

REQUEST FOR PROPOSAL

For an

Chemical Emergency Surge Annex

for the

Southwest Virginia Healthcare Coalition

I. **BACKGROUND**

Executive Summary:

The Southwest Virginia Healthcare Coalition (SVHC) is the regional healthcare coalition and coordination center for the Southwest Healthcare Preparedness Program Region of the Commonwealth of Virginia. SVHC serves as one of four healthcare coalitions under the Virginia Healthcare Emergency Management Program (VHEMP) which is a cooperative program between the Virginia Hospital and Healthcare Association (VHHA) and the Virginia Department of Health (VDH). Funding for this program is provided by the Hospital Preparedness Program (HPP) under the Administration for Strategic Preparedness and Response (ASPR). The Hospital Preparedness Program is the only source for federal funding for health care system readiness.

The Southwest Virginia Healthcare Coalition is comprised of member hospitals, long-term care facilities, emergency medical services (EMS), public health, local municipal emergency management (EM) home care, hospice, and dialysis centers. SVHC is geographically comprised of 29 counties and 10 independent cities covering 13,000 square miles with a population of 1.3 million.

Over the course of this program SVHC has grown in number of staff as well as participating coalition members. SVHC anticipates continued growth in the future. Our organization's key functions are regional healthcare preparedness through collaboration, coordination, information sharing, and training and exercise.

SVHC is soliciting a proposal from vendors for the facilitation and composition of a Chemical Emergency Surge Annex to the Emergency Operations Plan that will meet the requirements outlined below.

II. DESCRIPTION OF CURRENT PROCESSES

The Southwest Virginia Healthcare Coalition maintains an Emergency Operations Plan to provide guidance for its staff and stakeholders as to the roles and capabilities for the Regional Healthcare Coordination Center. This vital operational plan is informed by program objectives, Healthcare Coalition capabilities and the feedback of stakeholder organizations. Information is collected through planning meetings as well as independent points of reference ranging from partners within healthcare facilities, emergency management partners and the Virginia Healthcare Emergency Management Program.

SVHC is in the process of composing a Chemical Emergency Surge Annex to its Emergency Operations Plan to better prepare the Southwest Healthcare Region of Virginia for disasters involving a surge of chemically contaminated or exposed patients affecting regional healthcare. This project will work in conjunction with the staff of SVHC, the Chemical Preparedness Project workgroup, and regional healthcare partners. This proposed addition to the EOP is intended to include national best practices for chemically related emergency surge response in alignment with regional and state healthcare capabilities.

III. OVERALL PROJECT REQUIREMENTS

The vendor selected must meet these minimum requirements:

- Develop concept for Chemical Emergency Surge Annex to the Emergency Operations Plan
 - Review existing Emergency Operations Plan, SVHC Bylaws, Regional Healthcare Coordination Center guides, or other documents in order to draft a conceptual document.
 - Facilitate meetings with SVHC Chemical Preparedness Project Workgroup, SVHC staff and regional stakeholders to understand current program objectives and operation processes.
 - Gather insight and program requirements for the Coalition under the Hospital Preparedness Program or other program deliverables.
- Conduct stakeholder analysis and initial planning.
 - Gather stakeholder feedback regarding coalition activities in accordance with partner needs and program requirements that will inform activities for the Coalition.
- Facilitate Coalition Staff members operational planning.
 - Informed by previous steps, work with SVHC staff to operationalize the Chemical Emergency Surge Annex.
- Develop and provide a Chemical Emergency Surge Annex for the Southwest Virginia Healthcare Coalition in an editable format suitable for print and electronic distribution.
 - Compose written Chemical Emergency Surge Annex and deliver it to the Healthcare Coalition for review and comment.
 - Validate Chemical Emergency Surge Annex with facilitated table top/discussion-based exercise or by a real-world related incident with a documented after-action review. Proposals may include in person and virtual options for the table top/discussion-based exercise.
 - Provide additional support within the project window to revise document as needed.

IV. ADDITIONAL REQUIREMENTS

Project Timeline

Provide a prospective timeline for project completion. The project must be completed no later than June 30, 2024. An initial draft of the Chemical Emergency Surge Annex must be completed by March 30, 2024.

Release

Chemical Emergency Surge Annex or other documents provided as part of any service agreement belong to the coalition upon receipt with no obligation to future promises of procurement.

Cost

Travel or other costs incurred by vendor for this project should be accounted for in project pricing.

Payment Schedule

Stipulate any partial pricing or payment in initial bid. SVHC requests a net term of 45 days to provide payment.

V. TIME FRAME

The proposal may include any additional information not specifically requested if such information could be helpful in the evaluation.

SVHC reserves the right to request additional information that may be deemed necessary after receipt of the initial proposal.

The proposal must be signed by a person authorized to legally bind the organization.

Proposals are due in the SVHC office no later than 5pm EST December 29, 2023.

SVHC will announce award to the successful proposal on or before January 26, 2024.

SVHC reserves the right to extend time frames if extenuating circumstances exist, including but not limited to insufficient or incomplete proposals received.

VI SUBMITTAL INFORMATION

Please submit proposal encompassing the elements outlined above to SVHC by one of the following methods by end of business (5:00 p.m. EST) on December 29, 2023.

Provide information on the ability to perform requirements for this project to include references and examples of past project work similar in scope to requirements detailed in this request.

By U.S. mail, UPS or Federal Express to:

Southwest Virginia Healthcare Coalition
1944 Peters Creek Road
Roanoke, VA 24017

By E-mail:

rhawkins@vaems.org

** Note: if sending via e-mail file must be a word document or PDF.

Any questions may be addressed to:

Robert Hawkins
Executive Director
Southwest Virginia Healthcare Coalition
rhawkins@vaems.org

Thank you for your interest in working with SVHC.