



January 7, 2011

Proposal to Design, Facilitate and Evaluate (1) Full-Scale Exercise

Prepared for: James Williams
Major General (Ret) AUS
Director of Emergency Operations
City of Gahanna, Ohio
614-342-4452

Prepared By: ARMADA Ltd.
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EXHIBIT A



1. Cover Letter

James Williams
Major General (Ret)
Director of Emergency Operations
City of Gahanna, Ohio

City of Gahanna Proposal Summary Information	
Client : City of Gahanna	Contractor's Name: ARMADA Ltd.
Contractor's Project Manager: Jeff Podracky	Project Manager Contact Information: jpodracky@armadausa.com 614-431-9700
Prime Contractor Information: ARMADA Ltd. 23 Clairedan Dr., Powell, Ohio 43065 Main: 614.431.9700 Fax: 614.431.9706 Web: www.armadausa.com	Proposed Start: February 2011 Proposed Completion Date: October 2011

RE: Proposal to Design, Facilitate and Evaluate (1) Full-Scale Exercise

Dear General Williams,

I would like to thank you in advance for taking the time to review our bid proposal.

ARMADA Ltd. appreciates the opportunity to work with City of Gahanna and its partner organizations. We are confident that we can design, facilitate and evaluate (1) Full-Scale Exercise that will better prepare the City of Gahanna and community partners to respond to emergencies and catastrophic events. The exercise will incorporate appropriate target capabilities and will be HSEEP compliant. It is our goal to exceed your expectations and those who will be participating in the exercise.

The attached cost proposal is based upon your current request and can be adjusted if the scope of work changes. We look forward to further discussing the opportunity with you at your earliest convenience. If you have any questions, please feel free to contact me directly. Our proposal is valid for 45 days.

Sincerely,

Jeffery P. Podracky
Chief Operating Officer
Main (614) 431-9700



The ARMADA TEAM's industry best practices and customer commitment results in the delivery of professional services and quality products. Our solutions are delivered on time, within budget, validating customer satisfaction and ensuring customer mission success.

2.0 ARMADA Ltd – Company Overview

Headquartered in Powell, Ohio, ARMADA is a Service-Disabled, Veteran-Owned, Small Business Enterprise. Holding true to the meaning of the term “Armada”, ARMADA Ltd. offers a fleet of capabilities to address your organization’s emergency management preparedness needs.

The ARMADA Team consists of former FEMA Regional Directors, State level Emergency Management and Homeland Security Directors, Senior Public Safety Officials, as well as Healthcare Emergency Management Planners and Homeland Security Exercise and Evaluation Program (HSEEP) certified professionals. Our team brings more than 350 years combined experience in emergency management planning and all-hazards exercise design and evaluation.

3.0 Full Scale Exercise Elements

- Initial Planning Conference
- Mid-Term Planning Conference
- Final Planning Conference
- Cost for development of Exercise Plan (ExPlan), Controller/Evaluator (C/E) Handbook, Player Guide, Master Scenario Events List (MSEL) and scenario development
- PowerPoint presentation development for Player; Controller; Simulator; Evaluator, Actor/Victim and Hospital briefings, training and debriefings
- Scenario development (including all appendices), publishing and shipping
- Exercise support materials (i.e. badges, sign-in sheets, table tents, mock secondary devices, controller and evaluator packets, actor waiver forms, marking tap, etc.)
- Cost for controllers/support staff
- After Action Report development, publishing and shipping
- Corrective Action Plan/Improvement Plan development, publishing and shipping
- After Action Conference

Assumptions made during pricing

- The Full-Scale Exercise would include an estimated 80 participants
- All planning meetings and the execution of the exercise will be facilitated at the “Client’s” site at no additional cost to ARMADA
- The Full-Scale Exercise would all take place at a single location (however it is understood that hospitals and MA’s may be stood up as part of the exercise)
- 6 Controllers were included in the cost
- Evaluators will be selected by the Exercise Design Team and/or selected by the client at no cost to ARMADA (i.e. volunteers)



- The Full-Scale Exercise was estimated not to exceed 6 hours. No lunches/food were included in the costs
- Volunteer administration will be provided by ARMADA
- Moulage supplies will be provided by the Client. Moulagers will be volunteers.
- Equipment (fake IEDs, radios, etc), vehicles (crashed cars, towing, etc), manikins, exercise signs, to be used as part of the exercise are to be provided by the Client at no cost to ARMADA.
- Augmentation staff (i.e. traffic control officers for the exercise, on-duty medics at the exercise, etc) are at the cost of the Client or individual department.

***Note: in the event the client would like to increase or decrease the outlined scope of work / assumptions, it is possible. The pricing will be adjusted to reflect the increases and/or decreases accordingly.**

Total Cost Per Full-Scale Exercise:	\$18,600.00 (includes a Lead Controller)
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5.0 Project Assumptions

ARMADA made the following assumptions in the preparation of this proposal.

- Third party training / exercise participants will volunteer their time and/or be paid through existing budgets. ARMADA will not be responsible for costs associated with third party labor, overtime, equipment, community resources etc. should these items be needed to complete training.
- The exercise planning conferences will be conducted in a face-to face environment with the option of conducting them on-line if requested by the City.
- ARMADA will develop and print all exercise documents. Black and white will be used for costs savings.
- A significant contributor to meeting the project timelines will be the availability of key stakeholders of the project. ARMADA has outlined an estimated timeline with the assumption that key project personnel will make themselves reasonably available throughout the project. Furthermore, ARMADA has outlined the project timeline with the understanding that key personnel will respond to requests for information, and/or offer comments on information submitted by ARMADA within a reasonable timeframe.

Client Approval:

Signature of Approving Authority _____ Date: _____

Name: _____ Title: _____