

CONTRACT – EOP UPDATE

The Town of Allenstown and Jane Hubbard of Hubbard Consulting LLC

The Town of Allenstown, NH agrees to contract with Jane Hubbard of Hubbard Consulting LLC to update the Town's Emergency Operations Plan (EOP). The scope and fee schedule are outlined in this contract.

NARRATIVE AND SCOPE

Meeting Schedule:

Hubbard Consulting LLC will work closely with the Emergency Management Director and other departments and agencies as necessary in order to obtain the proper information to complete the tasks below. The bulk of the planning will be done in a committee format. All agendas and meeting documentation will be prepared and provided by Hubbard Consulting LLC. The EOP planning committee stakeholders should include but is not limited to representatives from the following:

Emergency Management Director (EMD), Fire, Police, EMS, Public Works, town administration, building inspector, schools, public health network, NH Homeland Security and Emergency Management and other departments or organizations as appropriate.

For each meeting, the above departments and organizations will be invited by one of the following means of notification: letter, email or phone call. Hubbard Consulting LLC will hold four, or more, meetings with the planning committee to update the existing EOP. Hubbard Consulting LLC will begin working as soon as requested by the Town. The following is a summary of topics covered at each meeting:

- Meeting 1: Overview of new template / Hazard Threat & Analysis / Concept of Operations
- Meeting 2: Base Plan
- Meeting 3: Emergency Support Functions (ESFs)
- Meeting 4: Annex and Appendices
- Meeting 5: Review of Final Draft of EOP

Task 1: Hazard Threat & Analysis

Identify the hazards that pose a risk and could result in activation of the EOP.

Identify high-risk areas (hospitals, schools, businesses, hazmat, etc)

Identify critical infrastructure and key resources

Identify risks that could occur in neighboring community that could impact the town.

Task 2: Concept of Operations

Identify how emergency management coordinates with agencies/boards within the town.

Identify how emergency management and responders account for functional needs populations

Identify other agencies that support the plan (hospital, school, etc)
Define Operational Level (monitoring / partial / full)
EOC Organization (ICS Format, or ESF Format, or Department format)
Define Roles & Responsibilities for local, regional, state, private sector and volunteer organizations.

Task 3: Continuity of Government

Identify Line of Succession policies
Identify key municipal resources and functions required for continuous operation
Identify alternate facilities

Task 4: Update Emergency Support Functions (ESFs)

Identify which of the 15 ESFs to include in the local EOP.
Define ash ESF that is used in the EOC and what it addresses.
Complete an ESF Matrix.

Task 5: Supporting Documents, Annexes and Appendices

Identify existing strategic, operations, tactical or contingency plans, resolutions and procedures
Develop a Shelter Annex, or other similar Annex.
EOC Guidelines Annex
EOC Player Packets Appendix
Resource List Appendix (format provided by Hubbard Consulting, content provided by Town officials.)

Task 6: Grant Requirements

Hubbard Consulting LLC will assist the town in providing the required quarterly/final reports to HSEM and will work with the Town to document and track the local match required as part of the Emergency Management Planning Grant (EMPG). Soft match will be documented through Attendance Sheets of all committee meetings and an Excel spreadsheet that tracks time spent by committee members outside of the committee meetings. If the Town does not have enough participation to cover the soft-match, Hubbard Consulting LLC will not reduce the contract amount or be responsible for unmet match by the Town.

1.0 SCHEDULE AND COMMITMENTS

Commencement of the Tasks listed above will commence upon the Town awarding the contract to Hubbard Consulting LLC. There will be at least 5 committee meetings over a 3-4 month period, which will culminate in a final draft of the EOP for the Committee's review by March 31, 2016. A final EOP will be provided no later than 30 days after review of the final draft.

Hubbard Consulting has a consistent history of providing emergency management services to multiple entities at any given time. Development of over eighty EOPs has always been within a 6 month time

frame, and is usually produced within 3 to 4 months. With more than one staff person committed to this project, the resources within Hubbard Consulting are exceedingly adequate to successfully complete this project within the specified time frame.

2.0 BUDGET

The total cost to meet the proposed Scope of Work is \$4,000. Invoices will be submitted according to the proposed schedule below.

Month 1	\$1,000
Month 2	\$1,000
Month 3	\$2,000
Total	\$4,000

The grant will cover the cost of Hubbard Consulting LLC services (\$4,000). The required 50% match (\$4,000) will be covered by in-kind services from the Town of Allenstown. The match will include reasonable salary/benefit costs for the time of committee members dedicated to the project. Hubbard Consulting will adhere to the Grant reporting requirement, with assistance from Town of Allenstown.

3.0 SIGNATURE

This Proposal is submitted by Jane Hubbard of Hubbard Consulting LLC and expires on March 1, 2016. Jane Hubbard is the managing member of Hubbard Consulting LLC and has the authority to sign proposals and contracts.

Town of Allenstown

Date

Jane Hubbard

Jane Hubbard
Managing Member

12/22/2015

Date