



5980 North East 57th Loop
Silver Springs, FL 34488-1202
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Pager:(352) 506-5104 Cell:(352) 804-3137
on the web: www.erecinc.com

Emergency Response Educators and Consultants, Inc.

Professional Services Proposal

To

**Prepare a Rewrite to the Nassau County CEMP,
Nassau County, Florida**

Rewrite to the CEMP

Develop a rewrite to the Nassau County Comprehensive Emergency Management Plan (CEMP). The rewrite will be developed in accordance with the State of Florida Local Comprehensive Emergency Management Plan Compliance Criteria that will address the roles and responsibilities of all appropriate agencies in the event of an incident.

A draft will be submitted to the County for review and approval prior to County submission to the State of Florida Division of Emergency Management (FDEM) for finalization of the CEMP. All municipalities and other local jurisdictions within Nassau County will be encouraged and invited to participate to their maximum extent possible.

EREC will prepare a draft rewrite that will be submitted to the director for review. After review, EREC will meet with the director to discuss modifications. After the review, EREC will prepare a final draft that will be reviewed by the director. At the conclusion of the review process a final draft document will be presented for submission to FDEM.

The final draft of the rewrite will include all applicable information plus appendices as described in the Local Comprehensive Emergency Management Plan Compliance Criteria. Seven (7) copies of the final report will be provided along with the electronic data files. All associated information developed specifically for this project will become the property of Nassau County.

Assistance with Logistical Arrangements

Nassau County will provide mutually agreed upon locations within Nassau County, Florida to host and conduct the rewrite development meetings and the final review.

EREC will supply specialized equipment for the meetings as needed.

Training You Today for Tomorrow's Challenges

Appropriate Licensure, Bonds and Insurance

There are no applicable licensure requirements for this type of work. EREC, Inc. was established as a corporation under the laws of the State of Florida on November 7, 1996. EREC, Inc. carries appropriate general liability and automobile insurance. Copies of appropriate insurance policies will be provided upon issuance of the bid acceptance.

Compliance Timeline

The suggested project time line schedule is listed below:

TBD	Start
TBD	Status Report Due
TBD	Initial Review
TBD	Final Review
TBD	CEMP to Tallahassee
TBD	State Compliance Review

This suggested time line could be adjusted to meet the needs of the client. If selected, EREC, Inc. can initiate services after a notification to proceed.

Fee

The fee for conducting all aspects of the rewrite process, as described is eleven thousand five hundred dollars (\$11,500.00). Payments will be made as follows:

Start	¼ or \$2,875.00
Submission to Tallahassee	½ or \$5,750.00
Day of Review	¼ or \$2,875.00 *

* Upon verbal acceptance from the State of Florida of the CEMP with requested changes.

All invoices are due and payable upon presentation and become delinquent after 30 days. Delinquent payments accrue a late fee at the rate of 1½% per month or portion thereof.

Formal Arrangement

EREC can provide the services upon the issuance of a purchase order or the execution of a contract depending upon Purchasing Department requirements.

Please advise if there are any other provisions that you believe should be specified. EREC will provide a complete package of assistance in developing the rewrite. We pledge that we will undertake all necessary steps to insure that Nassau County has a smooth and effective Rewrite.

Subcontracts

The subcontractor is bound by all applicable state and federal laws and regulations and the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this agreement, to the extent allowed and required by law.

We look forward to working with you and stand ready to proceed as soon as you give the approval.

Sincerely,


Teresa A. Newsome

Teresa A. Newsome
Vice President

Approved:

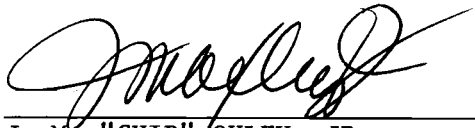
Nassau County Emergency Management

Chairman of the Board of County Commissioners



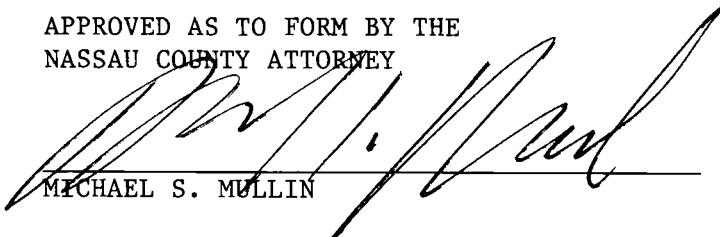
CHAIRMAN

ATTEST:



J. M. "CHIP" OXLEY, JR.
EX-OFFICIO CLERK

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY



MICHAEL S. MULLIN

Agenda Request For: June 9, 2004

Department: Emergency Management

Background: The State of Florida requires all jurisdictions with emergency management programs to revise their Comprehensive Emergency Management Plan (CEMP) every four years. Nassau County's CEMP is scheduled for State review in March 2005. Due to the magnitude and significance of the project, Emergency Management requests approval to contract with a vendor, Emergency Response and Education Consultants, Inc. (EREC), who is familiar with State compliance criteria, and experienced in working with local governments to prepare the revised plan. EREC has revised the CEMP for five counties in Northeast Florida in the past 3 years and is a recognized expert by the Florida Division of Emergency Management. A proposal for \$11,500 to prepare Nassau County's CEMP is attached.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

This is a one-time, non-recurring contract for Professional Services. The contract amount is included in the FY 03-04 budget.

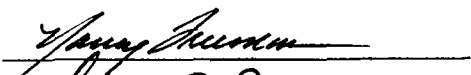
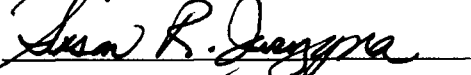

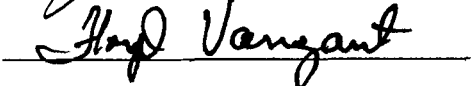
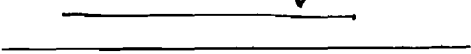
Action requested and recommendation:

Emergency Management requests approval of the contract with EREC to revise the Nassau County Comprehensive Emergency Management Plan.

Is this action consistent with the Nassau County Comprehensive Land Use Plan? N/A


Funding Source: EMPA Base Grant – Acct. # 01253525

Reviewed by:

Department Head	
Legal	
Finance	
Chairman	
Grants	

Revised 03/04

APPROVED

DATE 6-9-04 

RECEIVED
COUNTY COORDINATOR'S
OFFICE
04 MAY -5 PM 1:15

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Reviewed by:

Department Head



Legal

Finance

Chairman

Grants

Revised 03/04

04 MAY -5 PM 1:15

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OFFICE



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
OFFICE OF EMERGENCY MANAGEMENT

NASSAU COUNTY OFFICE ANNEX
11 North 14th Street, Suite 12
Fernandina Beach, Florida 32034-0490



04 JUN - 2 PM 3:40

REGIONAL
COUNTY COORDINATORS
OFFICE

MEMO

TO: Mike Mullin, County Attorney

Cc: Larry Myers, Interim County Administrator
Joyce Bradley, Clerk's Office

FROM: Nancy Freeman, Director, Emergency Management *N. Freeman*

DATE: 6/2/04

SUBJECT: BOCC Agenda-6/9/04: Justification of Request for Professional Services to Revise CEMP

The initial Nassau County Comprehensive Emergency Management Plan was developed in 2000 under a set of compliance rules that has since been revised. Criteria under the new rules demands more complex and analytical supporting data presented in the form of tables, matrices, guidelines, checklists and charts. The process is a complex and lengthy one, involving such tasks as:

- Identifying, reviewing, analyzing and revising all supporting data
- Developing hazard/risk tables, process charts, standard operating guidelines and operational checklists
- Facilitating planning and coordination meetings with all Emergency Support Function agencies
- Reviewing and re-writing all Emergency Support Function Standard Operating Guidelines
- Facilitating the State compliance review process, including correspondence and communication with State staff.

The goal of contracting for professional services for CEMP revision is to develop a fully functional product of the highest quality that will provide the operational framework for Nassau County to operate efficiently and effectively in disasters. During the past sixteen months, Nassau County Emergency Management has made significant progress in improving all aspects of the County's emergency management program. However, the day-to-day projects and priorities in Emergency Management require the full involvement of the three existing staff members to maintain the current level of

operational readiness, as well as work towards increasing emergency management capacity and capabilities. Undertaking the CEMP revision in-house would require the participation of all staff members, and make it difficult to even maintain the basic requirements of the program.

There are other private entities who can prepare County CEMP revisions, however the proposed firm, Emergency Response and Education Consultants, Inc. (EREC) is known by emergency management agencies as a highly dependable organization who has demonstrated a high level of quality in their products, having completed CEMP revisions for six Northeast Florida counties within the past several years. Information from other counties contracting with other private entities indicates the costs proposed by EREC are quite reasonable. At this time, the Northeast Florida Regional Council has not prepared any County CEMP's under the current compliance criteria.

Other criteria used in the selection of this firm, includes:

- EREC is currently facilitating the Strategic National Stockpile Plan development for Nassau County (funded by Florida Department of Health)
- EREC has developed a strong working relationship with the Florida Division of Emergency Management staff overseeing the requirements for CEMP compliance, which provides for an efficient revision process.

The funds for this contract are budgeted for FY 2003-2004 under Account #01253525.

If this request is denied, Emergency Management staff can accomplish the revision of the CEMP without contracting for outside services, however the project would require an extensive amount of the Director's time, and be detrimental to the overall quality of the product as well as other program priorities.

Agenda Request For: June 9, 2004

Department: Emergency Management

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Reviewed by:

Department Head

Legal

Finance

Chairman

Grants

[Handwritten signatures and lines for Department Head, Legal, Finance, Chairman, and Grants]

Revised 03/04

- Justification for outside consultant
- How does other firms know was this one chosen

04 MAY -5 PM 1:15

RECEIVED
COUNTY COORDINATOR'S
OFFICE



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
P.O. Box 1010
Fernandina Beach, Florida 32035-1010

Nick Deonas
Ansley Acree
Vickie Samus
Floyd L. Vanzant
Marianne Marshall

Dist. No. 1 Fernandina Beach
Dist. No. 2 Fernandina Beach
Dist. No. 3 Yulee
Dist. No. 4 Hilliard
Dist. No. 5 Callahan

J. M. "Chip" OXLEY, JR.
Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

June 18, 2004

Ms. Teresa A. Newsome, Vice President
Emergency Response Educators and Consultants, Inc.
5980 North East 57th Loop
Silver Springs, FL 34488-1202

Dear Ms. Newsome:

Enclosed is a certified, fully executed copy of your proposal to prepare a rewrite to the Nassau County CEMP as approved by the Nassau County Board of County Commissioners at their regularly scheduled meeting on June 9, 2004.

Please let us know if we may be any further assistance.

Sincerely,

J. M. "Chip" Oxley, Jr.
Ex-Officio Clerk

jgb

Enclosure

cc: Nancy Freeman w/enclosure