per vendor each year.

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Qualified Vendors List - Scoring Sheet		Emergency Response Educators & Consultants	Emergency Preparedness Group	All Clear Emergency Management Group	Active Shooter 360
Section 1:	Possible Points	Average Points	Average Points	Average Points	Average Points
Prior Experience of Vendor					
Experience working with healthcare coalitions and/or health systems	0-10	10	8	10	9
Experience working with Florida healthcare coalition and/or health systems	0-10	10	9	0	9
Make up of Key Staff/Team Members					
Relevant experience of Staff/Team Members	0-10	10	10	9	9
Certification of Staff Training in HSEEP, MEP, etc.	0-5	5	5	5	4
Total Possible for Section 1	35	35	32	24	31

Section 2:	Possible Points	Average Points	Average Points	Average Points	Average Points
Training					
Experience developing multi-jurisdictional or regional training	0-10	10	10	9	7
Experience developing training for healthcare	0-10	9	7	9	8
Experience developing training for Florida healthcare coalitions	0-10	9	7	0	9
Total Possible for Section 2	30	28	24	18	24

Section 3:	Possible Points	Average Points	Average Points	Average Points	Average Points
Exercise					
Experience developing multi-jurisdictional or regional exercises	0-10	10	10	9	6
Experience developing exercises for healthcare	0-10	9	4	9	9
Experience developing exercises for Florida healthcare coalitions	0-10	9	2	0	8
Total Possible for Section 3	30	28	16	18	23

Section 4:	Possible Points	Average Points	Average Points	Average Points	Average Points
Planning					
Experience developing multi-jurisdictional or regional strategies and/or plans	0-10	10	10	10	2
Experience developing plans and/or templates for healthcare	0-10	9	9	10	2
Experience developing plans and/or templates for Florida healthcare coalitions	0-10	8	8	0	2
Total Possible for Section 4	30	27	27	20	6
Overall Totals	125	118	99	80	84

Qualified Vendor List for Emergency Management Services

General Information

A. Purpose

Vendors are invited to respond to an open-end contract for a Qualified Vendor List (QVL) of consultants to perform professional emergency management and healthcare coalition consulting and/or services on an as needed basis for the Northeast Florida Regional Council (NEFRC) Emergency Preparedness Program. Price will not be considered in the establishment of the QVL.

Responding Vendors should be actively engaged in Emergency Management, Healthcare Coalition or other Preparedness related services. A Scope of Work will be determined for each individual project processed under this QVL and the selected Vendors are expected to perform the Scope of Work, if awarded an individual project.

Emergency management and healthcare coalition consulting and/or services include:

- a) Conducting professional emergency management and/or healthcare coalition related training;
- b) Conducting professional emergency management and/or healthcare coalition related exercises; and
- c) Performing professional emergency management and/or healthcare coalition related planning functions

Subject matter for regional planning, training and exercises will include, but are not limited to, Mass Fatality, Regional Healthcare Evacuation Strategies, Active Assailant, COOP, Infectious Disease, Surge Planning and more. HCC training, exercises and planning activity offerings are expected to be regional or for multi-sector members. HCC activities are not for single-facility activities.

B. Description of Entity

The Assistant Secretary of Preparedness and Response (ASPR) provides funding to the Florida Department of Health (FDOH) to create and maintain HCCs that bring together all sectors of healthcare, emergency management, EMS, and public health to plan, train, and exercise to create a resilient healthcare system that can respond to and recover from disasters and emergencies. ASPR expects HCCs to plan to meet current Health Care Preparedness Program (HPP) Capabilities and are measured using standardized performance measures. [ASPR HPP Website](#)

The Northeast Florida Regional Council (NEFRC) is contracted by the Florida Department of Health (FDOH) to establish and manage healthcare coalitions that serve 18 counties in north Florida. There are three healthcare coalitions (HCC) that serve the geographic area included in the FDOH contract; Coalition for Health and Medical Preparedness (CHAMP), North Central Florida HealthCare Coalition (NCFHCC) and Northeast Florida Healthcare Coalition (NEFLHCC). Each HCC is an independent 501c3 not-for-profit organization and has a Board of Directors that provide oversight of the regular business of the coalition. For more information about the individual HCCs, visit Northeast www.NEFLHCC.org; North Central www.NCFHCC.org; and Marion www.MarionCHAMP.

C. Terms of Agreement

The QVL will be established by the NEFRC for up to a three (3) year period. No guarantee is expressed or implied to any Qualified Vendor as to the total quantity of services to be purchased under any open-end contract. No delivery shall become due or be acceptable without a written order by the NEFRC, unless otherwise provided for in the contract. Such order will contain the scope of work, quantity, time and location of delivery and other pertinent data.

When a specific service or project is needed, the QVL vendors will be invited to offer a fixed price quote for a specific service or scope of work. The vendor offering the lowest fixed price quote and who meet any specific experience, skill set, approach and/or certification requirements, as identified in the request, shall be awarded the project.

The NEFRC will have rights to future use of all work products and contract deliverables including, but not limited to, plans, training and exercise materials developed specifically for the NEFRC as a result of an approved scope of work between a vendor and the NEFRC.

D. Instruction on Proposal Submission

a. Closing Submission Date

Proposals must be submitted by September 13, 2019 at 4:00 pm EST.

b. Inquiries

In order to ensure consistent responses and to ensure consistent and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to lwilsey@nefrc.org. All questions and answers will be posted at www.nefrc.org no later than September 6. **No questions will be accepted after August 28, 2019 at 2:00 pm EST.**

Except for as provided above and for current business, during the QVL process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

c. Conditions for Proposals

All costs incurred in the preparation of a proposal responding to this QVL will be the responsibility of the Firm and will not be reimbursed by the Council.

E. Instructions to Prospective Vendors

Five (5) copies of the proposal should be addressed as follows:

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
Attention: Donna Starling

It is important that the Firm's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL

For Qualified Vendor List Services

Late proposals will not be considered.

F. Applicable Laws and Regulations

The selected Qualified Vendor Firms shall comply with all federal, state and local laws, rules and regulations which may apply.

G. Right to Amend the Qualified Vendor List

The NEFRC may add vendors to the QVL or delete vendors who do not meet NEFRC deliverables and/or evaluation processes. In addition, the NEFRC reserves the right to re-advertise this QVL as needed to solicit for additional vendors if it is deemed in the NEFRC's best interest.

H. Small and/or Minority-Owned Businesses

Efforts will be made by the Council to utilize small businesses and minority-owned businesses. A Firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8)

I. Announcement of Qualified Vendor List

All proposals for the Qualified Vendor List (QVL) will be selected based on experience working with the healthcare sector and Florida healthcare coalitions. The QVL will include no more than twelve (12) vendors. It is expected that the Vendors selected for the Qualified Vendor List will be notified prior to the end of October 2019.

Vendor Qualifications per Types of Service:

Professional Emergency Management and/or Healthcare Coalition Training

All training vendors on the QVL are expected to, at a minimum:

- Conduct the research necessary to develop and revise training courses for healthcare coalition members as directed by the NEFRC.
- Prepare all instructor and student materials
- Conduct the training course
- Manage administrative duties for the training course including, but not limited to, creating agendas, sign-in sheets, certificates, and evaluations.
- Provide documentation required for CEU credit, when applicable

Provide detailed statement illustrating that the firm has experience developing, conducting, and delivering emergency preparedness and response related training for various healthcare sectors. Additional training may include FEMA and State approved "G/L/FL" courses such as ICS, All-hazards Position Specific courses and/or Florida Department of Health (DOH) and Centers for Disease Control (CDC) courses related to the healthcare sector. Statement must include experience, qualifications and background for providing, developing, conducting, and delivering emergency management training.

Professional Emergency Management and/or Healthcare Coalition Exercise

All exercise vendors on the QVL are expected to, at a minimum:

- Completed the K/L0146 – Homeland Security Exercise Evaluation Program (HSEEP): Basic Course. Preference will be given to those that have attained the Master Exercise Practitioner designation from the Emergency Management Institute (EMI).
- Conduct the research necessary to develop and conduct HSEEP compliant exercises for hazards impacting the healthcare system
- Conduct all required exercise planning meetings
- Produce exercise design and development documents such as:

Document Title	Exercise Type	Distribution Audience
Situation Manual (SitMan)	Seminar (Optional), Workshop (Optional), TTX, Game	All Participants
Facilitator Guide	Seminar (Optional), Workshop (Optional), TTX, Game	Facilitators
Multimedia Presentation	Seminar (Optional), Workshop (Optional), TTX, Game	All Participants
Exercise Plan (ExPlan)	Drill, FE, FSE	Players and Observers
Controller and Evaluator (C/E) Handbook	Drill, FE, FSE	Controllers and Evaluators
Master Scenario Events List (MSEL)	Drill, FE, FSE, Complex TTX (Optional), Game (Optional)	Controllers, Evaluators, and Simulators
Extent of Play Agreement (XPA)	FE, FSE	Exercise Planning Team
Exercise Evaluation Guides (EEGs)	TTX, Game, Drill, FE, FSE	Evaluators
Participant Feedback Form	All Exercises	All Participants

- Conduct HSEEP compliant exercises
- Conduct hot washes and after-action meetings
- Develop After-Action Reports and Improvement Plans
- Manage administrative duties for the exercise including, but not limited to, creating agendas, sign-in sheets, certificates, and evaluations.
- Provide documentation required for CEU credit, when applicable

Provide a detailed statement illustrating that the firm has experience conducting Homeland Security Exercise and Evaluation Program (HSEEP) compliant all hazards emergency management and/or healthcare exercises including the After-Action Report (AAR), Improvement Plan (IP) or Corrective Action Plan (CAP) as needed. Statement must include experience, qualifications and background for providing consulting and/or conducting services for HSEEP compliant all hazards emergency management related exercises.

Professional Emergency Management and/or Healthcare Coalition Planning

All planning vendors on the QVL are expected to, at a minimum:

- Conduct the research necessary to develop and revise planning templates for hazards impacting the healthcare system
- Develop regional or multi-sector plans, planning templates or activities for various hazards that impact the healthcare system
- Understand and implement CPG-101 strategies
- Conduct planning meetings and document input from applicable agencies or sectors for plan development
- Writing plans for regional coordination and response, especially for the health sector. This may include templates for written directives and/or program, standard operating procedures, standard administrative procedures, etc.
- Writing agency/position specific checklists and templates – The creation, evaluation, revision, or process development of checklists. These checklists are specific actionable steps agencies and personnel take within the context of their Agency Specific Plans, Coordinating Procedures and CEMP.
- Real-life Disaster Response and Recovery Job-aids

Provide a detailed statement illustrating that the firm has experience writing and/or creating templates for emergency management plans, regional coordination and response plans, especially for the health sector, Standard Operating Procedures (SOP), Standard Operating Guides (SOG), for all-hazards activities that impact the healthcare system. Plans should be in compliance with applicable regulatory requirements, guidelines and performance measures from regulatory agencies such as the State of Florida Division of Emergency Management (FDEM), Federal Emergency Management Agency (FEMA), Agency for Health Care Administration (AHCA), State of Florida Department of Health (DOH), Centers for Disease Control (CDC),

Centers for Medicare and Medicaid Services (CMS), Assistant Secretary for Preparedness and Response (ASPR) and/or any other regulatory entity.

Technical Qualifications

To be considered a responsible Vendor for the QVL, the vendor is required to provide written evidence of any of the following that applies:

1. Experience working with Florida Healthcare Coalitions and/or healthcare systems
2. Experience working with any Healthcare Coalitions or healthcare systems
3. Experience in Emergency Preparedness planning, training and exercise activities

Proof of experience should be demonstrated by providing a list of applicable experience and letters of recommendation from entities other than the NEFRC.

***Note: NEFRC Board members and staff will not provide letters of recommendation for this QVL process. Prospective vendors may list experience with the NEFRC, but no support letters will be provided.**

General Information for All Prospective Vendors

Proposals should include documentation for each of the three (3) types of service; Training, Exercise, Planning, which the vendor requests consideration. The NEFRC will have four service area categories within the QVL and prospective vendors may apply for any or all Type of Service areas.

Required Proposal Documentation

All proposals should include the following:

- Organizational Chart identifying the structure of the firm and the primary responsibilities of the operational staff
- List of key personnel and a complete resume for each detailing their experience, education, expertise, qualifications, and experience with health care
- Certificates or Proof of Certification, as needed, for Training and Exercise

Type of Service Documentation

For consideration in each category, prospective vendors must provide the listed documentation.

****Attempt to keep Samples/Evidence for each Type of Service area under 25 pages****

- Professional Emergency Management and/or Healthcare Coalition Training**
 - Detailed statement illustrating that the firm has experience developing, conducting, and delivering emergency preparedness and response related training for various healthcare sectors
 - Up to two (2) samples of training materials developed
 - Up to two (2) letters of recommendation for training activities provided
- Professional Emergency Management and/or Healthcare Coalition Exercises**
 - Detailed statement illustrating that the firm has experience conducting Homeland Security Exercise and Evaluation Program (HSEEP) compliant all hazards emergency management and/or healthcare exercises including the After-Action Report (AAR), Improvement Plan (IP) or Corrective Action Plan (CAP) as needed. Evidence of HSEEP training and qualifications
 - Provide excerpts from one (1) exercise plan and/or situation manual developed
 - Provide excerpts from one (1) after-action report/Improvement Plan developed
 - Up to two (2) letters of recommendation for exercise activities provided
- Professional Emergency Management and/or Healthcare Coalition Planning**
 - Detailed statement illustrating that the firm has experience writing and/or creating templates for emergency management plans, regional coordination and response plans, especially for the health sector
 - Evidence of CPG-101 concepts and strategies
 - Up to two (2) samples of planning materials developed (templates, checklists, etc.)
 - Up to two (2) letters of recommendation for planning activities provided

Scoring Considerations for Qualified Vendor List Selection

Section 1:		
Prior Experience of Vendor		Points
	Experience working with healthcare coalitions and/or health systems	0-10
	Experience working with Florida healthcare coalition and/or health systems	0-10
Make up of Key Staff/Team Members		
	Relevant experience of Staff/Team Members	0-10
	Certification of Staff Training in HSEEP, MEP, etc.	0-5
Total Possible for Section 1		35

Section 2:		
Training		
	Experience developing multi-jurisdictional or regional training	0-10
	Experience developing training for healthcare	0-10
	Experience developing training for Florida healthcare coalitions	0-10
Total Possible for Section 2		30

Section 3:		
Exercise		
	Experience developing multi-jurisdictional or regional exercises	0-10
	Experience developing exercises for healthcare	0-10
	Experience developing exercises for Florida healthcare coalitions	0-10
Total Possible for Section 3		30

Section 4:		
Planning		
	Experience developing multi-jurisdictional or regional strategies and/or plans	0-10
	Experience developing plans and/or templates for healthcare	0-10
	Experience developing plans and/or templates for Florida healthcare coalitions	0-10
Total Possible for Section 4		30

Maximum Points Possible 125

Vendors must receive a minimum score of 50% to be considered for inclusion on the QVL.

Proposal Response Cover Sheet

Include five (5) copies of the proposal documents.

Prospective Vendor Name	
Address	
Primary Point of Contact: Name	
Primary Point of Contact: Phone Number	
Primary Point of Contact: Email Address	

Documentation Included for consideration for the following types of service		Check any or all that apply
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Training	
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Exercises	
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Planning	
Documentation Required from all prospective vendors		
<input type="checkbox"/>	Certificate of Liability Insurance	
<input type="checkbox"/>	Public Entity Crimes Certification, Attachment A	
<input type="checkbox"/>	Drug-Free Workplace Certification, Attachment B	

ATTACHMENT A

**SWORN STATEMENT UNDER SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for _____.
2. This sworn statement is submitted by _____
Whose business address is: _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
3. My name is _____ and my relationship to the entity named above is _____
4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: _____ Signature: _____

STATE OF: _____

COUNTY OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
who after first being sworn by me, affixed his/her signature in the space provided above on this
_____ day of _____, in the year _____.

My commission expires: _____

Notary Public

Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

Type of ID

ATTACHMENT B

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the Drug-Free statement.
4. Notify the employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Authorized Signature

Print Name

Date

_____ Check here if the firm does not currently have a Drug Free Workplace Program.

Authorized Signature

Print Name

Date