



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

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C. MICHAEL KILBURN

PAT ARNOLD SOUTH

DAVID G. YOUNG

APPROVE AND ENTER INTO AGREEMENT WITH DELTA DEVELOPMENT GROUP, INC.

BE IT RESOLVED, to approve and authorize the President of the Board to execute an agreement for the Special Needs Plan for Warren County All Hazards Emergency Operations Plan; as attached hereto and made a part hereof.

Mrs. South moved for adoption of the foregoing resolution, being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Kilburn – nay

Mr. Young – yea

Mrs. South – yea

Resolution adopted this day of October 2010.

BOARD OF COUNTY COMMISSIONERS

Tina Davis, Clerk

cc: c/a—Delta Development Group, Inc.
EMS (file)



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**Public Notice for Request for
Qualifications (RFQ) for Special Needs Plan**

The Warren County Board of Commissioners intends to contract for professional consulting services in regard to a Countywide Special Needs Plan. Firms interested in being considered for a contract should send four copies of their proposal of services no later than 4:00pm on September 3, 2010 to the address below. Proposals received after this deadline will not be considered.

The performance period for this project is September 13, 2010 through March 31, 2011. The cost of the project shall not exceed \$45,100.07.

Proposals shall include the following information:

1. Firm Background

2. Key Personnel

Experience with Special Needs population management

3. Project Understanding

Prepare this new section of the EOP from the county level approach including the responsibilities of the local jurisdiction.

Research the latest guideline for this document at State EMA and FEMA.

Prepare the plan.

Manage comment process for tasks and timeline, which includes identifying and contacting interested parties for review within the time frame established.

Develop or obtain necessary graphics.

Integrate comments into final document.

Prepare crosswalk to State EOP guidelines.

Ensure plan is inputted into Net Planner software.

4. Project Approach Covering Work to be completed by contractor:

5. Special Needs Plan should include:

Identify Special Needs Population:

- a. What are the public / private agencies and how are they structured?
- b. Define special needs demographics. (Ex. elderly, homeless, disabled)
- c. Distinguish the network of care.
- d. Identify the location of special needs populations, agencies, and shelters.

(Ex. group homes and community care facilities)

- e. Identify registries in and around Warren County.

Resource Assessment:

- a. What resources are available at each agency?
- b. Identify caregivers.
- c. Identify transportation providers.
- d. Identify housing / sheltering locations.
- e. Develop public and private utilities list.
- f. Resource type equipment.
- g. List local and regional hospitals and care facilities.
- h. Identify pharmacies and treatment supply depots.

Deployment Methods:

- a. Evacuation procedures for each agency.
- b. Emergency routes / snow routes through the County.
- c. Housing relocations.
- d. Shelter in place procedures and notification process.
- e. Level of mobility throughout Warren County.

Prioritization:

- a. List of disabilities in each population / agency.
- b. What would be needed to help each at risk population?
- c. Who do we evacuate first if group falls apart?
- d. How does the County fit in?

Public Information Delivery:

- a. List media outlets.
- b. Develop procedures to communicate with the public.
- c. Develop procedures to communicate with the agencies.

Plan Practical Exercise to test the Special Needs Plan

- a. Design and develop a table top exercise
- b. Develop an evaluation measure for the critique of the exercise

Construct an Emergency Preparedness Collaboration (EPC):

- a. Develop a mission and scope for the group.
- b. Construct the bi-laws.
- c. Develop the team including, but not limited to the following agencies:

- i. Developmental Disabilities (MRDD)
- ii. Community Services
- iii. Human Services
- iv. Children Services
- v. Senior Services
- vi. Faith Based Organizations
- vii. Transportation Providers
- viii. New Housing Ohio
- ix. Mental Health Board
- x. Communication / Dispatch
- xi. Media Outlets
- xii. EMA
- xiii. Health Department
- xiv. Hospitals
- xv. Universities / Colleges
- xvi. Schools
- xvii. Law Enforcement
- xviii. Fire and EMS
- xix. Nursing Homes
- xx. American Red Cross
- xxi. Salvation Army

6. Task Schedule

7. Summary of Tasks and Associated Cost

As required by Ohio §153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Warren County Board of Commissioners will enter into contract with the most highly qualified firm.

Proposals should be sent to:
Mr. Bill Becker, Director
Warren County Department of Emergency Services
500 Justice Drive, Lebanon, Ohio 45036
(513) 695-1315

All questions concerning the content of this proposal should be directed in writing via email to Mr. Becker at the following address: wcdes2@wcoh.net.

Sincerely,

Bill Becker
Director